



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatje House, 222 Struben Street, Pretoria, 0001, South Africa, Tel: (0120 357 3000, Fax: (012) 323 0601, www.education.gov.za

Ref: 00751/1

Enquiries: Ms Pumla Mdontswa

Tel: 012 357 4030

Email: Mdontswa.p@dbe.gov.za

To: **HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL CURRICULUM BRANCHES
PROVINCIAL LTSM CO- ORDINATORS
DISTRICT DIRECTORS
LTSM OFFICIALS AND
SCHOOL PRINCIPALS**

CIRCULAR S3 OF 2024

SUBMISSION OF REPORTS ON MONITORING UTILISATION OF GRADE R-9 WORKBOOKS FOR THE 2024 ACADEMIC YEAR

The Department of Basic Education(DBE) regards monitoring utilization of workbooks as important as it provides feedback on whether schools have access to the minimum basic resources for learning and teaching as well as if these valuable resources are being used to the maximum.

Workbooks were developed and supplied, amongst other reasons to:

- enhance the quality of teaching and learning;
- provide good quality activities and ideas that portray good practice that will assist teachers in the long term to emulate such practice;
- offer learners the opportunity to experience acquisition and application of skills in a systematic way;
- ensure that learners are given adequate opportunities to consolidate their skills through written exercises;
- ensure that schools that lack photocopying facilities are supported; and
- provide with a variety of activities to reinforce mathematical concepts and skills, as well as literacy / language skills.

Non-usage of these resources will deny learners opportunities to enhance their learning, as well as negatively impact on curriculum coverage and improved learner performance. It further amounts to fruitless expenditure for which districts and schools must be held responsible.

Towards the end of the year 2020, the Director- General, at the Department of Basic Education (DBE) approved that online monitoring can take place using the Google form. The form was introduced in 2021 is still effective for 2024.

For 2024, we will continue utilizing the links from 2023. These links were forwarded to provinces in 2023. Should provinces experience any challenges related to accessing these links and the data provided by their monitored schools, provincial IT and DBE LTSM officials can be requested for assistance.

The links are attached on the circular as Annexure A. If the officials mentioned on it have changed, new information should be provided to DBE by email to the attention of Mdontswa.p@dbe.gov.za OR Mahlobogoane.d@dbe.gov.za.

Furthermore, the following IT DBE officials can be approached as well: Mr. Nicodemus Mokale at mokale.s@dbe.gov.za and Dr Mothobi at Mothobi.n@dbe.gov.za. LTSM officials are: Mahlobogoane.d@dbe.gov.za and Mdontswa.p@dbe.gov.za.

The Provincial Education Departments (PEDs) are requested to provide the DBE with reports on the utilization of Volume 1 and 2 workbooks. Provinces are to sample a minimum of 10 schools per district, split into 5 primary schools per district for Grades 2 and 5 in Mathematics and Language, and 5 secondary/high schools per district for Grade 8 in Mathematics. The dates for the submission of these reports are by 01 July 2024 for Volume 1 and end of October 2024 for Volume 2 respectively.

Guidelines/ reporting format for the compilation of the reports to maintain uniformity in reporting is attached as **ANNEXURE A**. Provinces are requested to present the reports as recommended in the guideline.

It would be greatly appreciated if the content of Circular S3 of 2024 is brought to the immediate attention of all Heads of Provincial Curriculum sections, Provincial LTSM managers, District Directors, district LTSM officials and school principals.

Your assistance in this matter is greatly appreciated.

Yours sincerely



MR HM MWELI
DIRECTOR-GENERAL
DATE: 03/03/2024