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Enquiries: A Henriques

Institutional Resource Minute: 0002/2021

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

**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 2022, principals are requested to:
  - 2.1 project their anticipated grade-by-grade learner enrolment for 2022;
  - 2.2 estimate the expected number of additional learners at the beginning of 2022 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 2022.
4. Schools will be afforded only one opportunity in 2021, between 17 and 28 May, 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 2022 carefully, taking into account all the factors indicated in point 2.
5. Schools' learning and teaching support material norms and standards funds will be used to pay for top-up and learner growth textbooks in January 2022.
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 17 May 2021.

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 28 May 2021.
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 schools are financially accountable for all orders placed via CEMIS and have no option but to accept deliveries in accordance with an official order.
12. Kindly bring the contents of this circular to the attention of all staff concerned.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2021-04-23