

File no.: 21/2/5/2/LTSM
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Curriculum GET Minute: 0006/2023

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

Subject: Managing Learning and Teaching Support Material in Foundation Phase classrooms

1. The purpose of this minute is to provide guidance and direction regarding Learning and Teaching Support Material (LTSM) for the Foundation Phase in 2023.
2. The Foundation Phase was identified as a key priority in 2021.
3. As part of this priority focus, the Foundation Phase received an additional budget which enables them to procure additional LTSM for use in the classroom.
4. To ensure smooth processes and put all measures in place for auditing purposes, the following guidelines need to be followed:
 - 4.1 Schools will be informed of a suitable date and time for the delivery of the LTSM.
 - 4.2 The service provider will avail a checklist with all the LTSM delivered to the school or district office.
 - 4.3 The delegated official needs to check the totals against the checklist of the LTSM.
 - 4.4 The receiving official must sign and stamp the delivery note.
 - 4.5 All shortages must be reported to the district office within seven days, who must then contact the project manager at Head Office.
 - 4.6 The project manager will attend to the shortages and arrange with the delivery company to deliver the shortages to the schools or districts.

- 4.7 All delivery notes must be submitted to the district office who will submit the district proof of delivery to the responsible person at Head Office.
- 4.8 All LTSM received should be placed on the school's inventory.
- 4.9 Annual checks against the inventory need to take place to ensure that all resources are still available in the classroom.
- 4.10 Decodable graded readers/anthologies must be covered with plastic.
- 4.11 The school stamp should also be added to the inside of these graded readers/anthologies.
- 4.12 All LTSM remains the property of the school. When a teacher leaves the school, a handover should take place between the teacher and the School Management Team (SMT)to ensure that the resources remain at the school.
5. It is expected from the SMT to ensure the implementation of the guidelines provided.
6. Principals are requested to bring this minute to the attention of all Foundation Phase teachers and SMTs at their schools.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-04-06