



basic education

**Department:
Basic Education
REPUBLIC OF SOUTH AFRICA**

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

CIRCULAR S1 OF 2019

RETENTION AND RETRIEVAL OF TEXTBOOKS ISSUED TO LEARNERS

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

Retention of textbooks requires an effective retrieval system and guidelines for maintenance to ensure that materials in book form are retained in usable form to increase its lifespan. It is therefore imperative that Provincial Education Departments (PEDs) put in place co-ordinated methods of ensuring that districts and schools implement systems of enforcing responsibility on the part of learners and parents/guardian 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. Schools are required to report on the number of books on stock and number retrieved per grade and subject and report to the district office for the compilation of the district report which must in turn be submitted to the provincial office. 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 stringent measures to ensure that the textbooks issued to learners are either returned or replaced.

School Governing Bodies are requested to strongly advocate the retrieval of books and assist schools in enforcing this.

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 Department of Basic Education (DBE) by 25 March 2019 of each school year.

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

PEDs are requested to submit a consolidated and verifiable provincial report on retrieval to the Department of Basic Education on or before end of February for the subsequent years.

Yours sincerely



MR HM MWELI
DIRECTOR-GENERAL
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