



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 S19 OF 2015

SUBMISSION OF THE REPORTS ON THE UTILISATION OF GRADE R-9 WORKBOOKS FOR THE 2016 ACADEMIC YEAR

It has come to the attention of the Department of Basic Education (DBE) that some schools may not be utilising the workbooks as intended. Workbooks were developed and supplied to all public schools 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;
- modeling 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.

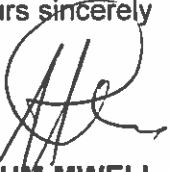
If these resources are not used to the fullest, as intended, learners will undoubtedly be deprived of the opportunities to enhance their learning, as well as negatively impact on curriculum coverage and improved learner performance. Non-usage or limited usage of the workbooks may be regarded as fruitless expenditure, for which districts and schools must account.

It would be much appreciated if Provincial Education Departments provide the Department 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 2016. The report on the utilisation for Workbook 2 for the same Grades should be submitted by 30 September 2016.

The tool to be used for monitoring the utilisation of workbooks in schools and the guidelines for the compilation of the reports to maintain uniformity in reporting, are attached as **ANNEXURE A and B** respectively, for your kind consideration.

It would be greatly appreciated if the Circular S19 of 2016 is brought to the attention of all the Heads of Provincial Curriculum sections, Provincial Learning and teaching Materials (LTSM) managers, district directors, district LTSM officials and school principals.

Yours sincerely



Mr HM MWELI
DIRECTOR-GENERAL
DATE: 07/12/2015