



**LETTER TO PARENTS** re: Textbooks issued to learners  
[LTSM Framework: WCED Circ.40/2018 / Par. 8: 15]

|                                                                                                               |                           |                                      |
|---------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------|
| <b>SCHOOL:</b> Hoërskool Jan van Riebeeck                                                                     | <b>EMIS NO:</b> 103310246 | <b>ACADEMIC YEAR:</b>                |
| <b>SCHOOL Email address:</b> <a href="mailto:ontvangs@janvanriebeeck.co.za">ontvangs@janvanriebeeck.co.za</a> |                           | <b>SCHOOL PHONE No:</b> 021 423 6347 |
| <b>PRINCIPAL:</b> Mr. P. Rademeyer                                                                            | <b>CLASS TEACHER:</b>     |                                      |
| <b>LEARNER:</b>                                                                                               | <b>GRADE:</b>             |                                      |

Dear Parents / Guardians

Date:

As per WCED policy, your child has been issued textbooks and / or readers to support and enhance his / her learning process. Refer reverse side of this letter for the list, and condition of each book. Your child is expected to use these textbooks and readers as needed, care for them and return them in good, working condition. If your child loses, breaks or damages a textbook / reader, while in their care, it is expected of the parent / guardian, to pay a levy towards the replacement cost, irrespective of the age of the textbook / reader.

**Please note:** Textbook Reconciliation takes place quarterly, as per **WCED and our school policy**. All textbooks will be retrieved from all learners on a date to be stipulated in each term.

- ✓ ***Your child will be instructed to bring all his/her textbooks to school to be checked by their respective class teachers.***
- ✓ ***If books are missing, parents will be informed and asked to replace them. Parents will be sent an account for a missing book and will be reminded regularly if payment is not forthcoming.***
- ✓ ***The school will purchase a new copy of the missing book(s) from the supplier and issue the new book(s) to the learner.***

Your co-operation and support regarding this policy would be highly appreciated.

Yours faithfully

Principal: \_\_\_\_\_ LSTM Comm Co-Ordinator: \_\_\_\_\_

**NB: Kindly verify and sign below, and return to your child's Class Teacher.**

I/We, \_\_\_\_\_, parent(s)/guardian(s) of  
\_\_\_\_\_ in Grade \_\_\_\_\_, hereby acknowledge  
receipt of the letter regarding the text books / resources issued to my/our daughter/son. I /  
We commit to supporting my / our child to adhere to these conditions, accept  
responsibility for the books / resources allocated to my him/ her and agree to pay for the  
replacement should they be stolen, lost or damaged.

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_



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|                                           |                 |                                    |  |
|-------------------------------------------|-----------------|------------------------------------|--|
| <b>SCHOOL:</b> Hoërskool Jan van Riebeeck |                 | <b>PRINCIPAL:</b> Mr. P. Rademeyer |  |
| <b>EMIS NO:</b> 103310246                 |                 | <b>CLASS TEACHER:</b>              |  |
| <b>LEARNER:</b>                           |                 | <b>UNIQUE NO:</b>                  |  |
| <b>GRADE:</b>                             | <b>SUBJECT:</b> | <b>ACADEMIC YEAR:</b>              |  |

I, \_\_\_\_\_ learner in Grade \_\_\_\_\_ acknowledge receipt of the books listed below. I accept responsibility for them and commit to care for them and return them in the same condition they were issued to me.

**Signatures:** Learner \_\_\_\_\_ **Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOOKS ISSUE**

| NO | TITLE / ISBN OF BOOK | COST<br>P/U | CONDITION<br>OF BOOKS |      | RECIPIENT NAME<br>DATE RECEIVED | BOOK<br>UNIQUE<br>NUMBER | LTSM<br>Comm |
|----|----------------------|-------------|-----------------------|------|---------------------------------|--------------------------|--------------|
|    |                      |             | NEW                   | USED |                                 |                          |              |
| 1  |                      |             |                       |      |                                 |                          |              |
| 2  |                      |             |                       |      |                                 |                          |              |
| 3  |                      |             |                       |      |                                 |                          |              |
| 4  |                      |             |                       |      |                                 |                          |              |
| 5  |                      |             |                       |      |                                 |                          |              |
| 6  |                      |             |                       |      |                                 |                          |              |
| 7  |                      |             |                       |      |                                 |                          |              |
| 8  |                      |             |                       |      |                                 |                          |              |
| 9  |                      |             |                       |      |                                 |                          |              |
| 10 |                      |             |                       |      |                                 |                          |              |

**VERIFICATION**

[Signature / Date]

- **LSTM Comm:** \_\_\_\_\_
- **Principal:** \_\_\_\_\_

SCHOOL STAMP

**MONITORING**

| ASPECT MONITORED                                        | TERM 1 | TERM 2 | TERM 3 | TERM 4 |
|---------------------------------------------------------|--------|--------|--------|--------|
| All books returned / accessible                         |        |        |        |        |
| No of books missing                                     |        |        |        |        |
| No of books damaged                                     |        |        |        |        |
| <b>Plan in place to recover missing / damaged books</b> |        |        |        |        |
| ➤                                                       |        |        |        |        |
| Presented by                                            |        |        |        |        |
| Checked / Monitored by                                  |        |        |        |        |



Leerder se naam en van: \_\_\_\_\_

Gr. 10 / 11 / 12 (omkring toepaslike graad)

Dui asseblief met 'n "x" jou vakke aan. Indien die vak nie op hierdie lys verskyn nie, moes die boeke vir daardie vak aangekoop word.

| VAKKE              | X |
|--------------------|---|
| AFRIKAANS          | X |
| ENGELS FAL         |   |
| WISKUNDE           |   |
| WISK GELETTERDHEID |   |
| LEWENSORIËNTERING  | X |
| REKENINGKUNDE      |   |
| EKONOMIE           |   |
| LEWENSWETENSKAPPE  |   |
| VISUELE KUNS       |   |
| GEOGRAFIE          |   |
| GESKIEDENIS        |   |
| TOERISME           |   |
| GASVRYHEIDSTUDIES  |   |
| RTT                |   |
| IT (SLEGS GR.10)   |   |
|                    |   |