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Institutional Resource Support Minute: 0005/2024

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers, and Principals of section 21 ordinary public schools

Subject: Advantages for section 21 schools when procuring Grades 1 to 12 textbooks using the existing WCED textbook contracts with publishers

1. Schools in the Western Cape are expected to supply each enrolled learner with a textbook for every subject.
2. The Western Cape Education Department (WCED) annually affords all schools the opportunity to purchase textbooks by placing orders via CEMIS. Collated orders received from schools across the province are consequently placed with contracted publishers for the supply and delivery of the textbooks to schools prior to the following school year.
3. It was noted that some section 21 schools do not make use of this opportunity to procure textbooks.
4. The purpose of this minute is to highlight the advantages for section 21 schools when purchasing textbooks or placing textbook orders via CEMIS when this opportunity is afforded to all schools annually during May/June.
5. The advantages for schools ordering textbooks via CEMIS include the following:
 - 5.1 A WCED investigation involving observing the amounts paid by individual schools that do not order textbooks via CEMIS has revealed that these schools pay up to 27% more for textbooks. By using the contracted publishers, more textbooks can consequently be purchased for the same amount of money.
 - 5.2 When textbooks are ordered via CEMIS, 100% of the textbooks ordered are delivered to schools by October/November of the previous year.

- 5.3 Schools will be able to order Learning and Teaching Support Material (LTSM) resources produced by the Department of Basic Education (DBE). These resources are written by education specialists from across the country and are very cost effective and can potentially serve as alternatives to mainstream textbooks.
- 5.4 Where a school's available norms and standards (N&S) allocation for LTSM is not sufficient, the school will be able to obtain a quotation to ascertain how much additional funds will be required to purchase all the needed textbooks. Arrangements can be made for the school to pay the additional funds into the bank account of WCED, after which the order will be placed with the contracted publisher.
6. The following persons can be contacted to discuss the practicalities involved in making payments to the WCED in respect of textbooks in excess of available N&S allocation for LTSM and to receive more information about the DBE available resources:

Contact person	Email address	Tel. no.
Zandre Kleinschmidt	Zandre.Kleinschmidt@westerncape.gov.za	021 467 2354
Alexandra Henriques	Alexandra.Henriques@westerncape.gov.za	021 467 2767
Brian Le Keur	Brian.Lekeur@westerncape.gov.za	021 467 2094

7. Section 21 schools are herewith encouraged to consider the above-mentioned advantages, make the necessary enquiries, and decide timeously whether to make use of this opportunity to order their textbooks via CEMIS using the existing WCED contract with publishers.
8. Kindly bring the contents of this minute to the attention of all staff concerned.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-02-19