



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 S2 OF 2014

DELIVERY OF GRADE 1 FAL WORKBOOKS FOR THE INCREMENTAL INTRODUCTION OF AFRICAN LANGUAGES PILOT STUDY

Kindly note the delivery of Grade 1 FAL workbooks to be utilised for the Incremental Introduction of African Languages (IIAL) pilot, in the selected schools in the province, **will take place during the week 27- 31 January 2014.**

From consultations with the coordinators, it was agreed that workbooks from the warehouse will be delivered to districts and provincial offices under which the pilot schools fall. Officials in the Provincial and District offices responsible for the pilot are kindly requested to assist by delivering the workbooks to the piloting schools. The quantities delivered will be in accordance with what provinces provided to the DBE. The breakdown of language choices per province is included on the attached list.

On receiving the consignment, the delegated provincial/ district official is expected to:

- open and check the workbook consignment immediately on delivery;
- indicate shortages on the proof of delivery note immediately; and
- sign and put the school stamp on the proof of delivery note and give a copy to the driver.

In the case of shortages, the delegated official should further report shortages immediately to DBE, using the e-mail or fax details mentioned on the circular. Shortages are to be reported as soon as the consignment is received.

After the delivery, provincial and district officials designated with the responsibility of the pilot are to provide DBE, LTSM directorate, with a signed proof of deliveries for schools participating in the pilot. The PoD should be inclusive of the name of the school, EMIS number, province, district, subject(s), quantity of workbooks received and the name of the

teacher who received the books at each school participating in the pilot. The attached template can be used for this purpose.

You are kindly requested to bring Circular S2 of 2014 to the attention of all Heads of Provincial Curriculum sections, Provincial LTSM Managers, District Directors, District LTSM officials and School Principals.



MR SG PADAYACHEE
ACTING DIRECTOR-GENERAL
DATE: 2019/01/29