



OFFICE OF THE SUPERINTENDENT- GENERAL

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Dear Principal

DELIVERY OF LTSM FOR 2020

The Eastern Cape Department of Education (ECDOE) wishes to inform you that the delivery of your CAPS Top-Up Textbooks 2020, Graded Readers and Stationery is in progress. Kindly note the following:

1. ALL LTSM DELIVERIES: TEXTBOOKS, STATIONERY, WORKBOOKS AND GRADED READERS

- 1.1 The delivery of all LTSM to your school will take place between 08h00 – 15h00
- 1.2 The delivery schedule indicating the date, day and time of the expected delivery will be communicated to your school prior to deliveries. Any deviation from the planned delivery schedule (due to unforeseen circumstances) will be communicated to you.
- 1.3 Ensure that your School LTSM coordinator educator and Principal are on duty on the day of textbook delivery to your school to receive the LTSM.
- 1.4 Check and verify each delivery. Verify to ensure that each box contains the items on the invoice / Proof of Delivery note (POD). Deliveries must match the invoice / Proof of Delivery Note.
- 1.5 File and record all deliveries to your school for auditing purposes.
- 1.6 Only accept deliveries for **your** school.
- 1.7 Do not accept damage goods.
- 1.8 Only stamp and sign the receipt of the delivery upon 100% verification.
- 1.9 Ensure proper storage of all LTSM in your school.

2. FOUNDATION PHASE GRADED READERS

- 2.1 Graded Readers for Grades 1, 2 and 3 will be delivered with the workbook deliveries.
- 2.2 All schools offering Grades 1, 2 and 3 will receive a Graded Reader in Xhosa or Sotho for every learner in Grades 1, 2 and 3 to support reading with meaning.



- 2.3 Do not return Graded Readers because you have not ordered them.
These Graded Readers have been ordered and paid for by the ECDOE.
- 2.4 The cost of the Graded Readers will not be deducted from your LTSM Budget.
- 2.5 All public schools in the Eastern Cape offering Grades 1, 2 and 3 with English or Afrikaans language of learning and teaching (LOLT) will receive Graded Readers for all their Grade 1, 2 and 3 learners to support the Incremental Introduction of African Languages (IIAL) and multi-lingualism.
- 2.6 In January 2020, please issue the Graded Readers to every child in your school in Grade 1, 2 and 3. Learners should write their names on the front of the Reader. The Reader is their property and they should take their readers home and read it daily.
- 2.7 Inform parents and caregivers of learners in Grades 1, 2 and 3 that their children will each receive a Reader and they should encourage their children to read them.

3. DELIVERY OF TEXTBOOKS

- 3.1 Immediately upon receipt of delivery enter all textbooks on SASAMS
- 3.2 Report on Universal Coverage after the full textbook delivery.

UNIVERSAL COVERAGE = each learner has a textbook for each of his/her subjects in the grade.

- 3.3 Ensure LTSM committees and LTSM policies are in place and functional.
- 3.4 Ensure LTSM storage room (s) are clean and secure.
- 3.5 Report all challenges immediately to your District LTSM Coordinator within 5 working days of the delivery.

3.6 TERMINOLOGY

- **Shortage** = Your approved order was 50 and only 35 was delivered, a shortage of 15.
 - **Additional** = Your approved order was 50 and 50 was delivered. Any requirement above the delivery is ADDITIONAL.
 - **No learner must not have stationery.**
 - Additional requirements for stationery must be reported by the 10th day of the academic year in January 2020 on the attached template and submitted to your District LTSM coordinator
- 3.7 Retrieve current textbooks at the end of each final examination day in November 2019.
- 3.8 Report on the Retrieval of Textbooks to your District LTSM coordinator by 30 November 2019.

Thank you for your cooperation



DR S. NUKU

CHIEF DIRECTOR: OFFICE OF THE SUPERINTENDENT GENERAL

22/10/2019

ADDITIONAL STATIONERY REQUIRED: JANUARY 2020				
NAME OF SCHOOL				
EMIS NUMBER		DISTRICT		
LEARNER ENROLMENT IN 2019				
LEARNER ENROLMENT 10 th day JANUARY 2020				
NO	ADDITIONAL STATIONERY REQUIRED IN GRADE	QTY Received in 2019	10 th day January 2020 learner enrolment	Qty Additional Stationery required
1	Grade R learner pack			
2	Grade R class pack			
3	Grade 1 learner pack			
4	Grade 2 learner pack			
5	Grade 3 learner pack			
6	Grade 4 learner pack			
7	Grade 5 learner pack			
8	Grade 6 learner pack			
9	Grade 7 learner pack			
10	Grade 8 learner pack			
11	Grade 9 learner pack			
12	Grade 10 learner pack			
13	Grade 10 Commercial learner pack			
14	Grade 11 learner pack			
15	Grade 11 Commercial learner pack			
16	Grade 12 learner pack			
17	Grade 12 Commercial learner pack			

I,, principal of
.....school

declare that the information provided correctly reflects the Status of Stationery for the 2020 Academic Year.

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(SIGNATURE OF PRINCIPAL)

DATE:/...../ 2020

Affix School Stamp here