



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE CHIEF DIRECTOR: CURRICULUM MANAGEMENT

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CIRCULAR 30 OF 2016

TO : DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS – CURRICULUM AND
MANAGEMENT AND GOVERNANCE
PRINCIPALS OF FET SCHOOLS
SCHOOL GOVERNING BODIES
SECRETARIES OF TEACHER UNIONS

FROM : (A) SUPERINTENDENT-GENERAL: EDUCATION

SUBJECT : MIND THE GAP STUDY GUIDED AND OTHER STUDY
MATERIAL – DISTRIBUTION, UTILISATION AND RETRIEVAL

DATE : 30 SEPTEMBER 2016

1. GRADE 12 MIND THE GAP STUDY GUIDES

The Eastern Cape Department of Education has printed and delivered the Mind the Gap study material for the Key 8 NSC Subjects such as English FAL Paper 1 and Paper 3 (10 copies per school), Accounting, Economics, Geography Paper 1 and Paper 2 with Maps, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences Paper1 and Paper 2 (1 copy per learner). The first consignment was delivered to schools that performed below 60% in June 2016 examinations. The second consignment was delivered to the rest of the schools.

2. GRADE12 REVISION MATERIAL

The revision material for Business Studies (1 per learner) IsiXhosa HL (10 per school) has been printed and delivered to all districts from 26 -28 September 2016.

The revision material for Agricultural Sciences and History will be delivered from 03-04 October 2016.

3. WHAT DISTRICT OFFICES MUST DO

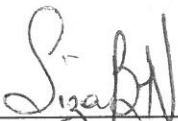
- District officials must ensure that Mind the Gap Study Guides and other Revision material are distributed to all schools immediately they are delivered to Curriculum Units of districts.
- Develop a record of Mind the Gap Study Guides and other revision material received and delivered to schools.
- Report on the utilisation of the Mind the Gap Study Guides and the revision packages delivered to schools by schools and the learner support centres and in spring schools. Report on any shortages of Mind the Gap and other revision material to Mr V A Joseph on: varkeychan.Joseph@ecdoe.gov.za or v.ajoseph@hotmail.com

4. WHAT SCHOOLS MUST DO

- School Principals must ensure that the Mind the Gap Study Guides and other revision material are distributed to all Grade 12 learners as per the subjects they offer.
- Ensure that this supplementary material is stamped, numbered and controlled before it is distributed to learners.
- School Principals must implement the existing Departmental Retrieval Policy which is applicable to the retrieval of textbooks and all other revision material. **All the Mind the Gap Study Guides and any other revision material given to learners remain the property of the department, therefore it MUST BE retrieved at the end of the examination by the Principal of each school for future utilisation.**

5. CONCLUSION

The distribution of these revision material is an effort of the Eastern Cape Department of Education to support the districts and schools in their Matric Last Push Programme in 2016. Districts and schools are urged to optimally utilise the available material to achieve the set targets in the National Senior Certificate Examination.



(A) SUPERINTENDENT-GENERAL: EDUCATION
MS S.N. NETSHILAPHALA

DATE: 29/09/2016