



OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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CIRCULAR 06 OF 2024

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

FROM : **A/ HEAD OF DEPARTMENT: EDUCATION**

SUBJECT : **UPDATE ON THE CURRENT LTSM PROCUREMENT
PROCESS AND NORMS AND STANDARDS FUNDING**

DATE : **12 JUNE 2024**

1. The Circular 05 of 2024 serves to inform all the Education Stakeholders, Districts and schools on the provision and deliveries of LTSM for the Academic Year 2025 and to update on the 1st Tranche transfers for the 2024/25 financial period.
2. Education Stakeholders, Cluster and Districts Officials with all School Management Teams and Structures of the schools must note that the department has started collecting information on textbooks requisitions from all qualifying schools. The department has also hosted EDUFUNDI training to assist with the capturing of requisitioning data.
3. LTSM resourcing includes provisioning of Textbooks, Stationery and Workbooks to schools. Section A, B, and C D 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 ordinarily started with schools submitting requisitions at 100% based on approved Learner Data per School. The requisitions will be quality assured, and procurement will be facilitated for qualified publishers.
5. Delivery of textbooks to schools will occur from early-October 2024. The final date for the deliveries of textbooks to schools is 30th November 2024, with mop-up deliveries planned to take place during the second week of December 2024, 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 secure.
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 2025 Academic Year. 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 2025 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) Deliveries to schools will start end of early October 2024 and is planned to be completed by 30th November 2024.
- 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 Manufactures 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 of 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 2024 is for use in the 2025 academic year. Schools must therefore under no circumstances start using any of these items in the 2024 academic year.

iii) WORKBOOKS

- a) 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 SERVICES TRANSFER PAYMENTS

11. 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.
12. Principals are reminded that failure to utilize Norms & Standards funding for its intended purpose 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.

13. Schools are also required to instruct the relevant Local Municipalities and other service providers to submit invoices directly to schools for schools to manage consumption and to reconcile the school's billing data.
14. 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.
15. School Principals and SGBs must also manage the risk associated with exorbitant services bills and take steps to bring this under control e.g. utilizing of electricity and water after hours; illegal connections by members of the community; taking care of leakages etc. this would entail the SMT to daily monitor the usage of these resources.
16. Schools are also encouraged to consider alternative energy sources and water supplies to improve efficiency in providing water and energy supply to schools.
17. Schools are encouraged to take measures to ensure safety of the building premises and assets, its staff and learners. This could include installing alarm systems and working with the local emergency response units, Community Policing Forum (CPF) and nearest SAPS station.

C. 2024/25 NORMS TRANSFERS TO SCHOOLS

18. Schools were issued with final paper budgets in May 2024. The department transferred 1st Tranche transfers to Public Ordinary Schools on 14 May 2024. All School Paper Budgets as well as the register of payments and tranche payments remittance advices are placed on the department's Share Point in order for districts to keep records of this processes and to better manage all transfer queries.
19. All schools are also issued with individual remittance advice as proof of the norms tranche payments made. Schools are required to complete and sign the official transfer query form for each tranche query and to submit these to districts for verification. Such applications must reach the department before 30 calendar days following the date of transfer payments.
20. Note, the circuits and districts are the first line of communication to service all enquiries by schools. No telephonic enquiries will be entertained from schools by head office staff. District officials must sign and forward the transfer query forms after assessing the validity of the query. Note that the query must be directed to the correct member e.g. Norms, NSNP etc.

21. The 1st Tranche payment is made up of 10% Cash for all quintiles 1-3 schools and 50% of Municipal Services, Maintenance and Educational Consumables. The department will consider clawing back all payments made in respect of bailing out schools with Municipal payments. This could affect the second tranche municipal transfer payments to the affected schools.

22. Schools are hereby requested to utilize the services funds received in the 1st Tranche to settle the schools' Services accounts for the remainder of the 2024/25 financial year. 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 final School Paper budgets were issued to all schools in May 2024. These planning budgets have been uploaded per district to SharePoint and can be accessed from this link: [Funding Norms - Paper Budgets](#)

Yours in Quality Education,



**A/HEAD OF DEPARTMENT
MRS S. MAASDORP**

19/06/2024
DATE