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Enquiries: R Larney

Circular: 0028/2020
Expiry date: None

To: Chief Directors, Directors, Circuit Managers, Principals and Chairpersons of governing bodies

Brief summary: *Important due dates and processes in the management of textbooks at schools.*

Subject: Important due dates and processes in the management of textbooks at schools

1. This circular should be read in conjunction with Circular 0015/2017, dated 12 April 2017 (Approved framework for the supply of Learning and Teaching Support Material (LTSM) in the Western Cape) and Circular 0040/2019, dated 17 October 2019 (Requirements to ensure accurate record keeping and reporting on textbook retention and retrieval for the 2019/2020 financial year). Both circulars emphasise the important role the principal and the LTSM committee play in the implementation of the school's LTSM policy and the overall management of textbooks, workbooks, literature studies and other resources at school.
2. This circular aims to assist the principal and LTSM committee by setting out key due dates and activities at school level to enable accurate record keeping and reporting on textbook retention and retrieval.
 - 2.1 The due dates (Annexure A) will enable schools to plan effectively and report on quarterly textbook checks and their annual LTSM audit.
 - 2.2 Specific dates will be provided to schools each year in the annual school planning calendar.
 - 2.3 This will also enable the circuit managers, school finance records officers and subject advisers to conduct more focussed monitoring and support visits to schools.

3. Your cooperation in this matter is greatly appreciated.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-09-29