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12/2/13/6  
Enquiries: A Henriques

Circular: 0018/2017  
Expiry date: 31 March 2018

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public schools

Short summary: *Online ordering facility on CEMIS for schools to order Grades 1 to 12 CAPS textbooks.*

**Subject: Online ordering facility for Grades 1 to 12 CAPS textbooks**

1. Schools in the Western Cape are expected to supply each enrolled learner with a textbook for every subject.
2. In order to ensure that all learners in every school have textbooks for every subject in 2018, principals are requested to:
  - 2.1 project their anticipated grade-by-grade learner enrolment for 2018;
  - 2.2 estimate the expected number of additional learners at the beginning of 2018 based on trends over recent years; and
  - 2.3 take into account their year-end textbook retention rate in recent years.
3. The information in point 2 should be used to inform textbook top-up orders for 2018.
4. Schools will be afforded only one opportunity in 2017, between 29 May and 09 June, to order all their top-up textbooks using the online facility afforded by the Western Cape Education Department (WCED). This implies that schools should take time to plan their textbook top-up needs for 2018 carefully, taking into account all the factors indicated in point 2.

5. The LTSM norms and standards (N&S) funds of schools will be used to pay for top-up and learner growth textbooks in January 2018.
6. If schools do not have sufficient N&S funds available to pay for all the top-up and learner growth textbooks ordered online, an application should be submitted to the WCED for financial assistance. The application should be completed on the attached template and should indicate the reason for requesting financial assistance. This template must be signed by the principal and scanned and emailed to [aletta.knipe@westerncape.gov.za](mailto:aletta.knipe@westerncape.gov.za) by 23 June 2017.
7. Schools are encouraged to conclude their preparations prior to the online capturing period and to start capturing their top-up textbook needs from the day the online system opens on 29 May 2017.
8. When accessing CEMIS, select the "Administration" option on the menu bar and select "CAPS textbook top-up" from the drop-down list. A sub-menu will appear and will provide access to the capture screen and the "How to guide". Schools are encouraged to familiarise themselves with the contents of the "How to guide" prior to capturing top-up textbook orders.
9. Please refer to the welcome note and guide on CEMIS to ascertain who should be contacted if any difficulties are experienced with the capturing of top-up textbook orders.
10. Once the online order has been verified and signed off by the principal, the school should print a hard copy of the verified order, check it for correctness and keep it on record.
11. Kindly bring the contents of this circular to the attention of all staff concerned.

**SIGNED:** BK SCHREUDER  
**HEAD: EDUCATION**  
**DATE:** 2017-05-09



**APPLICATION FOR FINANCIAL ASSISTANCE: TOP-UP TEXTBOOKS FOR 2017**

Name of school: \_\_\_\_\_

EMIS No.: \_\_\_\_\_

District: \_\_\_\_\_

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| State the amount still available for LTSM norms and standards: | R |
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| Describe the school's reason for requesting financial assistance: |
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Name and signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

The completed and signed form must be scanned and emailed to the following email address by 23 June 2017: [Aletta.Knipe@westerncape.gov.za](mailto:Aletta.Knipe@westerncape.gov.za).