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Reference: 20230607-5204

Institutional Resource Support Minute: 0009/2023

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 DBE workbooks for 2024

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 2024 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 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 LoLT.
- 3.1 Volume 1 for 2024 (Terms 1 and 2) and Grade R will be delivered to all schools as from August until September 2023.
- 3.2 Volume 2 for 2024 (Terms 3 and 4) will be delivered to all schools as from October 2023 until November 2023.
4. During March 2023 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 2024. 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 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-ltsm>).
6. A guideline document outlining the procedure prior to and during the delivery of the workbooks is attached as **Annexure A** to this minute.
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 above-mentioned website. Any deliveries in incorrect languages or shortages must be indicated on the proof of delivery and taken up with the service provider who delivered the workbooks on behalf of the DBE.
8. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2023-06-23