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## **CIRCULAR NUMBER 39 of 2019**

**TO : DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
SCHOOL GOVERNING BODIES**

### **TEXTBOOKS TOP-UP FOR THE 2020 SCHOOL YEAR**

The department has again this year made available a budget per school to purchase top-up textbooks from Grade 4-12 as well as Gr R-3 LTSM for the 2020 school year. Schools will only be allowed to top-up on subjects and titles that the department provided textbooks for from 2011. Schools must ensure that textbooks are kept neatly and handled tidily by learners to increase their lifespan. Also ensure that all books issued out to learners are retrieved or replaced, the department may not have funds for yearly top-ups.

Order forms (requisitions booklet) will be issued at circuit offices, principals are to please collect and complete them in advance respectively within their allocated budget for their school's CAPS LTSM needs in order to submit requisitions as schedule at their assigned capturing cluster.


Every school principal is required to bring along two identical copies of the CAPS order forms to the specified capturing venue as per the schedule (attached). The order form must be completed as per the below steps:


- Complete all fields on the Affidavit page.
- Complete all the fields on the school particulars (page 2).
- Complete the certification form {current learner count (page 3)}
- Select the required LTSM item/s in the order forms.
- Calculate each line item & fill it in under the provided area.
- Add the total page value & fill it at the bottom right allocated space.
- Initial every page where item/s are selected (both school principal & circuit manager)
- Under no circumstances is the school allowed to exceed the allocated budget.

Circuit Managers are requested to notify all the relevant schools within their circuits of the requisition phase and to inform each school that order forms will be collected at the circuit offices as well as to ensure that school principals complete the order forms prior to the capturing date.

Textbooks top-up for the 2020 school year

Upon arrival at the assigned capturing clusters. Circuit managers are requested to be present throughout the capturing for approval & assist with defaulting principals. Capturing to clusters will take place from 22 July 2019 – 26 July 2019. Circuit Managers not available during the allocated periods will have to do the verification and approval of the requisitions in Nelspruit not later than 30 July 2019.

  
**MRS LH MOYANE**  
**DDG: CURRICULUM**  
**DATE: 11 07 2019**

  
**MR JR NKOSI**  
**AHEAD: EDUCATION**  
**DATE: 11. 07. 2019**