To All:  
Deputy Directors-General  
Chief Directors  
Directors  
CES’s Circuit Management  
Circuit Managers  
Deputy Directors: Auxiliary Services  
District LTSM Officials  
Principals of ALL Public Ordinary Schools  
Chairpersons of School Governing Bodies.

KZN CIRCULAR NO: 76 of 2016

SUBJECT: SCHOOL READINESS FOR THE 2017 ACADEMIC YEAR IN RESPECT OF LTSM.

1. PROOF OF RECEIPT OF LTSM
   1.1. All schools that undertook the purchase of LTSM through Central Procurement would have received the requested stock from the managing agent by 31 October 2016. The Department is inspecting delivery documents to identify queries so that remedial action is finalized by 30 November 2016.

   1.2. All schools that undertook school-based procurement are required, in terms of paragraph 8.2. of KZN Circular No 29 of 2016, to furnish copies of invoices indicating receipt of LTSM. Please ensure that the relevant invoices reach circuit offices timeously as District Offices shall commence with the inspection of LTSM deliveries in November 2016.

2. RETRIEVAL OF TEXTBOOKS ISSUED TO LEARNERS IN 2016
   2.1. DBE Circular S12 of 2013 and KZN Circular No 102 of 2013 provide clear directives regarding retrieval of textbooks issued to learners.

   2.2. District Offices, Circuit Offices and Schools are reminded that these circulars are still in effect and are applicable on an annual basis.
2.3. In addition, the South African Schools' Act:-,

- S16A(2) (a) (iii) of requires that "The principal must in undertaking the professional management of a public school as contemplated in section 16 (3), carry out duties which include, but are not limited to the management of the use of learning support material and other equipment" and
- S16A (2) (g) requires that the principal "provide accurate data to the Head of Department when requested to do so".

2.4. Schools are therefore required to furnish retrieval information by completing the attached retrieval template and submitting to the Circuit/District Office by 02 December 2016. Submission of the required data is a non-negotiable.

2.5. Circuit and District Offices are reminded that S45(e) of the PFMA requires that: "An official in a department, trading entity or constitutional institution is responsible for the management, including the safeguarding, of the assets and management of the liabilities within that official's area of responsibility".

2.6. Upon receipt of information from schools, District Offices shall complete the Retrieval 2016 Excel template and forward to vivian.devendranath@kzndoe.gov.za by no later than 09 December 2016.

3. The co-operation of all in contributing towards school readiness for 2017 is appreciated.

[Signature]
Dr E V Nzama
Head of Department: Education
Date: 02/11/2016

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# TEXTBOOK RETRIEVAL TEMPLATE 2016

**NAME OF SCHOOL:** ___________________________  **EMIS:** ___________________________

**DISTRICT:** ___________________________  **CIRCUIT:** ___________________________

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMBER OF BOOKS ISSUED TO LEARNERS</th>
<th>NUMBER OF BOOKS RETURNED BY LEARNERS</th>
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<td>Grade 12</td>
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</tbody>
</table>

I CERTIFY THAT THE INFORMATION SUPPLIED IS TRUE & CORRECT AND THAT THE SCHOOL HAS IMPLEMENTED A RETENTION AND RETRIEVAL POLICY IN LINE WITH CIRCULAR NO.55 OF 2012

**SIGNATURE OF PRINCIPAL** ___________________________  **DATE** ___________________________

[**SCHOOL STAMP**]