



basic education

**Department:
Basic Education
REPUBLIC OF SOUTH AFRICA**

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**To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL CURRICULUM BRANCHES
PROVINCIAL LTSM COORDINATORS
DISTRICT DIRECTORS AND LTSM OFFICIALS
SCHOOL PRINCIPALS**

CIRCULAR S4 OF 2014

DELIVERY OF SURPLUS WORKBOOKS FROM PREVIOUS YEARS FOR USE IN 2014 SCHOOL YEAR

The delivery of Volume 1 of the 2014 Grades 1-9 workbooks that commenced at the beginning of September 2013 was completed by the first week of November 2013. The delivery of Volume 2 workbooks commenced on 15 January 2014 and is planned to be completed by 28 February 2014.

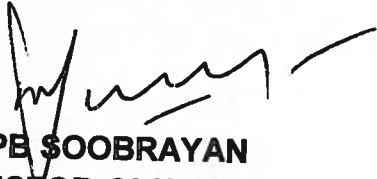
In addition, the Department of Basic Education (DBE) has instructed the service provider contracted for the delivery of workbooks to include surplus CAPS-aligned 2012 and 2013 workbooks.

The decision to distribute surplus workbooks from previous years has been taken in order to make available to teachers these high quality materials that remain relevant for use in literacy and numeracy classrooms as additional resources.

The service provider has been instructed to avoid packaging together different workbook editions.

As is stated in Circular S10 of 2013, subject advisors, district directors and teachers are reminded that the utilisation of workbooks in everyday lessons is mandatory. District officials, subject advisors and school principals are requested to monitor regularly the utilisation of workbooks in all grades 1-9 classes.

You are kindly requested to bring Circular S4 of 2014 to the attention of all Heads of Provincial Curriculum sections, Provincial LTSM Managers, District Directors, District LTSM officials and School Principals.



MR PB SOOBRAYAN
DIRECTOR-GENERAL

DATE: 26/02/2014