

Province of the
EASTERN CAPE
EDUCATION

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CIRCULAR 5 OF 2014

TO: DEPUTY DIRECTOR – GENERAL
CHIEF DIRECTORS
DIRECTORS HEAD OFFICE AND DISTRICTS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS (GRADES R – 3)
SCHOOL MANAGEMENT TEAMS
TEACHERS
SCHOOL GOVERNING BODIES
TEACHER UNIONS

FROM: SUPERINTENDENT-GENERAL: EDUCATION

SUBJECT: RELEASE OF FOUNDATION PHASE SCHOOL LIBRARY CATALOGUE

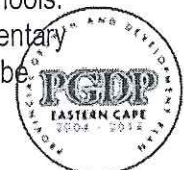
DATE: 10 APRIL 2014

1. PURPOSE

The purpose of this circular is to provide Foundation Phase schools with guidance on how to order supplementary materials which will constitute school library collections in schools. These must be selected from the approved catalogue which will be sent to schools.

2. BACKGROUND

In January to February 2013 Education Libraries and Information Services (EDULIS) conducted evaluation of School Library materials in order to develop a catalogue for Foundation Phase schools. The aim for this initiative was to respond to a cry from schools to have a catalogue for supplementary materials so that they can select from approved materials. The catalogue is now ready and will be despatched to schools in due course.



Ikamva eliquqambileyo!

The responsibility of the districts is to ensure that:

- Catalogues are collected for distribution in schools
- catalogues are distributed to schools
- The ordering process by schools is conducted objectively and effectively
- Requisitions are checked and collected from schools and delivered to the district office
- Requisitions are submitted EDULIS offices in Zwelitsha for capturing
- Schools verify orders and attach a bank guaranteed cheque equal to the order
- Return requisitions and cheque to Head Office for receipt
- Deliver receipts to schools
- Monitor delivery and distribution of resources to schools
- Monitor the process of submission of POD's for payment

The schools will then be expected to:

- Hold selection meetings with all staff members or phase heads
- Place orders according to the needs of the schools and within the budget allocated to the school
- Submit requisitions to the district offices on the set dates
- Get a bank guaranteed cheque which must be paid to: Department of Education - Libraries
- Submit the cheque with the requisition to the district office
- When deliveries are made sign and submit POD's to district office

3. TARGETED GRADES

The target phase for this catalogue is grades R – 3.

4. TIME FRAMES

The catalogue will be released in May Schools can start ordering immediately so that orders can be placed by June.

5. CONCLUSION

The provision of adequate library stocks in hard /and or electronic form to all learners is an equity imperative.

The support of all districts and schools is very crucial in this initiative. This will assist the performance of learners to improve their reading.



SUPERINTENDENT GENERAL
MR M.L. NGONGO

2014/05/19

DATE



Ikamva eliqaqambileyo!