



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDANT GENERAL

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DEPARTMENTAL CIRCULAR NO. 29 OF 2018

**TO: DISTRICT DIRECTORS
ALL PRINCIPALS**

LTSM for 2019

In June 2018, the ECDOE reviewed, updated, and distributed *Guidelines for the Management of LTSM in the ECDOE* and the *Template for Schools: Policy for the Management and Retrieval of LTSM*.

In July 2018, the ECDOE issued a Circular to all schools on the revised Guidelines and Template.

The following are included in the Guidelines:

- ✓ the responsibilities of the School LTSM Committee
- ✓ an electronic LTSM inventory / register
- ✓ the annual audit / stocktake of LTSM
- ✓ the responsibility of learners and parents for the receipt and care of textbooks
- ✓ Principals and School Governing Bodies' responsibilities in respect of LTSM.

Principals and SGBs are requested to ensure that the School LTSM Committee has been constituted and is functional and that an inventory of LTSM is in existence and updated for 2019.

Stationery for 2019

Awards for stationery provision have been made and stationery will be delivered to the Warehouse in East London for delivery to schools in November 2018.



Throughout October and November, District LTSM Co-ordinators and the LTSM Unit will monitor the quality of the stationery delivered.

Textbooks

The updated **Textbook Catalogue** from the DBE was emailed to schools in May 2018. All orders submitted by schools up to 1 August were captured and these orders have been issued to publishers. Deliveries to schools are expected to be completed by end November 2018.

Workbooks

Delivery of Volume 1 began in July 2018. By 1 October, 98% of Workbook Volume 1 had been delivered to schools. Delivery of Volume 2 will begin in October and be completed by the end of November. Additional workbooks have been ordered to address shortages reported in 2019.

Foundation Phase Reading Anthologies

All Foundation Phase learners will be provided with anthologies of Graded Readers in January 2019. The anthologies will be delivered with Workbook Volume 2. Please ensure that two PODs are signed, one for the workbooks and another for the anthologies of Graded Readers.

In order to promote African languages, anthologies are provided in Xhosa and Sotho. These anthologies should be taken home by learners. Schools should continue to use all other available readers.

Over 200 Foundation Phase subject advisers and lead teachers have been trained on the use of the Foundation Phase Graded Reader anthologies. Please contact your Subject Adviser for any further information.



MR T S KOJANA
SUPERINTENDENT-GENERAL

DATE: _____

04/10/2018