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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices),
Heads: Management and Governance, Circuit Managers, Principals of ordinary
public schools

Short summary: *This circular serves to inform schools of the requirements to ensure accurate record-keeping and reporting on textbook retention and retrieval for the 2019/20 financial year.*

Subject: Requirements to ensure accurate record-keeping and reporting on textbook retention and retrieval for the 2019/20 financial year

1. A significant portion of norms and standards funding is used annually to provide learners in all grades with textbooks.
2. It is incumbent on principals, educators, learners and parents to care for and retrieve these books so that they can be reused over a 3- to 4-year lifespan.
3. The Western Cape Education Department (WCED) is required to submit an annual report on textbook retention and retrieval to the Department of Basic Education and to keep records for audit purposes.
4. Furthermore, the Auditor General has found that record-keeping and reporting on textbook issuing and retrieval at school level in 2018/19 was extremely poor and inaccurate.
5. The control of Learning and Teaching Support Material (LTSM) at school level and the monitoring of LTSM processes by districts were found to be inadequate, while implementation of and compliance with the WCED's LTSM framework were also found to be extremely poor.
6. Schools are requested to ensure that the following procedure is in place for 2019 and 2020:

- 6.1 Each educator must have a list indicating the books issued to each learner.
- 6.2 The educator must indicate the learners who have returned their textbooks on the same list.
- 6.3 The school must be able to provide evidence that the parent has signed for or acknowledged receipt of the textbooks.
- 6.4 Grade 10–12 learners could sign on the class lists for receipt of the textbooks.
- 6.5 The school must in essence provide evidence that each learner has access to a textbook.
- 6.6 Where textbooks are kept at school and shared, the school must ensure that there is proof that there are enough textbooks for each learner and that no learner is without a textbook when required.
- 6.7 Where parents buy the textbooks, the list held by the school must still indicate whether the learner had the requisite textbook and the parent must sign as proof that the learner has a textbook.
7. The lists of textbooks issued and retrieved must be signed, dated and stamped with the school stamp by the class teacher and the relevant departmental head and stored in the school safe for a minimum of three years.
8. The class teacher must keep a copy of the list in their class file.
9. Schools with electronic issuing and retrieval record systems must print a copy of their issuing and retrieval record system and sign, date, stamp and store as per paragraphs 7 and 8.
10. During their visits to each school in the circuit, School Finance and Records Officers are required to check learner textbook records which should be in the class teacher's file and aligned to the one kept in the principal's office.
11. **It is of the utmost importance to ensure that the records captured on CEMIS are accurate and can be supported by the class lists, which will be used as evidence in the case of an audit.**
12. The school must complete and sign off a basic report on CEMIS to indicate how many textbooks were issued to learners and how many were retrieved per subject per grade.
13. The report must be completed between 18 November and 13 December 2019.

14. To access the capture screen on CEMIS, go to:
 - the “**Administration**” tab; and
 - select “**Textbook Retrievals**” in the drop-down menu and complete.

15. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-10-17