



Province of the  
**EASTERN CAPE**  
EDUCATION

**DIRECTORATE: ECD AND GET CURRICULUM PROGRAMMES**

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**CURRICULUM INSTRUCTION G08/2020**

**TO: DEPUTY DIRECTOR-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF/ SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 01 OCTOBER 2020**

**REVISED SUBMISSION DATES OF THE REPORTS ON THE UTILISATION OF  
GRADE R-9 WORKBOOKS FOR THE 2020 ACADEMIC YEAR**

This Curriculum Instruction should be read in conjunction with Circular S6 o 2020.

Curriculum Instruction G04/2020 regarding the submission of reports on the utilisation of workbooks, was sent to schools in February 2020. However, because of closure of schools, and Grades 2,5 and 8 not being able to report for school before August 2020, collecting and collating of this data has been unmanageable.

1. Workbooks were developed and supplied to enhance the quality of teaching and learning by:
  - providing good quality activities and ideas that portray good practice that will assist teachers in the long term to emulate such practice; offering learners the opportunity to experience acquisition and application of skills in a systematic way;
  - ensuring that schools that lack photocopying facilities will be supported;
  - modelling good practice and guiding teachers to improve their teaching;
  - providing a variety of activities to reinforce (a) mathematical concepts and skills, and, (b) literacy and language skills;
  - helping teachers to monitor learner performance in key activities; and
  - prepare learners for the formats used in various standardised assessments.

2. Non-usage of these resources will deny learners opportunities to enhance their learning, as well as negatively impact on curriculum coverage and improved learner performance. It further amounts to fruitless expenditure for which districts and schools must account.
3. It has come to the attention of the Department of Basic Education (DBE) that some schools are not utilising the workbooks as intended. **Schools are hereby requested to inform districts if they are not in need of workbooks.**
4. 2020 has been a challenging year to all especially adhering to the school calendar. Review of Annual Teaching Plans and different time tabling has justified the review for the submission of the reports. Grade 2 learners were back into school on 24 August, Grades 5 and 8 back on 31 August 2020.
5. The provincial department have been requested to provide the DBE with a **report on the utilisation of Workbook 2** by **30 November 2020**.
6. All schools are requested to report on **Section A i.e. The Background and Access to workbooks** to be completed by the Principal and or the Head of Department and **Section B i.e. The utilization of workbooks** that should be completed by the educator. (See Annexure A attached).
7. All schools must submit the information electronically by no later than **20 November 2020** to the relevant Curriculum Manager listed in the table below:

District	Name	Contact Details	Email
Alfred Nzo East	Mr Nyali M	0635295039	<a href="mailto:n.nyali@yahoo.com">n.nyali@yahoo.com</a>
Alfred Nzo West	Mr Sefoloko M	0724538143	<a href="mailto:mosessefoloko@gmail.com">mosessefoloko@gmail.com</a>
Chris Hani east	Mr Skade TM	0833174181	<a href="mailto:themobilematthews@yahoo.com">themobilematthews@yahoo.com</a>
Chris Hani West	Mr Jayiya KE	0837551635	<a href="mailto:Khonza.jayiya@ecdoe.gov.za">Khonza.jayiya@ecdoe.gov.za</a>
OR Tambo Costal	Dr Peyana BB	0716109492	<a href="mailto:bongiepeyana@yahoo.co.uk">bongiepeyana@yahoo.co.uk</a>
OR Tambo Inland	Mr Mpongwana L	0833244383	<a href="mailto:lubabalo.mpongwana@ecdoe.gov.za">lubabalo.mpongwana@ecdoe.gov.za</a>
Joe Gqabi	Mr Mkuzo NNN	0835013859	<a href="mailto:manci.nkosi@gmail.com">manci.nkosi@gmail.com</a>
Amathole East	Mr Msekele T	0820836086	<a href="mailto:tandinkosi.msekele@ecdoe.gov.za">tandinkosi.msekele@ecdoe.gov.za</a>
Amathole West	Mr Mgidi L	0832785809	<a href="mailto:lmgidi5@gmail.com">lmgidi5@gmail.com</a>
Sarah Baartman	Mr DeVillers P	0832911505	<a href="mailto:pierredev26@gmail.com">pierredev26@gmail.com</a>
Nelson Mandela Bay	Mr Mpehlo V	0769702030	<a href="mailto:mpehlovumza@yahoo.com">mpehlovumza@yahoo.com</a>
Buffalo City Metro	Ms Mgabadeli N	0799398421	<a href="mailto:mgab2ntsasa@gmail.com">mgab2ntsasa@gmail.com</a>

8. Districts must select a sample number of 10 schools per district, split into 5 primary schools i.e. from Grades 2 and 5 in Mathematics and Language, and 5 secondary/ high schools per district for Grade 8 in Mathematics to verify the information provided by schools by completing Sections B and C of Annexure A attached for the 10 schools.
9. The Curriculum Manager will submit a report based on the selected number of sample schools to the provincial office for the attention of Ms Unathi Ngandela on email at [unathi.ngandela@ecdoe.gov.za](mailto:unathi.ngandela@ecdoe.gov.za) or Ms Geetha Chacko on email at [geetha.chacko@ecdoe.gov.za](mailto:geetha.chacko@ecdoe.gov.za) by **no later than the 25 November 2020**.

10. The provincial office will collate the reports and forward to **DBE by the 30 November 2020.**
11. Guidelines for the compilation of the reports to maintain uniformity in reporting is attached as ANNEXURE B. Districts are requested to present the reports as recommended in the guideline.
12. District are kindly requested to mediate Curriculum Instruction GO8/2020 with their schools. Principals are further requested to mediate same with the relevant teachers.



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**SIGNED: DDG CM&D**  
**MR R TYWAKADI**



# ANNEXURE A

MONITORING INSTRUMENT - WORKBOOKS					
Section A: Background and Access to workbooks -To be completed by Principal/ HOD					
1	Data collector: First name, Surname				
2	Date of visit: dd/mm/yyyy				
3	School name:				
4	EMIS No:				
5	District:				
6	Province:				
7	Contact Details for the school:				
8	Principal's name & surname:				
9	Have all the grades received the relevant workbooks Volume 1&2 with ALL subjects? (Yes= 1; No= 2)	YES		NO	
10	Are there any Volume 1&2 shortages? (Yes = 1; No= 2)	YES		NO	
11	If the answer to question 10 is yes, what are the shortages? Please provide the workbook details and numbers	GRADE		GRADE	
		LANG	MATHS	LANG	MATHS
12	Have these shortages been resolved? (Yes= 1; No= 2)	YES		NO	
13	What were reasons for the Volume shortages? (Short supplied=1/ New or late admissions=2/ wrong language=3)	Short supplied	New or late admissions	Wrong language	

Section B: Utilization of workbooks -Questions for the Educator-To be completed by Monitor				
1	Grade:			
2.1	Subject monitored: (indicate language level) e.g MATHS- in IsiXhosa/ ENGLISH FAL			
2.2	Class teacher's name & surname			
3	Are the DBE workbooks being used for this subject? (Yes= 1; No= 2)	YES	NO	
4.1	Are DBE workbooks the primary, secondary or homework book that learners use? (Primary =1; Secondary= 2; Homework = 3; Other = 4)	Primary	Secondary	Homework
				Other
4.2	Please indicate the reason/ motivation for your answer to question No. 4.1			
5.1	Are the activities completed within each week as indicated on the workbook?	YES	NO	
5.2	If No to question No 6.1, explain			
6	Are the activities in the workbooks in keeping with the required work schedule as outlined in CAPS? (Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation
7	Is the pace of the workbook appropriate to ensure curriculum is covered in a holistic meaningful manner? (Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation
8	Have the workbooks assisted you in teaching? (Yes=1; No=2; Motivation= to be stated)	YES	NO	Motivation
9		YES	NO	Motivation

Have the workbooks assisted in assessing core skills for learners (Yes=1; No=2; Motivation= to be stated)		
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## Section C: To be completed by Monitor

### 1. Identify the first and last date for which written exercises have been recorded. (Volume 2)

- In order to respond to the questions below the monitor is required to request 10 workbooks from the teacher; 5 of the best learners, 5 from the worst performing learners.
- When recording the date of the first exercise, look at all the books that you have been given for the learner and record the earliest date when work was done. This should be at the beginning of the book/s.
- When recording the date of the last exercise, look at all the books that you have been given for the learner and record the date of the last (or most recent) exercise.
- If work is not dated, use the date given by the teacher when signing. If this is not evident, specify that no date was provided.

Best performing learners:	Date of the first exercises	Best performing learners:
1		1
2		2
3		3
4		4
5		5
Poor performing learners:	Date of the first exercises	Poor performing learners:
1		1
2		2
3		3
4		4
5		5

### 2. Number of exercises covered each month in the DBE workbooks (Volume 2)

#### Note:

- Page through the DBE workbook/s and record the number of written exercises that of 1 of the best learners and 1 of the weaker learners completed in each month. An exercise or task in this case is defined as any work covered on a given date in a workbook (refer to the guideline on exercises)
- If more than one exercise is done on a particular day, do not count each exercise as a new exercise for that day. Count this only once.
- If no evidence of a particular exercise was seen in a month, record the month as zero.

	Feb	March	April	May	Undated
Total no. of exercises (best learner)					
	Feb	March	April	May	Undated
Total no. of exercises (weaker learner)					

<b>3</b>	<b>Does the teacher provide any feedback in the books?</b>	
	YES	NO
<b>3.1</b>	<b>If yes to 3; how often</b>	Always
<b>3.2</b>	<b>What kind of feedback is provided? (T's &amp; c's =1; + comments= 2)</b>	
	Only indicates correct and incorrect (i.e. ticks and crosses only)	Indicates with ticks and crosses as well as comments
<b>4.</b>	<b>Any comments or recommendations on usage and assessment?</b>	

Name of Educator: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Monitor: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL STAMP

## **Guidelines on the compilation of the report on the utilisation of Workbooks**

Most of the information would be captured on the reporting template but the narrative report should be inclusive of the following information:

### **Section A:**

- Number of schools monitored in the district/ province - Grade 3, 6 and 9; and
- Access to workbooks by learners.

### **Section B:**

- Grades and Subjects monitored
- Utilization of workbooks- indicate % of usage in schools using and those not using workbooks. Reasons for non-usage should be provided.
- Resources being used as a primary/ secondary/ homework/ other; and MOTIVATIONS thereof
- Activities for the week being completed and reasons for not completing them if applicable.
- How workbooks have/ are assisting teachers in their teaching

### **Section C:**

- Dating and marking of workbooks- how often are workbooks marked
- Kind of feedback given by teachers; if none, reasons should be provided
- Number of exercises covered by weaker learners as compared to best performing learners in each month.
- Any additional comments
- The list of schools sampled in the district/province should be attached as an Annexure.