

OFFICE OF THE HEAD OF DEPARTMENT

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CIRCULAR 07 OF 2023

**TO : PRINCIPALS OF PUBLIC ORDINARY SCHOOLS
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CMC MANAGERS
CIRCUIT MANAGERS
LTSM / NSF COORDINATORS
SCHOOL GOVERING BODIES/ASSOCIATIONS
LABOUR UNIONS**

FROM : ACTING HEAD OF DEPARTMENT

**SUBJECT : UPDATE ON THE AY 2024 LTSM DELIVERIES AND
NORMS AND STANDARDS FUNDING**

DATE : 13 OCTOBER 2023

1. The Circular 07 of 2023 serves to inform all the Education Stakeholders, Districts and schools on the provision and deliveries of LTSM for the Academic Year 2024 and to update on the Second Tranche transfers for the 2023/24 financial period.
2. Education Stakeholders, Cluster and Districts Officials with all School Management Teams and Structures of the schools are officially informed that all procurement processes have been completed and delivery of LTSM officially commences on Tuesday 10th October 2023.
3. LTSM resourcing includes provisioning of Textbooks, Stationery and Workbooks to schools. Section A, B, C, D and E below is a brief synopsis of the progress to date against the provincial sector plans in respect of each of these categories:

A. Learner Teacher Support Material (LTSM)

i) TEXTBOOKS

4. The process of procurement of Textbooks started with schools submitting requisitions at 100% based on approved Learner Data per School. The requisitions were quality assured and procurement then was facilitated for qualified publishers.

5. The department currently utilizes 55 publishers, generating orders for 1,828,753 textbooks as per the requisition received from schools. Deliveries of textbooks to schools will commence from 10th October 2023. The final date for the deliveries of textbooks to schools is 30th November 2023, with mop-up deliveries planned to take place during the second week of December 2023, before the closure of schools.
6. A detailed delivery schedule will be provided to all districts and schools, indicating all planned delivery dates and details of the distributors responsible for delivering textbooks to the various schools. Schools must ensure that LTSM storage facilities are adequate, clean, safe and secured.
7. It must be noted that provisioning of textbooks is on a top-up basis. This provisioning is reviewed nationally by DBE every 5 years when there are changes in the textbooks caused by amongst other, changes to curriculum and subject needs. Schools base their requisitions for textbooks on the individual subject top up needs. The amount a school can requisition is largely determined by the school's allocation as detailed in the school's LTSM allocation. 100% delivery of textbooks therefore means 100% of the textbooks requisitioned by schools.
8. The School Management Teams are implored to monitor textbook deliveries in accordance with requisitions submitted by the school and NOT according to learner numbers for that subject as this is the usual problem reported at the beginning of the year.
9. All schools are further reminded to ensure that their Textbook Retrieval Policy is in place and fully complied with so that the school will not experience shortages for the Academic Year 2024. All schools must ensure that an inventory is completed and readily available for audit purposes at any time.

ii) SCHOLASTIC STATIONERY

10. The department has appointed Stationery Manufacturers and Distributors to ensure that Stationery Learner Packs for use in the 2024 academic year will be delivered to schools in the Eastern Cape. The following is important to note:
 - a) All section 20 and section 21 quintile 1 – 3 schools will receive stationery.
 - b) The delivery commences on 23rd October 2023 and is planned to be completed by 30th November 2023.
 - c) A detailed delivery schedule will be provided to schools and District Coordinators.

- d) All the stationery to be provided to schools is in line with approved specifications as determined through the departmental processes.
- e) Stationery samples will be displayed in all District Local Warehouses for the District Coordinators to ensure that quality of procured stationery matches the specification and samples provided by Manufacturers and their LED partners.
- f) A monitoring tool will be shared with District officials to report on the stationery deliveries and shortages.
- g) It is the responsibility each School Management Team to ensure that the correct quality and quantity of stationery is delivered.
- h) Kindly note that scholastic stationery delivered in October/November 2023 is for use in the 2024 academic year. Schools must therefore under no circumstances start using any of these items in the 2023 academic year.

iii) WORKBOOKS

11. The progress with the provisioning of workbooks is as follows:

- a) 100% deliveries of volume 1, Grade 8 and 9 Mathematics to all secondary level schools.
- b) 100% delivery to all combined Schools with Grade R – 9 (Mathematics, Home Language, First Additional Language (FAL) and Life Skills.
- c) 58% of the delivery of Workbooks has been completed for the Primary Schools and the delivery for the remaining 48% schools to be completed by 30th November 2023.
- d) The procurement and delivery of workbooks is done directly by the National Department of Basic Education whilst the monitoring is done by the province and districts.

B. UTILISATION OF MUNICIPAL SERVICES TRANSFER PAYMENTS

12. Districts and Schools must please note that the 1st Tranche transfer payments to Section 21 schools in respect of the Norms and Standards funding included the Municipal Services item. The department is noting with concern that there are still schools that are not utilizing these funds to pay accounts for services rendered. This

resulted in Municipalities and other service providers to continue sending school services invoices directly to the department.

13. Principals are reminded that non-compliance is irregular and in contravention of Public Finance Management Act (PFMA) no. 1 of 1999 regulations. The department reserves the right to monitor the utilization of these funds to ensure compliance with Section 45 of this Act.
14. Schools are also required to instruct the relevant Local Municipalities and other service providers to submit invoices directly to schools in order for schools to manage consumption and to reconcile the school's billing data.
15. Schools are also encouraged to migrate to prepaid meter systems to improve the management of the school's electricity consumption and to avoid exorbitant charges by service providers. The Services transfer funds can also be utilized to install prepaid meters at schools.

C. SECOND TRANCHE 2023/24 NORMS TRANSFERS TO SCHOOLS

16. The department remains on track to complete the 2nd Tranche transfers to Public Ordinary Schools on or before 15 November as gazetted. The register of payments files will be made available on Share Point in order for districts to keep records and manage transfer queries. Schools are required to complete and sign the official transfer query for each tranche query. Such applications must reach the department before 30 calendar days following the date of transfer payments.
17. The Second Tranche payment is made up of 50% of the total school allocation for the following items: Municipal Services, Maintenance and Educational Consumables. However, in consideration of the matters raised in Section B above, the department has no choice but to consider the payments made to date for the assisted schools. This will affect the second tranche municipal transfer payments to these schools.
18. The department notes that 4,027 schools are complying with the department's instruction to manage and pay their services accounts. It is for this reason that the department will continue to transfer the full 2nd Tranche to these schools as reflected in paragraph 17 above.
19. On the other hand, 961 schools did not comply with the department's instruction to settle their school Municipal Accounts. The department was forced to intervene and settle these accounts. This was after the department receiving these invoices directly

from the Local Municipalities and other Service Providers following claims of non-payment by schools.

20. These schools will therefore not receive any funds in respect of the 2nd Tranche Municipal Services. A list of these schools will be shared with the districts and the affected schools.
21. These schools are hereby requested to utilize the services funds received in the 1st Tranche to settle the schools' Municipal Services accounts for the remainder of the 2023/24 financial year.
22. Furthermore, please note that this practice of non-compliance will not be tolerated and will be investigated. Appropriate action will be taken if necessary.

D. 2024/25 SCHOOL PAPER BUDGETS

23. The 2024/25 School Paper budgets were issued to all schools towards the end September 2023. These planning budgets have been uploaded per district to SharePoint and can be accessed from this link: [Prog 2 Planning Budget](#)

E. DELIVERY AND AUDIT OF SCHOOL FURNITURE

24. The provisioning of School Furniture has commenced in terms of the priority lists received from the districts, benefiting 931 schools.
25. The department is in the process of auditing school furniture in 2023, targeting the 931 schools. The School Management Team is requested to support the audit process.

Yours in Quality Education,



Dr S NUKU
ACTING HEAD OF DEPARTMENT

13/10/23

DATE