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Institutional Development and Coordination Minute: 0003/2021

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Chairpersons of governing bodies of all section 21 ordinary public schools

Subject: Standard Operating Procedure (SOP): issuing, retention, retrieval and ordering of textbooks by schools

1. At the beginning of each school year each learner should have a textbook, per subject, per grade.
2. The Western Cape Education Department has developed an SOP to assist schools to achieve this requirement.
 - 2.1 The SOP should be read in conjunction with Circular 0015/2017 (Approved framework for the supply of Learning and Teaching Support Material in the Western Cape), dated 12 April 2017, and Circular 0028/2020 (Important due dates and processes in the management of textbooks at school), dated 29 September 2020.
3. A copy of the signed SOP is attached for use by all schools.
4. Kindly bring the contents of this minute to the attention of all relevant officials.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2021-03-30