



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
LTSM OFFICIALS AND
SCHOOL PRINCIPALS**

CIRCULAR S2 OF 2017

SUBMISSION OF REPORTS ON THE UTILISATION OF GRADE R-9 WORKBOOKS FOR THE 2017 ACADEMIC YEAR

It has come to the attention of the Department of Basic Education (DBE) that some schools are not utilising the workbooks as intended. 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;
- helping teachers to monitor learner performance in key activities; and
- prepare learners for the formats used in various standardised assessments.

Non-usage of these resources will deny learners opportunities to enhance their learning, as well as negatively impact on 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 the DBE with a report on the utilisation of Workbook 1 for a minimum of 10 schools per district, split into 5 primary schools per district for Grades 2 and 5 in Mathematics and Language, and 5 secondary/ high schools per district for Grade 8 in Mathematics by 31 May 2017. The report on the utilisation of Workbook 2 for the same Grades should be submitted by 30 September 2017. The tool to be utilised for monitoring utilisation of Workbooks is hereby attached (**ANNEXURE A**).

Guidelines for the compilation of the reports to maintain uniformity in reporting is attached as **ANNEXURE B**. Provinces are requested to present the reports as recommended in the guideline.

It would be greatly appreciated if the content of Circular S2 of 2017 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.

Yours sincerely



MR HM MWELI
DIRECTOR-GENERAL

DATE: 01/03/2017