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Enquiries: V Madasi

Institutional Resource Support Minute: 0005/2021

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

**Subject: Delivery of Grades R to 9 DBE workbooks for 2022**

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 2022 school calendar year.
2. 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 English (First Additional Language)
  - Grades 1 to 3 Life Skills (in the LoLT).
3. Volume 1 for 2022 (Terms 1 and 2) and Grade R will be delivered to all schools by 30 September 2021. Volume 2 for 2022 (Terms 3 and 4) will be delivered to all schools by 30 November 2021.
4. Earlier this year, the Western Cape Education Department (WCED) was required to provide the DBE with projected learner numbers for workbooks to be printed and delivered for 2022. The learner numbers provided to the DBE were based on the relevant CEMIS information available at the time.
5. The number of workbooks to be delivered to each school corresponds to 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 (LTSM) (CAPS textbooks) webpage on the WCED's website

(<https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-ltism> ).

6. A guideline document outlining the procedure prior to and during the delivery of the workbooks is attached as Annexure A.
7. 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 any shortages must be indicated on the proof of delivery (POD) and taken up with the service provider that delivered the workbooks on behalf of the DBE.
8. The DBE uploads the PODs of each school at <http://www.schoolmaster.org.za> and districts are encouraged to access this website to verify the delivery details. The school's EMIS number can be used to log onto the website.
9. During October 2021, all schools to which workbooks were delivered will be required to access CEMIS to capture the projected learner numbers for 2022 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 on EduInfoSearch.
10. Relevant district officials will be responsible for facilitating the distribution of workbooks identified as shortages.
11. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** L McGLENATENDOLF

**ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2021-07-21