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 S5 OF 2015

SUBMISSION OF THE REPORTS ON UTILISATION OF GRADE R-9 WORKBOOKS FOR THE 2015 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 standardized 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 3 and 6 in Mathematics and Language and 5 secondary/ high schools per district for Grade 9 in Mathematics by 31 May 2015; and the report on the utilisation for Workbook 2 for the same grades by 30 September 2015. The tool to be utilised for monitoring utilisation of Workbooks is hereby attached **(ANNEXURE A).**

It is recommended that schools that performed poorly in the Annual National Assessments (ANA), especially in Grades 3, 6 and 9, be targeted for monitoring.

Guidelines for the compilation of the reports to maintain uniformity in reporting is also attached as **ANNEXURE B**.

It would be greatly appreciated if the content of Circular S5 of 2015 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 SG PADAYACHEE
ACTING DIRECTOR-GENERAL
DATE: 2015/04/22

ANNEXURE A

MONITORING INSTRUMENT - WORKBOOKS

Section A: Background and Access to workbooks -To be completed by Principal/ HOD

1	Data collector: First name, Surname				
2	Date of visit: dd/mm/yyyy				
3	School name:				
4	EMIS No. :				
5	District:				
6	Province:				
7	Contact Details for the school:				
8	Principal's name & surname:				
9	Have all the grades received the relevant workbooks Volume 1&2 with ALL subjects?(Yes= 1; No= 2)	YES		NO	
10	Are there any Volume 1&2 shortages? (Yes= 1; No= 2)	YES		NO	
11	If the answer to question 10 is yes, what are the shortages? Please provide the workbook details and numbers	GRADE		GRADE	
		LANG	MATHS	LANG	MATHS
12	Have these shortages been resolved? (Yes= 1; No= 2)	YES		NO	
13	What were reasons for the Volume shortages? (Short supplied=1/ New or late admissions=2/ wrong language=3)	Short supplied	New or late admissions	Wrong language	

Section B: Utilization of workbooks -Questions for the Educator-To be completed by Monitor

1	Grade:				
2.1	Subject monitored : (indicate language level)e.g MATHS- in IsiXhosa/ ENGLISH FAL				
2.2	Class teacher's name & surname				
3	Are the DBE workbooks being used for this subject? (Yes= 1; No= 2)	YES		NO	
4.1	Are DBE workbooks the primary, secondary or homework book that learners use? (Primary=1; Secondary= 2; Homework = 3; Other = 4)	Primary	Secondary	Homework	Other
4.2	Please Indicate the reason/ motivation for your answer to question No. 4.1				
5.1	Are the activities completed within each week as indicated on the workbook?	YES		NO	
5.2	If No to question No 6.1, explain				
6	Are the activities in the workbooks in keeping with the required work schedule as outlined in CAPS? (Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation	
7	Is the pace of the workbook appropriate to ensure curriculum is covered in a holistic meaningful manner?(Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation	
8	Have the workbooks assisted you in teaching?(Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation	
9	Have the workbooks assisted in assessing core skills for learners (Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation	

Section C: To be completed by Monitor

1. Identify the first and last date for which written exercises have been recorded.(Volume 2)

- In order to respond to the questions below the monitor is required to request 10 workbooks from the teacher; 5 of the best learners, 5 from the worst performing learners.
- When recording the date of the first exercise, look at all the books that you have been given for the learner and record the earliest date when work was done. This should be at the beginning of the book/s.
- When recording the date of the last exercise, look at all the books that you have been given for the learner and record the date of the last (or most recent)exercise.
- If work is not dated, use the date given by the teacher when signing. If this is not evident, specify that no date was provided.

Best performing learners :	Date of the first exercises	Best perfo
1		1
2		2
3		3
4		4
5		5
Poor performing learners :	Date of the first exercises	Poor perfo
1		1
2		2
3		3
4		4
5		5

2. Number of exercises covered each month in the DBE workbooks (Volume 2)

- Page through the DBE workbook/s and record the number of written exercises that of 1 of the best learners and 1 of the weaker learners completed in each month. An exercise or task in this case is defined as any work covered on a given date in a workbook (refer to the guideline on exercises)
- If more than one exercise is done on a particular day, do not count each exercise as a new exercise for that day. Count this only once.
- If no evidence of a particular exercise was seen in a month, record the month as zero.

	Feb	March	April	May	Undated
Total no. of exercises (best learner)					

	Feb	March	April	May	Undated
Total no. of exercises (weaker learner)					

3	Does the teacher provide any feedback in the books?	
	YES	NO
3.1	If yes to 3; how often	Always
3.2	What kind of feedback is provided? (T's & c's =1; + comments= 2)	
Only indicates correct and incorrect (i.e. ticks and crosses only)		dicates with ticks and crosses as well as comme
4.	Any comments or recommendations on usage and assessment?	

Name of Educator: _____   Signature: _____

Name of Monitor: _____   Signature: _____

DATE: _____

SCHOOL STAMP

ANNEXURE B

Guidelines on the compilation of the report on the utilisation of Workbooks

Most of the information would be captured on the reporting template but the narrative report should be inclusive of the following information:

Section A:

- Number of schools monitored in the district/ province - Grade 3, 6 and 9; and
- Access to workbooks by learners.

Section B:

- Grades and Subjects monitored
- Utilization of workbooks- indicate % of usage in schools using and those not using workbooks. Reasons for non-usage should be provided.
- Resources being used as a primary/ secondary/ homework/ other; and MOTIVATIONS thereof
- Activities for the week being completed and reasons for not completing them if applicable.
- How workbooks have/ are assisting teachers in their teaching

Section C:

- Dating and marking of workbooks- how often are workbooks marked
- Kind of feedback given by teachers; if none , reasons should be provided
- Number of exercises covered by weaker learners as compared to best performing learners in each month.
- Any additional comments
- The list of schools sampled in the district/province should be attached as an Annexure