



I.K Nkoane Education House

156 Barkly Road  
Homestead  
Kimberley 8301

Private Bag X5029  
Kimberley 8300  
Republic of South Africa

Tel: 053 839 6500  
Fax: 053 839 6580/1  
Web:ncdoe.ncpg.gov.za

## DEPARTMENT OF EDUCATION

Enquiries: Mr. A. Ralph  
Contact No: 053 839 6505  
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**TO: DEPUTY DIRECTOR-GENERAL: CURRICULUM, EXAMINATIONS AND ASSESSMENT  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
DISTRICT CESS: CIRCUIT COORDINATION  
CIRCUIT MANAGERS  
DISTRICT CURRICULUM CO-ORDINATORS  
PRINCIPALS: HIGH AND COMBINED SCHOOLS  
PRINCIPALS: PRIMARY SCHOOLS  
MEMBERS OF SCHOOL GOVERNING BODIES  
GOVERNING BODY ASSOCIATIONS  
SCHOOL LTSM COMMITTEES**

### **CIRCULAR 45/2020**

### **2020 RETRIEVAL CAMPAIGN: 100% RETRIEVAL OF TEXTBOOKS**

#### **1. INTRODUCTION**

The Northern Cape Department of Education (NCDOE) strives to ensure that Learning and Teaching takes place from Day One when schools reopen in January 2021. Learning and Teaching Support Material (LTSM) is an integral and vital part of every education system and the effective management, utilisation and maintenance of this valuable resource will ensure access and support to the delivery of quality education to our learners.

#### **2. PURPOSE**

To provide institutions with directives on ensuring that 100% of textbooks issued in 2020 are retrieved and to direct on reporting protocol for retrieval.



### 3. BACKGROUND

The Northern Cape Department of Education has put numerous systems in place that support the effective management of LTSM. Access to textbooks for every learner in the schooling system is one of the priorities of Government.

As the 2020 school year speedily draws to a close, the NCDOE wants to call on all role-players to join the **100% RETRIEVAL OF TEXTBOOKS** campaign and would like to remind all learners to return textbooks for the benefit of other learners in the province.

For this reason schools have a pivotal role to play in ensuring that 100% of textbooks are retrieved in an acceptable condition. School LTSM policies should ensure that every learner has the relevant textbooks to support the teaching and learning process. It should also ensure sound control measures in the ordering, issuing and collection of textbooks. The responsibilities of educators, parents and learners with regard to textbook utilisation and retrieval cannot be over-emphasised.

It is therefore **CRITICAL** that **ACCURATE** and correct **DATA** is provided, to ensure that the correct textbooks are ordered.

### 4. LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa, 1996 (Act no. 108 of 1996) as amended.
- South African Schools Act No. 84 of 1996, as amended.
- National Education Policy Act No 27 of 1996.
- Public Finance and Management, 1999 (Act No 1 of 1999), as amended.
- National Archives and Records of South Africa Act, 1996 (Act No.43 of 1996), as amended.

### 5. ADDENDUMS

In response to the Auditor General's findings and the Department of Basic Education's directives, the NCDOE would like to highlight the importance of the attached documents aimed at assisting provinces, Districts and schools to carry out effective retention and retrieval processes as well as proper reporting:

- 5.1 Circular S1 of 2019,
- 5.2 50 point plan towards a successful ordering, distribution and retrieval process of LTSM,
- 5.3 Circular S8 of 2020.
- 5.4 Example of schools based LTSM policy.
- 5.5 Acceptance of responsibility for textbooks by parents/guardians.

### 6. PROCESS

Each school should have the following basic textbook management systems in place:

1. An LTSM policy,
2. An LTSM committee,
3. A textbook management plan,

4. An effective textbook and stock control system and
5. A textbook retrieval system.

### **6.1 Distribution**

- 6.1.1 School LTSM committees decided on their own distribution models at the beginning of 2020.
- 6.1.2 LTSM was distributed to learners and educators accordingly.
- 6.1.3 The distribution and receipt register should be available and maintained by the School LTSM Committee (SLTSMC).

### **6.2 Stock Taking / Inventory management**

- 6.2.1 School LTSM committees under the leadership of the Principal are responsible for the management of LTSM.
- 6.2.2 Principals are to ensure that the following functions are executed:
  - (i) Ensure that the quarterly stocktaking (audit) is conducted on all distributed LTSM.
  - (ii) Keep an Inventory record of LTSM in stock.
  - (iii) Compile and submit the retrieval report on the 2020 Universal Coverage report.
  - (iv) Ensure strict control measures for the safe keeping of LTSM.

### **6.3 Retrieval Campaign**

- 6.3.1 The Provincial office will ensure that awareness is raised in the public domain for all role players to be made aware of their responsibility to ensure support from the public in achieving 100% retrieval of textbooks.
- 6.3.2 Principals are advised to implement strategies which include but are not limited to the following:
  - Schools with SMS systems are requested to send a message to all parents
  - on at least two occasions before the end of year, reminding them of the school's textbook retrieval process.
  - Schools to use social media platforms in advocating textbook retrieval e.g. "What's App" & Facebook interventions.
- 6.3.3 Principals must ensure that parents are formally informed of lost / damaged books, identified at the quarterly audits in order for parents to replace lost / damaged textbooks before the end of year.

### **6.4 Reporting**

- 6.4.1 Principals must submit the retrieval report on their 2020 Universal coverage report, which was submitted earlier in 2020. (Schools use the very same Excel document and populate the final retrieval column to complete the report).

- 6.4.2 This report **MUST** be completed electronically on the Universal coverage Excel document.
- 6.4.3 The completed electronic Excel document must be emailed to the respective District offices as well the Provincial Office ([ncheadofficeltsm@gmail.com](mailto:ncheadofficeltsm@gmail.com)) on or before **15 December 2020**.
- 6.4.4 A hard copy must be printed, signed off and stamped.
- 6.4.5 The signed off document must be submitted to the Circuit Manager with the last promotion and progression visit at the end of the year.
- 6.4.6 All enquiries must be directed to the respective District LTSM officials.

## 7. VERIFICATION

- 7.1 In order to ensure compliance, verification will be conducted by officials to ensure that correct and accurate data has been supplied.
- 7.2 Schools who have not submitted by the due date, or who have submitted questionable data will be contacted and required to amend the report to ensure compliance.
- 7.3 Circuit Managers will also ensure compliance during their promotion and progression visits to schools.
- 7.4 As per the Auditor General's recommendations, Consequence management for non compliance will be implemented.

## 8. CONCLUSION

The importance of accurate and correct reporting cannot be overemphasized and Principals are once again reminded of their obligation and duty to ensure compliance in this regard.

Kindly ensure that the information contained in this circular is brought to the attention of all education stakeholders.



**MR. J.S. BEUZANA**  
**HEAD OF DEPARTMENT (ACTING): EDUCATION**

DATE: 29/10/2020