



Reference: 20200807-7415
File no.: 12/2/13/6
Enquiries: V Madasi

Institutional Resource Support Minute: 0007/2020

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

Subject: Delivery of Grades R to 9 Department of Basic Education workbooks for 2021

1. As stated in a letter from the Department of Basic Education (DBE), the DBE will print and distribute workbooks to all public schools (ordinary and special) in the Western Cape for the 2021 school calendar year.

The following books will be delivered directly to schools:

- Grade R workbooks;
- Grades 1 to 6 Home Languages;
- Grades 1 to 3 Mathematics in the language of learning and teaching (LoLT);
- Grades 4 to 9 Mathematics in English and Afrikaans;
- Grades 1 to 6 First Additional Language in English; and
- Grades 1 to 3 Life Skills in the LoLT.

Volume 1 for 2021 (Terms 1 and 2) and Grade R will be delivered to all schools as from 24 August 2020.

Volume 2 for 2021 (Terms 3 and 4) will be delivered to all schools as from 30 October 2020.

2. During March 2020 the Western Cape Education Department (WCED) was required to provide the DBE with the projected learner numbers for workbooks to be printed and delivered for 2021. The learner numbers provided to the DBE were based on the relevant CEMIS information available at the time.
3. The number of workbooks to be delivered to each school corresponds with the learner numbers provided to the DBE by the WCED. The number of workbooks per grade that schools can expect to be delivered by the DBE can be viewed on the

Learning and Teaching Support Material (Curriculum and Assessment Policy Statement textbooks) webpage on the WCED website. The website address is <https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-ltism>.

4. A guideline document outlining the procedure prior to and during the delivery of the workbooks is attached as Annexure A to this minute.
5. When the workbooks are delivered by the DBE service provider, schools are expected to compare the number of workbooks delivered with the numbers provided on the abovementioned website. Any deliveries in incorrect languages or shortages must be indicated on the proof of delivery (POD) and must be taken up with the service provider that delivered the workbooks on behalf of the DBE.
6. The DBE uploads the PODs of each school on <http://www.schoolmaster.org.za> and districts are encouraged to access this website to verify the delivery details. The school's Education Management Information Service number can be used to log on to the website.
7. During October 2020, all schools to which workbooks were delivered will be required to access CEMIS to capture the projected learner numbers for 2021 and the actual number of workbooks per subject per grade received from the DBE. In the process, shortages and surpluses will be identified and communicated to the districts. The report will be available at EduInfoSearch.
8. Relevant district officials will be responsible for facilitating the distribution of workbooks identified as shortages.
9. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-08-21