



# 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 CO- ORDINATORS  
DISTRICT DIRECTORS AND LTSM OFFICIALS  
SCHOOL PRINCIPALS**

## **CIRCULAR S5 OF 2014**

### **UTILISATION OF GRADE R- 9 WORKBOOKS FOR THE ACADEMIC YEAR 2014**

It has come to the attention of the Department of Basic Education (DBE) that some schools are not utilising the workbooks. Workbooks were developed and supplied to enhance the quality of teaching and learning by:

- providing good quality activities and ideas that portray good practice that will assist teachers in the long term to emulate such practice; offering learners the opportunity to experience acquisition and application of skills in a systematic way;
- ensuring that learners are given adequate opportunities to consolidate their skills through written exercises;
- ensuring that schools that lack photocopying facilities will be supported;
- modelling good practice and guiding teachers to improve their teaching;
- providing a variety of activities to reinforce (a) mathematical concepts and skills, and, (b) literacy / language skills; and
- helping teachers to monitor learner performance in key activities; and prepare learners for the formats used in various standardized assessments.

Non-usage of these resources will deny learners opportunities to enhance their learning, as well as ensure curriculum coverage and improved learner performance. It further amounts to fruitless expenditure for which districts and schools must account.

Provincial Education Departments are requested to provide DBE with a report on the utilization of workbook 1 for a minimum of 10 schools per district, split into 5 Primary schools per district for Grades 3 and 6 in Mathematics and Language and 5 Secondary / High schools per district for Grade 9 in Mathematics by 23 May 2014; and the report on utilization for Workbook 2 for the same grades by 30 September 2014. The instrument to be utilised for monitoring utilisation of Workbooks is hereby attached.

It is recommended that schools that performed poorly in ANA, especially in Grades 3, 6 and 9, be targeted for monitoring. DBE will also monitor utilization in selected districts for which information will be forwarded in due course.

It would be greatly appreciated if the content of Circular S5 of 2014 is brought to the immediate attention of all Heads of Provincial Curriculum sections, Provincial LTSM managers, district directors, district LTSM officials and school principals.

Your assistance in this matter is greatly appreciated.



**MR RB SOOBRAYAN**  
**DIRECTOR-GENERAL**

DATE: 03/03/2014