



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE ACTING DEPUTY DIRECTOR-GENERAL: TEACHING AND LEARNING SERVICES (TLS)

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CIRCULAR 14 OF 2012

- TO:**
- 1. HEAD OFFICE OFFICIALS**
 - 2. DISTRICT DIRECTORS**
 - 3. PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES R-12**
 - 4. TEACHER UNIONS/ ORGANISATIONS**
 - 5. SCHOOL GOVERNING BODIES**

DATE: 01 AUGUST 2012

**LEARNING & TEACHING SUPPORT MATERIAL (LTSM):
OUTDATED PRESCRIBED TEXTBOOKS, EXCESS RESOURCE MATERIALS /
SUPPLEMENTS AND LEARNER WORK BOOKS**

A. BACKGROUND

1. The Provincial Department of Education has over the years raised the above subject at forums involving both Senior and Middle Managers, at Head Office and District levels.
2. The provincial position articulated in respect of LTSM over a period of time, is that prescribed textbooks and additional support material such as Newspaper Supplements, should be distributed to schools/ teachers/ learners and not collect dust in offices, storerooms or corridors. More recently, the same directive was given regarding the Learner Workbooks delivered by the Department of Basic Education.
3. This Circular therefore is intended to sustain directives given on LTSM distribution, utilisation and access.

B. CURRENT SITUATION

1. Recent media reports in our province, whether justifiable or not, create the impression that the Department of Education is holding in storage facilities, LTSM that can benefit teachers and learners.
2. The Department of Education acknowledges that with several national Curriculum policy revisions over a period of time, as well as the change from nine (9) provincialised catalogues to one (1) national catalogue, that prescribed texts have been replaced by new publications complying with the requirements of new national policy. Currently, therefore, it is noted that new CAPS prescribed textbooks in the Foundation Phase and Grade 10 have since 2012 replaced older NCS versions.
3. The Provincial Department of Education in principle does NOT support the use of outdated prescribed textbooks or texts that are aligned to policies that have been repealed, for the following reasons:
 - This undermines the implementation of national policy mandates
 - It compromises the national initiative to effect education transformation and curriculum revision
 - It hinders teacher development and capacity building
 - It adversely affects the achievement of quality learning outcomes and learner performance.

However, the reality is that currently there are several copies of these outdated materials prevalent throughout the province, in district offices and schools.

4. The key question that arises therefore, is what should be done, especially with the old prescribed textbooks that have been replaced by new texts in line with revision of the national curriculum policy?

C. WAY-FORWARD TO DISTRICTS & SCHOOLS

1. **UTILISATION OF MATERIAL:** From a broader educational perspective, such materials can arguably, add some value to the system. Whilst adhering strictly to current national curriculum policy directives, teachers may still use older versions, and at times, outdated prescribed texts as well as publications as follows:
 - Sources of reference material, especially for factual content and illustrations.
 - Sources of information, depending on needs of users
 - Tools to advance literacy levels of learners
 - Tools to empower teachers/ officials with subject content knowledge
 - Materials for setting up Library Corners / adding to existing school libraries

Such utilisation of content of old texts must not in any way contradict current Curriculum policy per subject.

2. **DISTRIBUTION TO SCHOOLS:** All LTSM, whether outdated or current should be distributed to schools across the GET and FET bands, in line with the contents of the text or publication. District officials should prioritise those schools that allege a severe shortage of prescribed texts or express a need for the material arising out of individual school challenges. Individual schools can decide whether such material may be kept in school libraries, staffrooms, etc. for use by teachers and learners.
3. **DISTRICT RESOURCE CENTRES:** All excess publications, prescribed texts, etc. not required by schools should be forwarded to the Resource/ Media Centres in each of the districts as per Annexure 1. In this respect, the District Library & Media officials whose names are listed are expected to co-ordinate this process, with the full support and oversight of the District Senior Management Team. In districts with no Media Advisors, it is expected that the CES Curriculum will co-ordinate this process.
4. **MUNICIPAL LIBRARIES AND NGO's:** In the case of the Districts that do not have Media Centres, then it is advisable that contact be made with municipal libraries, locally based Education Non-governmental Organisations (NGO's), etc. for distribution of excess material. This shall give access to the community at large and especially, out of school youth.
5. **GRADE 12 NATED 550 CANDIDATES:** Part-time Grade 12 Candidates and out of school youth who register for the annual May-June NATED 550 Grade 12 Examinations which is based on the "old" curriculum of the previous dispensation, should be offered free copies of old texts and study guides that may be available, to assist in their examination preparation.
6. **EDUCATION OFFICIALS:** Officials involved directly in the schooling system, as well as co-curricular programmes, are allowed to retain copies of such material in their offices for personal use, provided that there is a maximum of 3 copies per title or publication. Hence, there is no provision for any storage of LTSM.

D. DIRECTIVE TO DISTRICT DIRECTORS

1. District Directors and District Senior Management are required to identify the location of excess LTSM in their district offices, storage facilities, etc. and ensure that the way-forward above is implemented with immediate effect. It is expected that this will be completed by Friday, 17 August 2012, so that Provincial Teams monitoring districts can also report on this as part of LAIS.
2. The issue of the effective utilisation of appropriate LTSM by teachers must be prioritised by District Curriculum personnel. Guidance and support should be

given to teachers for the alignment of content of outdated prescribed texts with the current national curriculum policy directives.

3. Ensuring that schools have proper asset registers and retrieval policies for LTSM must be prioritised by Education Development Officers (EDO's). Every school is expected to compile an inventory of prescribed text per Grade and per subject, as well as for stationery items. This inventory must be maintained and updated in terms of the school retrieval policy.
4. District officials and school managers must ensure optimal utilisation of the Department policy on retrieval of books and disposal of obsolete and unusable publications.

E. CONCLUSION

I trust that all departmental officials shall pay particular attention to the directives of this Circular and in doing so, ensure that there is compliance with expected procedures for LTSM distribution, utilisation, and access.



M. L. NGONGO

ACTING HEAD OF DEPARTMENT: EDUCATION

ANNEXURE 1: CIRCULAR 14 OF 2012

LIST OF DISTRICT MEDIA ADVISORS & RESOURCE CENTRES: 31 JULY 2012

NO.	DISTRICT	MEDIA ADVISOR	RESOURCE CENTRE	PHONE	CELL NUMBER	FAX NUMBER	E-MAIL
1.	Butterworth	-	NO	N/A	N/A	N/A	N/A
2.	Cofimvaba	-	NO	N/A	N/A	N/A	N/A
3.	Cradock	Dukada N.	YES	048-8812045	082 0910 0757	048-887 040	nwabisadukada@gmail.com
4.	Dutywa	Jokozela K.	YES	047-489 2289	082 7080 018	047-481 028	kholeka83@webmail.co.za
5.	East London	Makeng N.	NO	043-761 4580	083 756 9161		siphiwo.ngeni@gmail.com
6.	Fort Beaufort	Pango L.	YES	046-645	082 200 7198	086 7682047	I.pango@webmail.com
7.	Graaff-Reinet	Nkele M.	YES	049-807 3030	082 211 0429	049-8073011	mzikazi.nkele@edu.ecprov.gov.za
8.	Grahamstown	Pikoli V.	YES	073 155 6465	046-603 3200	073 1556465	pikoliviwe@gmail.com
9.	King Williams' Town	-	NO	N/A	N/A	N/A	N/A
10.	Lady Frere	Sobinta N.	YES	047-878 0001	083 341 2001	047-8780224	mjobo@webmail.co.za
11.	Libode	Mabandla T.	NO	047-502 7463	072 576 3823	047-5311314	thelmamabandla@webmail.co.za
12.	Lusikisiki	Sontsele T.	YES	039-253 6659	083989 8887	039-2531422	sontseletembie@yahoo.com
13.	Maluti	Lebeko N.	YES	039-256 0111	073 1818826	039-2560866	ammpupu@yahoo.com
14.	Mbizana	Ntlanga N.	YES	039-251 0976	071 787 9044	039-2510243	tido.ntlanga@yahoo.com
15.	Mt Fletcher	Ncedo N.	YES	039-257 0963	082 210 1545	039-2570955	Nh.ncedo@gmail.com
16.	Mthatha	Breakfast K.	NO	047-537 1976	082 348 1300	086 2182648	kabreakfast@yahoo.com
17.	Mt Frere	-	NO	N/A	N/A	N/A	N/A
18.	Ngcobo	Petse L.	YES	047-548 1139	083 535 5829	047-5481151	lpetse@yahoo.com
19.	Port Elizabeth	Mthwa C.T.	YES	041-409 3744	072 180 3737	041-4093723	elisiembaza@gmail.com
20.	Queenstown	Moorcroft M.	NO	045-808 5700	072 561 5065	045-8588906	kejaiya@webmail.com
21.	Qumbu	Mlungwana F.Y.	YES	047-553 0163	083 340 0368	0865069067	orlandomlungwana@yahoo.com
22.	Sterkspruit	Matrose S.	YES	051-611 0052	073 566 0139	-86 759 0542	strosy@gmail.com
23.	Uitenhage	Kriel M.	YES	041-995 4147	082 673 3907	041-9954175	vumzampehlo@yahoo.com