



# basic education

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Basic Education  
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS  
HEADS OF PROVINCIAL CURRICULUM SECTIONS  
DISTRICT DIRECTORS  
LTSM MANAGERS  
PRINCIPALS OF ALL SOUTH AFRICAN PUBLIC SCHOOLS  
SCHOOL GOVERNING BODIES**

## **CIRCULAR S12 OF 2013**

### **RETRIEVAL OF TEXTBOOKS ISSUED TO LEARNERS**

The provision of a textbook for every subject for every learner in the schooling system is one of the Department's priorities. However, procurement of the required LTSM and its efficient retention are both essential components of LTSM provision, as they will ensure greater access to LTSM for learners.

Retention of LTSM requires an effective retrieval system and guidelines for the maintenance of textbooks. It is therefore imperative that Provincial Education Departments (PDEs) put in place coordinated methods of ensuring that schools implement systems of enforcing responsibility on the part of learners who have been loaned books to return them in order to ensure that a 100% textbook retrieval rate is achieved.


District offices are required to ensure that the schools establish a Textbook Retention Plan and implement it effectively, and that effective monitoring of LTSM management and annual stock-taking are done at school level. The provincial LTSM officials should work with District offices in this regard.

Schools are therefore ordered to implement systems of enforcing responsibility on the part of learners who do not return books which have been loaned to them. Furthermore, schools are instructed not to issue textbooks for a subsequent year to learners who did not return textbooks issued to them in the previous year until the outstanding textbooks are either returned or replaced, unless it can be proven that the loss of textbooks was due to circumstances beyond the learner's control. Principals will be required to record such cases and report on them.

Schools are further instructed to report to the District offices on the percentage of textbook retention by the end of an academic year, citing reasons for the non-return of textbooks and plans to retrieve outstanding textbooks and improve textbook

retention in the following year. District Offices should thereafter consolidate the report and provide it to the provincial LTSM managers who in turn will provide it to the DBE by the middle of February of each school year.

School principals with the support of School Governing Bodies are therefore called upon to implement this circular. HODs, District Directors and LTSM Managers are requested to monitor and report compliance in this regard.

  
**MR S.G. PADAYACHEE**  
**ACTING DIRECTOR-GENERAL**  
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