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LTSM Provisioning  
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25 August 2022

**To All:** Deputy Directors-General  
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Directors  
District Directors  
CES: Circuit Management  
Circuit Managers  
Principals of Public Ordinary Schools  
School LTSM Committee Members  
Chairpersons of School Governing Bodies

**KZN CIRCULAR NO. 102 OF 2022**

**PROCUREMENT AND RECEIVING OF CENTRALLY PROCURED LEARNING & TEACHING SUPPORT MATERIAL (LTSM) INCLUDING DISTRIBUTION OF TEXTBOOKS FOR THE 2023 SCHOOL YEAR**

1. This circular communicates essential information regarding the procurement and distribution of centrally procured LTSM for the 2023 school year.
2. Procurement of Textbooks
  - 2.1. Orders for textbooks have been placed and deliveries to schools are due to commence in September 2022. Principals must note the following:-
    - (i) Requisitions which exceeded the textbook allocation were approved up to the amount including the "30% other LTSM" allocation, as per paragraph 8.3. of KZN Circular No. 49 of 2022.
    - (ii) All requisitions which exceeded the sum of the 40% textbook allocation and "30% other LTSM" allocation were reduced within available funds.
    - (iii) Requisitions with transcription errors and incorrect/incomplete ISBN Numbers were corrected, where feasible.
    - (iv) Requisitions for large quantities of teacher's guides were adjusted.
  - 2.2. The requisitions, duly amended where necessary, were placed on order and can be viewed on the attached **Order Confirmation Schedule (Green Forms)**.
  - 2.3. Principals are requested to inspect the Order Confirmation Schedule to confirm that it is true reflection of the school's requisition. Should any error be detected, these must be elevated to the District Office by not later than **23 September 2022**. Contact details for support in this regard are given on Annexure 1.



3. Procurement of Stationery

- 3.1. Orders for stationery have been placed and deliveries to schools have commenced. Orders were placed in the form of grade-specific or phase-specific learner packs in line with CAPS requirements per grade and the Department of Basic Education's minimum school bag.
- 3.2. Quantities of packs per grade were determined through a consultative process with schools and District Offices in February 2022. Where learner data inputs were not forthcoming, orders were informed through projections of enrolment data for 2022 as specified on KZN Circular No 09 of 2022.
- 3.3. In addition, schools will receive **non-learner stationery items** (registers, photocopy paper, chalk, etc.).
- 3.4. Quantities of stationery packs placed on order for your school may be viewed on the attached **Order Confirmation Schedule**.
- 3.5. Contents of packs are given on Annexure 2. Principals must take note that calculators shall not be supplied to Grade 9 and 11 learners as manufacturers have confirmed that the calculators which have been in use at schools had a warranty of 24 months. All learners, but more-so the current Grade 8 and 10 learners must be informed to care for the safety and well-being of calculators issued in 2022 as they would be needed for use in 2023.

4. Receipt of LTSM

- 4.1. Schools will be telephonically contacted by the managing agent to schedule deliveries. Schools must be readiness to accept scheduled deliveries by ensuring that sufficient personnel are available to assist in the receiving and checking process. The managing agent has been directed to adhere to the delivery times agreed upon.
- 4.2. Schools are requested to verify deliveries against the Order Confirmation Schedules to confirm that the deliveries are indeed due to the school. Further, it must be ensured that deliveries are in accordance with the delivery notes. Upon satisfaction, schools must stamp and sign the delivery notes and retain a copy for the school's records.
- 4.3. Schools are reminded that these checks play a role in accountability and that payment is made on the basis of checked, stamped and signed delivery notes. It is therefore mandatory that this exercise is undertaken with the care that it deserves and Principals should not feel under pressure to sign delivery notes without checking because the delivery truck is 'in a hurry'.
- 4.4. Principals of schools are advised that for complete delivery of stationery and textbook orders, the Managing Agent may have to deliver more than once to the same school on different dates. It is therefore important that principals or their designated officials carefully check the stock and sign delivery notes for stock received during each delivery until orders are complete.



4.5. School hours should be observed daily up to the last day of the school calendar to ensure smooth delivery at all times. If delivery cannot take place as a result of the school having been closed during school hours without written permission from the KZNDoe, the delivery truck will take back the consignment and the school concerned will have to fetch the consignment from the warehouse of the Managing Agent at its own cost.

5. Issuing of LTSM

5.1. In issuing **textbooks** to learners, School LTSM Committees must get parents to sign the necessary form in terms of the LTSM Retrieval Policy which confirms that parents accept responsibility for textbooks issued.

5.2. **Principals are also urged to keep accurate records of learner level distribution lists for textbooks, as required by the Provincial LTSM Retrieval Policy (consult KZN Circular No 44 of 2013, Annexure C). In this regard, principals must comply as these records are necessary for proper control of textbooks and they also serve as proof that textbooks are 'in the hands of learners' as is required by law. Schools will be audited on these records in terms of the applicable National Sector performance measure and adverse findings will result in the necessary consequence management.**

6. Printing and Delivery of Workbooks

6.1. Quantities of workbooks were determined through the same consultative process mentioned in paragraph 3.2. to minimize the number of shortages and wrong language deliveries.

6.2. The Department of Basic Education has been co-ordinating the printing and delivery of workbooks directly to schools. Deliveries of workbooks for 2023 are planned as follows:-

- i) Volume 1 and Grade R Workbooks – from 16 August 2022 until 12 December 2022;
- ii) Volume 2 Workbooks – from 28 November 2022 until 10 March 2023;
- iii) Grades 8 and 9 volume 2 will be delivered together with volume 1 consignment to speed up the delivery process; and
- iv) Remedial deliveries - from 12 January 2023 until 17 March 2023.

6.3. The following procedure must be followed by schools when receiving deliveries of workbooks:-

- i) Open and check all the consignments immediately on delivery in the presence of the driver.
- ii) Indicate the need for additional workbooks on the proof of delivery note (POD) based on increased enrolment. All requests for additional workbooks should be made on or before 31 January 2023.
- iii) Sign and stamp the proof of delivery note and give a copy to the driver.



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- iv) Provide reason in writing on the POD if the school stamp is not available.
- v) Indicate all wrong deliveries on the POD (The correct language and grade required must be listed against the anomalies). Such wrongly ordered/ delivered material must be instantly sent back with the delivery vehicle.
- vi) All indications (per ii and v above) for remedial action, must be followed up through one of the following channels:
  - Call Centre Number - 011 499 6000
  - E-mail - [dbe@golesedi.com](mailto:dbe@golesedi.com)
- vii) Quote school EMIS number in all communication with the DBE.

6.4. Principals of schools will be required to report all excess DBE workbooks and stationery to the District LTSM Offices on or before 31 January 2023. The District Office will be expected to immediately collect all declared excess workbooks and stationery for distribution to schools that are experiencing shortages.

6.5. Principals of schools that intend not to utilize the DBE workbooks in 2022 will be required to accept the consignments and then report their intentions to the District LTSM Officials in writing, for consideration by the District Director. Failure to notify the District Office, in writing, may result in the school being held accountable for fruitless expenditure.

6.6. Schools must afford learners the opportunity to take workbooks home to complete tasks with assistance from parents or guardians.

7. Your co-operation will be appreciated.

**Mr G N Ngcobo**  
**Head of Department: Education**

Date: 5/9/22



**Contact Numbers of LTSM Officials: 2022/2023 – Page 1 of 3**

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