MEMORANDUM

TO
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
SCHOOL PRINCIPALS
LTSM CO-ORDINATORS
CES: EMIS

FROM
SUPERINTENDENT GENERAL

SUBJECT
1. CAPTURING OF ALL TEXTBOOKS RECEIVED FROM EASTERN CAPE DEPARTMENT OF EDUCATION ON SASAMS BY OR BEFORE 30 APRIL 2019.

2. SUBMISSION OF QUARTERLY REPORTS TO THE DISTRICT OFFICE ON THE 12 JUNE AND 18 SEPTEMBER 2019.

3. SUBMISSION OF AN ANNUAL REPORT TO THE DISTRICT OFFICE ON THE 29 NOVEMBER 2019.

DATE
03 APRIL 2019

The ECDOE is committed to provide textbooks and other essential LTSM to all learners to optimise learning. A key factor in achieving this goal is an effective LTSM management system at provincial, district and school level.

In August 2017 the Director: LTSM Resourcing invited the 23 District LTSM coordinators to a textbook retrieval and retention policy workshop. The purpose of the workshop was to discuss and adopt a textbook retrieval and retention policy document for immediate implementation.

Implementation of the policies at schools in 2017 was uneven. Therefore, 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 school template.
The following documents were included in the Guidelines:

- establishment of a School LTSM Committees;
- an electronic LTSM inventory / register;
- the annual audit / stock take 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.

To effectively manage the annual retention and retrieval of LTSM at schools, the ECDoe requests that all schools:

1. Capture the textbooks delivered to the schools on SASAMS by or before the **30 APRIL 2019**;

2. Submit the quarterly reports by the **12 JUNE 2019** (term 2) and **18 SEPTEMBER 2019** (term 3) to the District Office;

3. Submit the annual report by the **29 NOVEMBER 2019** to the District Office.

\[Signature\]
T. KOJANA
Superintendent-General

\[Date\]
2/04/2019

building blocks for growth.