



## 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 S6 OF 2020**

#### **REVISED SUBMISSION DATES OF THE REPORTS ON THE UTILISATION OF GRADE R-9 WORKBOOKS FOR THE 2020 ACADEMIC YEAR**

Circular S1 of 2020 regarding the submission of reports on the utilisation of workbooks, was sent to provinces in March 2020. However, because of closure of schools, and Grades 2,5 and 8 not being able to report for school before August 2020, collecting and collating of this data has been unmanageable.

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
- preparing 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.

2020 has been a challenging year to all especially adhering to the school calendar. Review of Annual Teaching Plans and different time tabling has justified the review for the submission of the reports. Grade 2 learners were back into school on 24 August, Grades 5 and 8 back on 31 August 2020.

The revised dates for the submission of reports to the Department of Basic Education are end of September 2020 for Volume 1 and end of November 2020 for Volume 2 respectively.

The tool and guide to be utilised for monitoring utilisation of Workbooks were attached on the correspondence forwarded on 6 March 2020. Provinces are requested to present the reports as recommended in the guideline.

It would be greatly appreciated if the content of Circular S6 of 2020 is brought to the immediate attention of all Heads of Provincial Curriculum sections, Provincial Learning and Teaching Support Material (LTSM) managers, District Directors, district LTSM officials and school principals.

Your assistance in this matter is greatly appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'HM Mweli', written in a cursive style.

**MR HM MWELI**  
**DIRECTOR-GENERAL**  
**DATE: 09/09/2020**