

Annexure A

Guidelines for the receipt of Grades R–9 Department of Basic Education (DBE) workbooks for the 2027 school year

1. The following guidelines will assist schools with receiving and recording the delivery of DBE volume 1 workbooks for **Terms 1 and 2 of 2027**.
2. Schools must follow the same process when DBE volume 2 workbooks for **Terms 3 and 4 of 2027** are delivered.
3. **Prior to delivery**
 - 3.1 The principal must appoint a senior staff member and a team of assistants to implement these guidelines.
 - 3.2 The senior staff member and team must familiarise themselves with the contents of the accompanying minute.
 - 3.3 They must access the Western Cape Education Department (WCED) website (<https://www.westerncape.gov.za/education/learning-and-teaching-support-material-ltsm>) and complete the following steps:
 - (a) Scroll down and click on the *2027 WC Workbook Delivery Schedule*.
 - (b) In the workbook delivery schedule, schools are listed in alphabetical order. Locate the relevant school and note the following columns: *Subject, Language, Grade, ISBN, Year, Quantity* and *Delivery date*.
 - (c) Print only the page that contains the school's details. Alternatively, write down the relevant details for the school. Please note that the workbook quantities were based on the learner numbers that the WCED provided to the DBE in line with the April 2026 CEMIS projections.
 - (d) The school must check that the DBE service provider delivers the correct number of workbooks and languages as indicated on the workbook delivery schedule.
 - 3.4 Use the workbook recording template (**Annexure B**) to complete the *QTY EXPECTED* row. The quantity for the school is indicated on the *2027 WC Workbook Delivery Schedule* and reflects the number of workbooks that the DBE service provider is expected to deliver.

- 3.5 Ensure that enough staff members are available to assist with the checking and counting of the workbooks when the DBE service provider arrives on the scheduled date.
- 3.6 Identify an area where the workbooks can be offloaded and stacked to allow for easy checking and counting.
- 3.7 The school's contact person, as indicated on the workbook delivery schedule, can expect a phone call from a representative of the DBE service provider to confirm the date and time of delivery.
- 3.8 Decide in advance where the workbooks will be stored and how they will be packed, e.g. according to title, grade or language.

4. **Procedure on the day of delivery**

- 4.1 The persons appointed to assist with the checking and counting of the workbooks must be available when the delivery takes place.
- 4.2 Please note that the workbooks will be colour-coded according to language, e.g. English (blue), Afrikaans (red), Xhosa (yellow) and Sotho (green). English First Additional Language workbooks for Grades 1–6 are in various colours across the grades.
- 4.3 Keep the workbook recording template (**Annexure B**), with the expected workbook quantities already completed, available during delivery (see paragraph 3.4 above).
- 4.4 When the DBE service provider arrives, compare the proof of delivery provided by the driver with the information on the workbook delivery schedule and workbook recording template (see paragraphs 3.3(c) and 3.4).
- 4.5 Offload the workbooks into the pre-selected delivery area (see paragraph 3.6) to be checked and counted against the proof of delivery.
- 4.6 While the workbooks are counted, one person must record the quantity received on the workbook recording template (**Annexure B**). Record this information in the QTY *RECEIVED* row for each subject, grade and language.
- 4.7 If the number of workbooks delivered is fewer than the quantity indicated on the proof of delivery, record the shortage on the proof of delivery. Record any other relevant information in the last column of the proof of delivery.
- 4.8 Once the checking process has been completed, the principal or delegated senior staff member must complete and sign the relevant sections at the bottom of the proof of delivery and stamp the document with the school stamp. If the school does not have a stamp, the principal or delegated senior staff member must state this in writing and provide reasons.

- 4.9 Return the original signed and stamped proof of delivery to the driver and keep a copy at the school.

5. **Shortages and surpluses**

- 5.1 Compare the number of workbooks received, as recorded on the workbook recording template after delivery (see paragraph 4.6), with the projected learner numbers at school in January 2027.
- 5.2 For example:
- (a) The school receives 400 Grade 2 English Home Language books but expects 425 Grade 2 English Home Language learners in January 2027. This means that the school expects a shortage of 25 workbooks.
 - (b) Record the number 25 in the *SHORTAGES* row under Grade 2 English Home Language on the workbook recording template.
 - (c) If the school expects only 385 Grade 2 English Home Language learners in January 2027, the school will have a surplus of 15 workbooks.
 - (d) Record the number 15 in the *SURPLUSES* row under Grade 2 English Home Language on the workbook recording template.