

CIRCULAR NUMBER: 41 OF 2024

**TO : DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS: FET
CHIEF EDUCATION SPECIALISTS: CIRCUIT COORDINATION
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
PROVINCIAL TEACHER ORGANIZATIONS
PROVINCIAL SCHOOL GOVERNING BODIES**

**SUBJECT : RETRIEVAL OF LEARNER TABLETS OF THE UBUHLEBUZILE
GRADE 12 E-LEARNING PROGRAMME**

The following protocol is to be followed for the retrieval of learner-tablets and teacher-laptops in 2024 academic year.

1. Schools are expected to retrieve all tablets from learners with their accessories (Charger, protective cover and offline app microSD card) provided to Grade 12 learners in 2024.
2. Schools are expected to deliver the retrieved tablets to the departmental warehouse closest to their school.
3. Schools are required to make sure that learners return the tablets in the box that was provided with the tablet and schools need to package the tablets in a box labeled with the school's name and EMIS number.
4. Arrangements need to be made with the warehouse officials as indicated below

Warehouse	Responsible officials	Contact Number	Address
Middelburg warehouse	Sindile Makwakwa	066 186 4666	2F Walter Sisulu Drive, Middelburg
Mbombela warehouse	Pholisiwe Mkhonto	079 556 4720	6 White Water Street, Riverside Industrial Park, Mbombela

5. The final date to receive tablets to the warehouse is **13 December 2024**. Schools are encouraged to deliver the tablets as early as when the learners finish writing on **28 November 2024**.
6. Teachers are still expected to keep the laptops provided to them. However, schools are reminded to retrieve laptops from teachers that are no longer teaching Grade 12 or have left the school and give the laptops to teachers teaching Grade 12 in the current year.
7. The laptops remain the property of the departments through the school and any teacher that leaves the school for whatever reason, promotion, retirement or death must surrender the laptop to the school that provided it.

Your cooperation is highly appreciated.


MRS LH MOYANE
HEAD: EDUCATION

13/11/2024
DATE