



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
CC: HEADS OF PROVINCIAL CURRICULUM BRANCHES
PROVINCIAL LEARNING AND TEACHING SUPPORT MATERIAL(LTSM)
MANAGERS
DISTRICT DIRECTORS AND LTSM OFFICIALS
SCHOOL PRINCIPALS

CIRCULAR S6 OF 2017

DELIVERY OF GRADES R-9 WORKBOOKS FOR 2018 SCHOOL YEAR

The Department of Basic Education (DBE) is continuing to print and distribute workbooks to all public (ordinary and special) schools across the country for the 2018 school calendar year.

The following workbooks will be sent directly to schools:

- Grade R workbooks;
- Grades 1-6 Home Languages;
- Grades 1-3 Mathematics in LoLT;
- Grades 4-9 Mathematics in English and Afrikaans;
- Grades 1-4 First Additional Languages in English; and
- Grades 1-3 Life Skills for quintiles 1 to 3 schools.

On 30 August 2016, the DBE informed the sector through circular S5 of 2016 that due to budgetary constraints, for 2018 academic year and beyond, the DBE will not be able to print and deliver Grades 1 to 3 Life Skills workbooks. Following additional budget being availed, for 2018 academic year, the DBE will be in a position to print and deliver Grades 1 to 3 Life Skills for only quintiles 1 to 3 schools.

The delivery of Grades R as well Grades 1 to 9 volumes 1 and 2 workbooks for 2018 academic year is planned to be executed as follows:

- **24 July to 29 September 2017; All Grade R workbooks and Grades 1 to 9 Volume 1; and**
- **9 October to 30 November 2017: Volume 2 together with Volume 1 Life Skills workbooks for quintiles 1 to 3 schools.**

The School Principal or delegated school official is expected to:

- open and check the Workbook consignment immediately on delivery;
- indicate the need for additional workbooks required due to a projected increase in learner enrolment on the proof of delivery note;
- sign and put the school stamp on the proof of delivery note and give a copy to the driver;
- provide reasons in writing on the proof of delivery note, if the school stamp is not available; and
- **note that the 2018 delivery consignment for quintiles 4 to 5 schools will not be provided with Grades 1 to 3 Life Skills as communicated through Circular S5 of 2016.**

All wrong language deliveries must be stated on the proof of delivery note and the stock must be returned with the delivery vehicle on the same day.

In the case that there is a need for additional workbooks, the Principal or delegated school official should report by using one of the following details:

- Call Centre Number: **086 100 4357**;
- Email: **dbe@golesedi.com**; or
- SMS: **39864**

The information collected for additional workbooks will be shared with LTSM officials of Provincial Education Departments (PEDs) for remediation.

All requests for additional workbooks as a result of increased learner numbers must be reported on or before **31 January 2018** for execution by each province before 28 February 2018. Reports for additional workbooks that will be received after the deadline **will not be entertained.**

Schools are advised to quote their EMIS number in all communications that are made with the DBE officials.

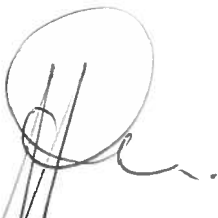
Kindly note that while it is the DBE's commitment to ensure that the distribution of the 2018 workbooks is executed according to the signed off learner statistics received from provinces, it is also the responsibility of Provincial and District offices to ensure that correct statistics on learner numbers, for all schools, is submitted to the DBE to avoid a situation where learners are found to be without learning materials at the start of 2018 school year.

The detailed delivery schedule will be forwarded to all provincial LTSM officials as soon as it is available, for them to share with district offices and schools. Curriculum advisors together with LTSM officials at the Provincial and District offices are requested to assist with the monitoring of delivery and check whether schools are reporting shortages. Proof of delivery (PODs) notes will be uploaded on the website: <http://www.schoolmaster.org.za/> for officials to verify delivery. The DBE will continue to provide provincial LTSM officials with weekly statistical reports on the delivery progress as received from the service provider contracted to do delivery of workbooks.

District Directors, Subject Advisors, Principals and Teachers are hereby informed that the utilisation of workbooks in everyday lessons is mandatory. District Officials, Subject Advisors and School Principals are requested to regularly monitor the utilisation of workbooks. Any school found not utilising workbooks will be required to provide a written report and will be held accountable for the fruitless expenditure.

Learners are to be afforded the opportunity to take workbooks home to complete tasks with assistance from parents or guardians.

You are kindly requested to bring Circular S6 of 2017 to the attention of all District Directors, Curriculum Specialists, Provincial LTSM Managers, and LTSM officials as well as School Principals.



MR/HM MWELI
DIRECTOR-GENERAL

DATE: 22/06/2017