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Enquiries: A Henriques

Institutional Resource Support Minute: 0002/2020

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, 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 2021, principals are requested to:
  - 2.1 project their anticipated grade-by-grade learner enrolment for 2021;
  - 2.2 estimate the expected number of additional learners at the beginning of 2021 based on trends over recent years;
  - 2.3 ensure that all unused textbooks currently in storerooms are taken into account; and
  - 2.4 take their year-end textbook retention rate in recent years into account.
3. The information in point 2 should be used to inform textbook top-up orders for 2021.
4. Schools will be afforded only one opportunity in **2020**, between **01 and 12 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 2021 carefully, taking into account all the factors indicated in point 2.
5. Schools' learning and teaching support material norms and standards (N&S) funds will be used to pay for top-up and learner growth textbooks in January 2021.

6. 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 01 June 2020.
7. 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.
8. 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.
9. 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.
10. Where a title is not available via the ordering system, schools should use the attached ordering template (Addendum 1) to order their required CAPS-approved textbooks. The completed order form should be submitted electronically for the attention of Mr Bernard Stoffels (tel. no. 021 467 2345) to [Bernard.Stoffels@westerncape.gov.za](mailto:Bernard.Stoffels@westerncape.gov.za) by no later than 12 June 2020.
11. It has come to the attention of the WCED that schools tend to refuse the delivery of orders that were incorrectly placed by the school, which has a financial implication for suppliers. Suppliers or their delivery agents will not be obliged to return correctly supplied orders. Principals are reminded that the school is financially accountable for all orders placed via CEMIS and has no option but to accept deliveries in accordance with an official order.
12. Kindly bring the contents of this minute to the attention of all staff concerned.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2020-05-20