



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

**SENIOR SECONDARY TEXTBOOK
CATALOGUE**

Grades 10-11

Revised Curriculum

2018

Ministry of Education, Arts & Culture
National Institute for Educational Development (NIED)
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Okahandja
Namibia

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Textbook Catalogue for Senior Secondary (Grades 10-11)

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1. INTRODUCTION

The Ministry of Education, Arts and Culture thoroughly revised the curriculum for Pre-primary to Grade 12. A revised Textbook Catalogue format and procedures will go hand in hand with the implementation of the revised curriculum, which started in 2015 with the JP phase. Up to 2011 there was no limitation to the number of titles included in the Textbook Catalogue. However, since the evaluation of Junior Primary learning support materials in April 2014 the number of titles are limited to the best three titles per subject per grade.

This Textbook Catalogue for the Senior Secondary phase (Grades 10-11) gives the revised, comprehensive list of textbooks and other instructional materials for use in government schools in the following subjects:

Languages	Content Subjects	Pre-vocational subjects	Support Subjects
<ul style="list-style-type: none"> - Afrikaans First Language - Afrikaans Second Language - English First Language* - English Second Language (the Teacher's Guide must include a CD) - German First Language* - German Foreign Language* - Portuguese Foreign Language* - French Foreign Language* - Khoekhoegowab First Language* - Oshikwanyama First Language* - Oshindonga First Language - Otjiherero First Language* - Rukwangali First Language* - Rumanyo First Language* - Setswana First Language* - Silozi First Language* - Thimbukushu First Language* - 	<ul style="list-style-type: none"> - Mathematics - Biology - Physics - Chemistry - History - Geography - Development Studies - Economics - Business Studies 	<ul style="list-style-type: none"> - Agricultural Science - Home Economics* - Fashion and Fabrics* - Accounting - Computer Studies - Entrepreneurship - Office Practice - Design and Technology* - Building Studies - Metalwork and Welding - Motor mechanics - Woodwork - Hospitality* - Integrated Performing Arts* - Art and Design* 	<ul style="list-style-type: none"> - Life Skills - Information and Communication (Teacher's Guide only)* - Physical Education (Teacher's Guide only)* - Arts (Teacher's Guide only)*

The list of approved titles includes learner's books, teacher's guides and other instructional materials. Currently some subjects in this catalogue have less than three titles. Titles for subjects indicated with an asterisk (*) above are not included in this catalogue due to limited submissions and other factors.

In subjects where there are no new titles approved, schools are encouraged to use existing textbooks while the gap submissions are awaited for evaluation. For Arts, a teacher's manual developed by the Finnish Art Project at NIED in cooperation with the Finnish Namibian Society will be used. An updated Senior Secondary (SS) list of approved titles will be provided to schools after the evaluation of gap submissions in April 2019.

Note that the evaluation and vetting of the materials was guided by the quality and relevance of the materials to the level of the learner. Furthermore, the changes in the newly revised Senior Secondary curriculum have been addressed. The curriculum will be reviewed every five years and the life span of a textbook should be five years. The Ministry will continue to request submissions in order to achieve the desired three titles per subject to be used for a period of five years.

It should be noted that books currently available in the schools should not be regarded as completely obsolete as they can still be used as resources.

Schools are expected to select all their books from this Senior Secondary Textbook Catalogue and ensure that they examine the relevant books before they decide on the books to be purchased, using the criteria and procedures laid down in the *School Textbook Management Handbook (2013)* produced by the Directorate: Programmes and Quality Assurance (PQA).

It is important to note that one title should be used per subject at school level in order to gradually progress towards achievement of 1:1 learner-textbook ratio. It is recommended that teachers/schools order one copy of the other approved titles for a subject listed in the catalogue and use them for enrichment purposes and as a resource for teachers.

The listing of the learner's books is done alphabetically according to subjects. The list of titles within each subject does not in any way suggest an order of preference or evaluation ranking.

Each senior Secondary school in Namibia will be supplied with a free copy of the Textbook Catalogue through their respective REOs. A school can order any textbook or other instructional materials that may be needed for any class and in any subject as long as these titles/items are contained in this 2018 Textbook Catalogue. The list will be revised regularly to include new instructional materials approved by the Ministry and to update prices.

NB: The reference materials on **African languages** on page 9 are not newly evaluated materials under the *Curriculum and Learning Support Materials Review Cycle Policy of 2013*. They are an extract from the 2016 Textbook Catalogue (old). The aim is just to support the revised curriculum, particularly schools which did not offer NSSCO before (old books). New titles will replace them when available after the evaluation of gap submissions in early 2019.

List of abbreviations

Gr	Grade
GRN	Government of Republic of Namibia
ISBN	International Standard Book Identification Number
JP	Junior Primary
LSM	Learning Support Materials
MoEAC	Ministry of Education, Arts and Culture
NAMCOL	Namibian College of Open Learning
NPH	Namibia Publishing House
LB	Learner's Book
PQA	Programmes, Quality and Assurance
REO	Regional Education Office
REF	Reference Materials for Learners and Teachers
SM	Supplementary Materials
STSC	School Textbook Selection Committee
SS	Senior Secondary
SP	Senior Primary
TG	Teacher's Guide
WC	Wall Charts
SM	Supplementary Materials
VAT	Value Added Tax

2. MINIMUM LEARNING SUPPORT MATERIALS PROFILE

The Minimum Learning Support Materials profile is an agreed *minimum* list of learning support materials needed by learners and teachers in order for all learners to achieve the learning objectives of the curriculum. The minimum LSM profile is qualified with quantities. The minimum LSM profile is specified by grade level and by subject. It must be affordable to Government, it must fit Namibia's educational approach and it must be sustainable. Ideally and depending on the learner's choice of a field of study, each learner should have one (1) Learner's book per subject.

Teacher's guides for English Second Language should be supported by a CD containing pronunciation guidance to teachers as well as audio recordings of texts (paragraphs, poems, stories) included in the learner book.

3. HOW SHOULD SCHOOLS SELECT THEIR INSTRUCTIONAL MATERIALS?

The *School Textbook Management Handbook* gives detailed step by step advice on how schools should select their instructional materials. Nevertheless, here is a summary of the the steps to be taken and the traps to avoid:

3.1 The Procedures

- The school should set up a School Textbook Selection Committee (STSC) and list the members of the committee in the Minute Book.
- Subject teachers should be involved in selecting the books.
- The STSC should first make a list of the textbooks, teachers' guides and other instructional materials that are already in the school so that the most urgent priorities for new books can be decided.
- The committee should study the present Senior Secondary Textbook Catalogue to determine which books and other instructional materials to purchase. It should be noted that no books/items outside the approved list issued by NIED can be purchased using funds given to schools. Beware of "false" or locally made textbook catalogues; some have been known to be in circulation.
- When the STSC have all the information that they need, another STSC meeting should be called to decide on the books/items to order.
- The total cost of the selected items must not be more than the budget that the school has been allocated.
- All the decisions on selection should be recorded in the STSC Minute Book which must be signed by the chairperson and the secretary of the STSC.

3.2 Textbook selection advice and criteria

Although all the books in the official Textbook Catalogue have been evaluated by NIED subject evaluation panels, the school will still need to consider the following factors in relation to their own requirements:

Content of books

How appropriate is the vocabulary and general language level to the specific school's learners?

Are the content and activities relevant to the learner's needs and interests?

Does the accompanying teacher's guide fit the needs of your teachers?

Price

Are the specific titles (that the school wants to order) affordable?

Overall Assessment

What are the books' strong points?

What are the books' weak points?

How well do they compare with other books on the Textbook Catalogue?

Senior Secondary (Grades 10-11) Textbook Catalogue, NIED 2018

3.3 Explanation of columns used in the Textbook Catalogue

Grade: This is a Grade for which a title has been approved.

Title: This column lists the title of the textbook. At Senior Secondary level, where subjects are presented in the mother tongue, the titles are listed in the various languages followed by the name of the title concerned to indicate to teachers which textbooks have actually been approved for use in schools.

Type: The following types of text are indicated in this column:

LB: Learner's book

SM: Supplementary materials (should only be ordered once the school has enough copies of the learner's book: 1 per learner). If separately listed CDs are ordered, only one copy should be ordered per school.

TG: Teacher's guide (one copy per teacher should be ordered)

Author: This column lists the authors (s) of a given item.

Date of publication: This column contains the year in which a given title was first published. This provides the teacher with an indication as to the age of the book and also allows the user to determine whether the title might in fact comply with the latest version of the syllabus in use for a given subject.

Publishers: The publishers who produced the given title or the agent who represents such a publisher.

ISBN: This number is used mainly for ordering purposes to ensure that the correct title is supplied.

Price: The prices listed in this column include VAT. Although the prices of Namibian published titles apply for the whole of 2018/19 financial year, the prices for some imported titles (if any) might be subjected to exchange rate fluctuations in the course of the year, and teachers and administrators should bear this in mind when ordering.

4. LEARNER'S BOOKS AND TEACHER'S GUIDES

4.1 Languages

Afrikaans First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Afrikaans Huistaal	LB	J. Anker et al	2018	Pearson Education Namibia	978999168760	399.00
Gr. 10-11	Afrikaans Sonder Grense Eerste Addisionele Taal	LB	M. Latti et al	2018	Pearson Education Namibia	978999168784	399.05

Afrikaans First Language teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Afrikaans Huistaal	TG	J. Anker et al	2018	Pearson Education Namibia	9789991618777	299.00
Gr. 10-11	Afrikaans Sonder Grense Eerste Addisionele Taal	TG	M. Latti et al	2018	Pearson Education Namibia	9789991618791	299.00

Afrikaans Second Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Afrikaans Sonder Grense Tweede Addisionele Taal	LB	M. Latti et al	2018	Pearson Education Namibia	9789991618807	399.05

Afrikaans Second Language teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Afrikaans Sonder Grense Tweede Addisionele Taal	TG	M. Latti et al	2018	Pearson Education Namibia	9789991618814	299.00

English Second Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	English English Second Language	LB	F. Wade & L. Steenkamp	2018	Future Manager Books	9789991692340	340.00
Gr. 10-11	Solid Foundations English Second Language	LB	H. Glass	2018	NPH	9789994540051	320.95
Gr. 10-11	English Ordinary level Learner's Book	LB	K. du Plessis	2018	NAMCOL	9781108450416	250.00
Gr. 10-11	English Ordinary level Answer Booklet	LB	K. du Plessis	2018	NAMCOL	9781108450065	60.00

English Second Language teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	English English Second Language+ CD	TG	F. Wade & L. Steenkamp	2018	Future Manager Books	9789991692357	250.00
Gr. 10-11	Solid Foundations English Second Language + CD	TG	H. Glass	2018	NPH	9789994540068	95.95
Gr. 10-11	English Ordinary level Teacher's Guide+ CD	TG	K. du Plessis	2018	NAMCOL	9781108450201	245.00

Oshindonga First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent Oshindonga	LB	K. Hasheela & A. Ngulu	2018	Zebra	9789994583461	275.00

Oshindonga First Language teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent Oshindonga	TG	K. Hasheela & A. Ngulu	2018	Zebra	9789994583478	260.00

4.2 African First Languages Reference Materials for Learners and Teachers

The reference materials on **African languages** on page 9-15 are not newly evaluated materials under the *Curriculum and Learning Support Materials Review Cycle Policy of 2013*. They are an extract from the 2016 Textbook Catalogue (old). The aim is just to support the revised curriculum, particularly schools which did not offer NSSCO before (old books). New titles will replace them when available after the evaluation of gap submissions in early 2019.

Khoekhoegowab First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT Incl.
Gr.10-11	lKhowe-aob	Ref	M.G.A. !Goraseb	2000	NPH	9789991602219	195.42
Gr.10-11	Amabab	Ref	J. Goeieman	2008	NPH	9789991609256	226.27
Gr.10-11	Anikunis ra lIkhana	Ref	M.G.A. !Goraseb	2012	NPH	9789991625379	128.26
Gr.10-11	Tsanadi lHarus	Ref	L. S. Davids (ed.)	2007	NPH	9789991608457	257.13
Gr.10-11	A da lgaipe	Ref	Various	2000	NPH	9789991602189	178.48
Gr.10-11	Khaohe tama hâb	Ref	Tsâtago Davids	2007	NPH	9789991604138	188.76
Gr.10-11	Kai !hûbaib	Ref	Tsâtago Davids	2006	NPH	9789991604251	207.52
Gr.10-11	Daosao-aisāsa	Ref	!Awebahe !lHoeseb	2002	NPH	9789991603933	154.88
Gr.10-11	Khoekhoegowab Dictionary with an English-Khoekhoegowab Index	Ref	Wilfrid H.G. Haacke & Eliphas Eiseb	2012	NPH	9789991604015	487.03
Gr.10-11	Khoekhoegowab Orthography No. 3	Ref	Curriculum Committee for Khoekhoegowab	2003	NPH	9789991604084	168.19
Gr.10-11	Khoekhoegowab-English Glossary	Ref	Wilfrid H.G. Haacke & Eliphas Eiseb	1999	NPH	9789991601724	292.22
Gr.10-11	!AAsa Khomai î Xoa	Ref	A.J. !lHoeseb & L.S. Davids	2012	NPH	9789991609997	242.00
Gr.10-11	!AAsa Khomai î Xoa	Ref	Tsâtago Davidsi	2012	NPH	9789991609935	140.97

Oshikwanyama First Language

Grade	Title	Type	Author	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr.10 -11	Happy Eume laLeo	Ref	G N Hashipala	1999	NPH	9789991600338	222.65
Gr.10 -11	Ohombo Omwene	Ref	Ester Ndeutapo	1999	NPH	9789991601953	151.86
Gr.10 -11	Haule waNghishiiko	Ref	Laban Kanyiki	1993	NPH	9780868488028	75.84
Gr.10 -11	Wanashipolo a ya nomwenyo mofuka	Ref	Nauta Shakuyungua	1991	NPH	9780868482378	201.48
Gr.10 -11	Likola mo sha	Ref	Shimaneni P Kandume	2002	NPH	9789991603643	158.55
Gr.10 -11	Teelela etango nokanyika	Ref	Veikko Munyika Nauta Shakuyungua	1992	NPH	978086847717	145.20
Gr.10 -11	Oshikwanyama Orthography 3	Ref	Curriculum Committee for Oshikwanyama	2004	NPH	9789991605142	126.45
Gr.10-11	Omishe di dule eyovi	Ref	P Hasheela	1986	NPH	9780868482934	281.93
Gr.10-11	Oshikwanyama grammar	Ref	W Zimmermann & P Hasheela	1998	NPH	9780868488202	281.15

Oshindonga First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT Incl.
Gr.10-11	Keho nokokana	Ref	A T Ndjembo	2007	ELOC	9789991633985	123.00
Gr.10-11	Embugalopo	Ref	P Amakali	2000	NPH	978999160878	114.95
Gr. 10-11	Yokomotunda ya theta	Ref	H T Kangalange	2004	NPH	9789991605289	134.92
Gr.10-11	Embwinda lyuutewo wOshindonga	Ref	H D Namuhuja, et al	2011	NPH	9789991624983	346.86
Gr.10-11	Egumbo lyaa na elugo	Ref	H D Namuhuja	2004	NPH	9780620045667	84.20
Gr.10-11	Tse Aawambo	Ref	T N Katondoka	2008	ELOC	9789991633589	48.00
Gr.10-11	Ndilimani omutotiitewo	Ref	H D Namuhuja	1999	NPH	9789991600406	203.90
Gr. 10-11	A Reference Grammar of Oshindonga	Ref	D Fivaz	2003	NPH	9789991622354	261.97
Gr. 10-11	Oshindonga Orthography 3	Ref	Curriculum Committee for Oshindonga	2004	NPH	9789991602387	124.63
Gr. 10-11	Oshindonga-English/English-Oshindonga Dictionary	Ref	J J Viljoen, P Amakali, M Namuandi	1984	NPH	9780868481821	192.39

Otjiherero First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Otuzo twOvaherero	Ref.	Ngungaa Hangara	2017	UNAM PRESS	9789991642383	305.21
Gr. 10-11	Omiano vya Tjipangandjara	Ref.	Jekura Uaurika Kavari	2013	UNAM PRESS	9789991642079	155.00
Gr. 10-11	The form and meaning of Otjiherero praises	Ref.	Jekura Uaurika Kavari	2002	Rüdiger Köppe Verlag - Köln	3-89645-269-X	250.00
Gr. 10-11	Reference Grammar of Herero (Otjiherero)	Ref.	Möhlig, W.J.G & Kavari, J.U	2003	Rüdiger Köppe Verlag - Köln	9783896456021	350.00
Gr. 10-11	Ondjombo yovimbaharere	Ref.	Jekura Uaurika Kavari	1997	NPH	9789991637617	203.90
Gr. 10-11	Herero/English/Afrikaans Dictionary	Ref.	T K Kamupingene & J J Viljoen	1983	NPH	9780868481951	221.40
Gr. 10-11	Ouṅe ngwa tura ondjo?	Ref.	A V Muniazo	2003	NPH	9789991622875	168.19
Gr. 10-11	Ombu ri omuze woundu	Ref.	N K Mbaeva	2003	NPH	9789991603971	146.41
Gr. 10-11	Eraka oraṅe?	Ref.	N K Mbaeva	2006	NPH	978-9991607368	209.33
Gr. 10-11	Ai piti onḁe mo-12!	Ref.	N K Mbaeva	2006	NPH	978999160731	203.89
Gr. 10-11	Ombondo	Ref.	Unongo Mborongane	2012	NPH	9789991607351	271.04
Gr. 10-11	Otjiherero Omutjangahingo/Orthography No. 4	Ref.	Otjiherero Curriculum Committee	2012	NPH	9789991625461	126.46

Rukwangali First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Eparu lyawo (Drama)	Ref	PS Koita	1998	NPH	9780868489971	229.30
Gr. 10-11	Kotokeni zaHaitana (Drama)	Ref	D Nakare	1994	NPH	9780868488684	173.03
Gr. 10-11	Sirenga (Prose)	Ref	D Nakare	2001	NPH	9789991602684	203.89
Gr. 10-11	Kutetuka (Prose) 2009-2012	Ref	W Sikerete	1999	NPH	9789991601823	229.30

Gr. 10-11	Nonkangotango Dounongotango	Ref	PS Koita	1991	NPH	9780868487007	185.13
Gr. 10-11	Rupupo rokupupilira (Poetry)	Ref	JK Kloppers	1985	NPH	9789991602301	195.42
Gr. 10-11	Eraka lyEtu (Grammar)	Ref	J.K. Kloppers, G.M. Mudiu	1986	NPH	9780868485508	241.45
Gr. 10-11	Eraka lyEtu	Ref	J.K. Kloppers, G.M. Mudiu	1986	NPH	9780868485508	241.45
Gr. 10-11	Ntjangeso zoRukwangali	Ref	D. Nakare	1996	NPH	9789991600994	205.15
Gr. 10-11	Rukwangali Orthography	Ref	Rukwangali CC	2010	NPH	9789991608686	168.20
Gr. 10-11	Ndongeso zoRukwangali	Ref	A.H. Hawina	2001	NPH	9789991622170	133.10
Gr. 10-11	Rukwangali/English Dictionary	Ref	J.K. Kloppers, D. Nakare	1994	NPH	9780868488783	265.60
Gr. 10-11	Kabuke kopomawoko Morwa HIV no-AIDS	Ref	R Aaltonen	2010	ELOC	9789991633855	56.00

Rumanyo First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Tur u dwe shivuya	Ref.	Komiti yaRumanyo	2002	NPH	9789991603339	337.59
Gr. 10-11	Mbeli: Dimutango daRugciriku	Ref.	Vakomiti vaRumanyo	1993	NPH	9780868487953	296.45
Gr. 10-11	Shiyo: Dimutango doRumanyo	Ref.	Vakomiti vaRumanyo	2003	NPH	9789991603315	163.96
Gr. 10-11	Mfudu urodi	Ref.	S Shiremo	2008	NPH	9789991609164	146.41
Gr. 10-11	Sha rondo mpadi	Ref.	HN Diaz	2003	NPH	9789991603520	163.96
Gr. 10-11	Nkandaurama	Ref.	SK Mbambo	1996	NPH	9789991600284	269.83
Gr. 10-11	Shatoka	Ref.	HN Diaz	1996	NPH	9789991600475	185.13
Gr. 10-11	Rumanyo Ntjangitito 2 / Orthography 2	Ref.	Komiti ya Rumanyo	2004	NPH	9789991605104	168.19

Thimbukushu First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT Incl.
Gr.10	Diyuwa Shwaghe Na Kuwane Ndjambi Dchange	LB	Thikundeko Yiwadi Kosmas	1998	Pearson	9789991611053	81.97
Gr.11	Mushere	LB	R M Kandjungu	1998	NPH	9789991601441	221.43
Gr.11	Nyime dhaNyoka	LB	N M Kavindja	2007	NPH	9789991608884	238.98
Gr.11	Muyota Panaghenyi	LB	Thimbukushu Komiti	1998	NPH	9789991601403	221.43
Gr.10-11	Wange Ne Wange	LB	Nikolaus Thiremo	1998	NPH	9789991601487	203.89
Gr.10	Muvurukerashako 1	LB	Thimbukushu Komiti	1996	NPH	978999160-0159	221.43
Gr.11	Murombambuto	LB	Thimbukushu Curriculum Committee	2014	NPH	9789991624945	205.10
Gr.10-11	English-Thimbukushu Subject Glossary	SM	Karsten Legère & Robert Munganda	2004	NPH	9789991605185	186.34
Gr.10	Ndimi Dhetu	SM	D M Disho	1997	NPH	97899916-0104	292.22
Gr.10-11	Thimbukushu Grammar	SM	Maria Fish	1998	NPH	9789991621357	283.14
Gr.10-11	Thimbukushu Orthography 3	SM	Thimbukushu Curriculum Committee	2009	NPH	9789991606460	168.19

Setswana First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT Incl.
Gr.10-11	Setswana-English Dictionary	Ref	Z I Matumbo (compiled)	1993	Macmillan Botswana	9789991277776	408.41

Silozi First Language

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT Incl.
Gr.10-11	Manyalo ashandaulwa kiñi	Ref	J K Lipilaelo	1991	NPH	9780868487106	139.09
Gr.10-11	Singanyenganye sa litumbo	Ref	H M Buiswalelo	1991	NPH	9780868481067	87.34
Gr.10-11	Mikanga ya Litopa Za pahami	Ref	A N Matjila, B K Mujiwa J B Shea	1987	NPH	9780868480619	87.34
Gr.10-11	Linyalo la Muituh	Ref	J M Lilemba	1997	NPH	9780868489087	87.34
Gr.10-11	Manyando hakeri mutu	Ref	V N Sazitaa	2012	NPH	9789991625270	142.20
Gr.10-11	Silozi Orthography	Ref	Curriculum Committee for Silozi	2009	NPH	9789991608471	124.03
Gr.10-11	Silozi Subject Glossaries	Ref	Curriculum Committee for Silozi	2009	NPH	9789991608853	186.34
Gr.10-11	Kolisile Siendaendi	Ref	H MBuiswalelo/ FAVenter	1983	NPH	9780868482002	185.74
Gr.10-11	Lilimi la Silozi litopa zepahami	Ref	H M Buiswalelo	1984	NPH	9780868481050	283.14

4.3 Other Subjects

Accounting

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Solid Foundations Accounting	LB	M. de Waal, M. Oosthuysen, T. Wait	2018	NPH	9789994540136	345.95
Gr. 10-11	Accounting Made Easy	LB	S. Shilomboleni	2018	PRO Publishing	9789994587315	398.00

Accounting teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Solid Foundation Accounting	TG	M. de Waal, M. Oosthuysen, T. Wait	2018	NPH	9789994540143	95.95
Gr. 10-11	Accounting Made Easy	TG	S. Shilomboleni	2018	PRO Publishing	9789994587322	272.00

Agricultural Science

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Agricultural Science	LB	A.Du Preez, D Mudau, E, Nakufu , J Kanime & M Peden	2018	Oxford University Press	9780190720551	380.00
Gr. 10-11	Solid Foundation for Agricultural Science	LB	Kim M. Smith	2018	NPH	9789994540150	325.95
Gr. 10-11	Agricultural Science Ordinary Level	LB	M. Sisamu & S. Lourens	2018	NAMCOL	9789994581986	240.00
Gr. 10-11	Agricultural Science Ordinary Level Answer Book	LB	M. Sisamu & S. Lourens	2018	NAMCOL	9789994581993	40.00

Agricultural Science teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Agricultural Science	TG	A.Du Preez, D Mudau, E, Nakufu , J Kanime & M Peden	2018	Oxford University Press	9780190720957	210.00
Gr. 10-11	Solid Foundation for Agricultural Science	TG	Kim M. Smith	2018	NPH	9789994540167	95.95
Gr. 10-11	Agricultural Science Ordinary Level Teacher's guide	TG	M. Sisamu & S. Lourens	2018	NAMCOL	9789991692708	200.00

Biology

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Biology	LB	E. Dempster et al	2018	Pearson Education Namibia	9789991618647	483.00
Gr. 10-11	Biology Ordinary Level	LB	A.M. Nakaziko et al	2018	NAMCOL	9781108449632	240.00
Gr. 10-11	Biology Ordinary Level Answer Book	LB	A.M. Nakaziko et al	2018	NAMCOL	9781108449779	40.00
Gr. 10-11	Solid Foundations Biology	LB	J.-L. de Fontaine, R. Freedman, R. Simenson & J. Webb	2018	NPH	9789994540198	330.95

Biology teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Biology	TG	E. Dempster, J. Avis & J. Barrett	2018	Pearson Education Namibia	9789991618692	368.00
Gr. 10-11	Biology Ordinary Level Teacher's guide	TG	A.M. Nakaziko et al	2018	NAMCOL	9781108449786	245.00
Gr. 10-11	Solid Foundations Biology	TG	J.-L. de Fontaine, R. Freedman, R. Simenson & J. Webb	2018	NPH	9789994540204	95.95

Business Studies

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Business Studies Ordinary Level Learner's Book	LB	M. Beeser, E.N Shikongo & E. Shafashike	2018	NAMCOL	9789994581962	240.00
Gr. 10-11	Business Studies Ordinary Level Answer Book	LB	M. Beeser, E.N Shikongo & E. Shafashike	2018	NAMCOL	9789994581979	40.00
Gr. 10-11	Future Books Managers	LB	S. Postma; A. Nienaber	2018	Future Manager Books	9789994587087	380.00

Business Studies teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Business Studies Teacher's Guide	TG	M. Beeser, E.N Shikongo & E. Shafashike	2018	NAMCOL	9789994581986	200.00
Gr. 10-11	Future Books Managers	TG	S. Postma; A. Nienaber	2018	Future Manager Books	9789994587094	190.00

Building Studies

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Building Studies	LB	J. Ellis & N. Simons	2018	Future Manager Books	9789991692364	330.00

Building Studies teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Building Studies	TG	J. Ellis & N. Simons	2018	Future Manager Books	9789991692371	190.00

Chemistry

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Chemistry	LB	E. Cameron, S Jegede & O Ajayi	2018	Oxford University Press	9780190721091	415.00
Gr. 10-11	Solid Foundations Chemistry	LB	E. du Toit, P. Marais, C. McLaren, M. Taylor & G. Webber	2018	NPH	9789994540211	345.95
Gr. 10-11	Chemistry Ordinary Level	LB	E. Asheela & P. M. Kubaula	2018	NAMCOL	9781108449656	270.00
Gr. 10-11	Chemistry Ordinary Level Answer Book	LB	E. Asheela & P. M. Kubaula	2018	NAMCOL	9781108449755	40.00

Chemistry teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Chemistry	TG	E. Cameron, S Jegede & O Ajayi	2018	Oxford University Press	9780190720322	210.00
Gr. 10-11	Solid Foundations Chemistry	TG	S. Crossman	2018	NPH	9789994540228	95.95
Gr. 10-11	Chemistry Ordinary Level Teacher's guide	TG	E. Asheela & P. M. Kubaula	2018	NAMCOL	9781108449793	245.00

Computer Studies

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Understanding Computer Studies	LB	A.M.Chizengeya	2018	Tabchiz Education Links cc	978999458769	590.00
Gr. 10-11	Friendly Earth Computer Studies	LB	R. Maritz	2018	Pollination	9789994530243	545.00

Computer Studies teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Friendly Earth Computer Studies	TG	R. Maritz	2018	Pollination	9789994530298	250.00
Gr. 10-11	Computer Studies	TG	A.M.Chizengeya	2018	Tabchiz Education Links cc	9789994587704	195.50

Development Studies

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Development Studies Ordinary Level Learner's Book	LB	T. Ndipwashimwe, M. Hill & S. Siranda	2018	NAMCOL	9781108449847	200.00
Gr. 10-11	Development Studies Ordinary Level Answer Book	LB	T. Ndipwashimwe, M. Hill & S. Siranda	2018	NAMCOL	9781108449861	50.00
Gr. 10-11	Solid Foundations Development Studies	LB	J. M. Marchant	2018	NPH	9789994540112	325.95
Gr. 10-11	Excellent Development Studies	LB	C.Van Rensburg	2018	Zebra	9789994583041	246.00

Development Studies teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Development Studies Ordinary Level Teacher's Guide	TG	T. Ndipwashimwe, M. Hill & S. Siranda	2018	NAMCOL	9781108449878	245.00
Gr. 10-11	Solid Foundations Development Studies	TG	J. M. Marchant, Kim M. Smith, M.M. Pieterse, M. F. Fagan & S. L. Morgan	2018	NPH	9789994540129	95.95
Gr. 10-11	Excellent Development Studies	TG	C.Van Rensburg	2018	Zebra	9789994583058	185.00

Economics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Economics Ordinary Level Learner's Book	LB	R. Nghiitwikwa –Absalom & E.N shikongo	2018	NAMCOL	9781108449885	280.00
Gr. 10-11	Economics Ordinary Level Answer Book	LB	R. Nghiitwikwa –Absalom & E.N shikongo	2018	NAMCOL	9781108449915	70.00

Economics teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Economics Ordinary Level Teacher's Guide	TG	R. Nghiitwikwa –Absalom & E.N shikongo	2018	NAMCOL	9781108449922	245.00

Entrepreneurship

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent Entrepreneurship	LB	A. Katjiteo	2018	Zebra	9789994583201	276.00
Gr. 10-11	Entrepreneurship Ordinary Level Learner's Book	LB	A. Uaaka & A. Martin	2018	NAMCOL	9781108459280	230.00
Gr. 10-11	Entrepreneurship Ordinary Level Answer Book	LB	A. Uaaka & A. Martin	2018	NAMCOL	9781108459303	55.00
Gr. 10-11	Friendly Earth Entrepreneurship	LB	I. Nel	2018	Pollination	9789994530304	280.00

Entrepreneurship teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent Entrepreneurship	TG	A. Katjiteo	2018	Zebra	9789994583218	239.00
Gr. 10-11	Entrepreneurship Ordinary Level Teacher's Guide	TG	A. Uaaka & A. Martin	2018	NAMCOL	9781108459310	245.00
Gr. 10-11	Friendly Earth Entrepreneurship Teacher's Guide + CD	TG	I. Nel	2018	Pollination	9789994530311	160.00

Geography

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Geography	LB	S. Cohen et al	2018	Pearson Namibia	9789991618623	437.00
Gr. 10-11	Geography Ordinary Level Learner's Book	LB	J. Klein, K. Majiedt & C. Beukes	2018	NAMCOL	9781108449953	265.00
Gr. 10-11	Geography Answer Book	LB	J. Klein, K. Majiedt & C. Beukes	2018	NAMCOL	9781108468114	60.00
Gr. 10-11	Living Geography	LB	G. Ravenscroft, N Faasen, M Reynolds & M van Deventer	2018	Oxford University Press	9780190721657	450.00

Geography teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Platinum Geography	TG	S. Cohen et al	2018	Pearson Education Namibia	9789991618739	299.00
Gr. 10-11	Geography Ordinary Level Teacher's Guide	TG	J. Klein, K. Majiedt & C. Beukes	2018	NAMCOL	9781108450300	245.00
Gr. 10-11	Living Geography	TG	G. Ravenscroft, N Faasen, M Reynolds & M van Deventer	2018	Oxford University Press	9780190720223	210.00

History

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent History	LB	C. van Rensburg	2018	Zebra	9789994583003	296.00
Gr. 10-11	Solid Foundations History	LB	E.Oosthuysen & H. Nghiteeka	2018	NPH	9789994540099	330.95

History teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Excellent History	TG	C. van Rensburg	2018	Zebra	9789994583010	188.00
Gr. 10-11	Solid Foundations History	TG	E.Oosthuysen & H. Nghiteeka	2018	NPH	9789994540105	95.95

Mathematics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Y=mx+c to success Part 1	LB	K. D' Emiljo	2018	Straightline Publishing	9789991689470	280.00
Gr. 10-11	Y=mx+c to success Part 2	LB	K. D' Emiljo	2018	Straightline Publishing	9789991689487	180.00
Gr. 10-11	Excellent Mathematics	LB	J. Hambata & G. van der Westhuizen	2018	Zebra	9789994583065	375.00
Gr. 10-11	Platinum Mathematics	LB	M. Macrae et al	2018	Pearson Education Namibia	9789991618678	483.00

Mathematics teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Y=mx+c to success	TG	K. D' Emiljo	2018	Straightline Publishing	9789991689463	290.00
Gr. 10-11	Excellent Mathematics	TG	J. Hambata & G. van der Westhuizen	2018	Zebra	9789994583072	286.00
Gr. 10-11	Platinum Mathematics	TG	M. Macrae et al	2018	Pearson Education Namibia	9789991618685	368.00

Metalwork and Welding

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Metalwork and Welding	LB	D. Meyer	2018	Future Manager Books	9789991692388	330.00

Metalwork and Welding teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Metalwork and Welding	TG	D. Meyer	2018	Future Manager Books	9789991692395	190.00

Motor mechanics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Motor mechanics	LB	A. Lategaan & E. Williams	2018	Future Manager Books	9789991692401	330.00

Motor mechanics teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Motor mechanics	TG	A. Lategaan & E. Williams	2018	Future Manager Books	9789991692418	190.00

Physics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Physics	LB	S. Mukhavhuli, A. Adedirin & J. Patrick	2018	Oxford University Press	9780190448950	340.00
Gr. 10-11	Physics Ordinary Level Learner's Book	LB	B.S. Jeffreys	2018	NAMCOL	9781108449960	260.00
Gr. 10-11	Physics Answer Book	LB	B. S. Jeffreys	2018	NAMCOL	9781108450041	40.00
Gr. 10-11	Solid Foundations Physics	LB	J.Barrett, A.Braykova & N. Marchant	2018	NPH	9789994540235	345.95

Physics teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Living Physics	TG	S. Mukhavhuli, A. Adedirin & J. Patrick	2018	Oxford University Press	9780190443672	210.00
Gr. 10-11	Physics Ordinary Level Teacher's Guide	TG	B. S. Jeoffreys	2018	NAMCOL	9781108450256	245.00
Gr. 10-11	Solid Foundations Physics	TG	J.Barrett, A.Braykova & N. Marchant	2018	NPH	9789994540242	95.95

Office Practice

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Office Practice Theory (one set Learner Book)	LB	P. de Villiers	2018	Future Manager Books	9789991692302	Set = 460
Gr. 10-11	Office Practice practical and Practical Guide	LB	P. de Villiers	2018	Future Manager Books	9789994585052	

Office Practice teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Office Practice Teacher's Guide	TG	T. Coetsee & A. Nienaber	2018	Future Manager Books	9789991692319	300.00

Woodwork

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Woodwork	LB	J. Ellis & N. Simons	2018	Future Manager Books	9789991692425	330.00

Woodwork teachers' guide

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Woodwork	TG	J. Ellis & N. Simons	2018	Future Manager Books	9789991692432	190.00

4.4 Support subjects

Life Skills

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Friendly Earth Life skills	LB	I. Fourie & M. Smit	2018	Pollination	9789994530069	335.00

Life Skills teachers' guides

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Friendly Earth Life skills Teacher's Guide + CD	TG	I. Fourie & M. Smit	2018	Pollination	9789994530106	280.00

4.5 Supplementary materials

Accounting

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Accounting Wallchart	WC	S. Shilomboleni L. Coetzee	2018	PRO Publishing	9789994587339	Set=495.00
Gr. 10-11	Accounting Video	SM	S. Shilomboleni L. Coetzee	2018	PRO Publishing	9789994587339	

Building studies

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Foundation & Brickwork	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Brick cutting tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Symbols & legends	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Slopping ground	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Roof Terms	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Scale of different drawing types	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Independent Scaffolds	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Locality plan	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Brick laying tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Safety signs	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Floor plan	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Setting out tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Joining tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Plastering tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Tiling tools	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Types of roof structures	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Trussed type truss	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Types of roof trusses	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Requirements for a gusset plate	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Common Tools	WC	Lectio	2018	Future Manager Books		70.00

Building Studies (continued)

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Paving patterns	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Water supply	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Public sewage system	WC	Lectio	2018	Future Manager Books		70.00
Gr. 10-11	Brick Lintels	WC	Lectio	2018	Future Manager Books		70.00

Geography

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Namibia Atlas for Grades 8-12	SM	Oxford	2018	Oxford University Press	9780190422301	220.00

Mathematics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	$Y=mx+c$ to success (set of 18 posters)	SM	K. D' Emiljo	2018	Straightline Publishing	9789991689456	590.00

Motor mechanics

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Mechanical systems and control 1: Inclined Plane, Wedge, Screw	WC	Lectio	2018	Future Manager Books	9781920051528	70.00
Gr. 10-11	Mechanical systems and control 2: Levers & Linkages	WC	Lectio	2018	Future Manager Books	9781920051529	70.00
Gr. 10-11	Mechanical systems and control 3: Wheels & Axles, Cams & Cranks	WC	Lectio	2018	Future Manager Books	9781920051530	70.00
Gr. 10-11	Mechanical systems and control 4: Pulley & Belt Drives	WC	Lectio	2018	Future Manager Books	9781920051531	70.00
Gr. 10-11	Mechanical systems and control 5: Gears	WC	Lectio	2018	Future Manager Books	9781920051532	70.00
Gr. 10-11	Mechanical systems and control : Hydraulics	WC	Lectio	2018	Future Manager Books	9781920051533	70.00
Gr. 10-11	Mechanical systems and control : Pneumatics	WC	Lectio	2018	Future Manager Books	9781920051534	70.00

Woodwork

Grade	Title	Type	Author(s)	Date	Publisher	ISBN	Price N\$, VAT incl.
Gr. 10-11	Know your safety sign	WC	FM	2018	Future Manager Books		70.00
Gr. 10-11	Safety rules	WC	FM	2018	Future Manager Books		70.00
Gr. 10-11	Workshop safety rules (set of 5)	WC	FM	2018	Future Manager Books		450.00
Gr. 10-11	Safety sings	WC	FM	2018	Future Manager Books		70.00
Gr. 10-11	Personal protective equipment	WC	FM	2018	Future Manager Books		70.00
Gr. 10-11	Wood & wood products	WC	FM	2018	Future Manager Books	9781920051535	70.00
Gr. 10-11	Know your Extinguisher	WC	FM	2018	Future Manager Books		70.00

ANNEXE A: PUBLISHERS' ADDRESSES AND CONTACT DETAILS

	PUBLISHER	CONTACT PERSON	TEL	CELL	FAX	E-MAIL ADDRESS
1	ELOC Press	J Kaale	065-240211	0811270614	065-240536	elocbook@iway.na
2	Future Manager Books	Henda M. Grobler		0818197814 0813558742	+27 86 233 5754	hendagrobler@gmail.com futuremanagerbooks@gmail.com
3	Macmillan /Gamsberg/ Namibia Publishing House (NPH)	Deon de Waal	061-232165	0811472908	061-233538	dewaald@macmillan.com.na
4	NAMCOL	Edwig Karipi	+264 613205111		+264 61216987	karipi@namcol.edu.na
5	Oxford University Press	Archie Tjihuno	061 226373	+264-812190193		Archie.Tjihuno@oup.com
6	Pearson Education Namibia	Thresia Myburgh	061-231214	0811277033	061-224019	thresia.myburgh@pearson.com
7	Pollination	Inger Preis	061-240417	0811279501	061-240417	pollin@iafrica.com.na
8	PRO Publishing	Simeon Shilomboleni		0813850099		st.shiloh@gmail.com
9	Straightline Publishing	Karen D' Emiljo	067 304150	0812462035	067 304750	straight.pub@gmail.com
10	Tabchiz Education Links cc	Alice Chizengeya	P.O. Box 5070 Divundu	0812607641 0815828791		Chizengeya4@gmail.com
11	Zebra Publishing	Nevison Mutasa	061-232612	0818835027	061-232619	mutasan@zebrapublishingint.com

ANNEXE B: PUBLISHERS' CODE OF CONDUCT

This Code of Conduct is designed to ensure that unacceptable pressure is not brought to bear on schools during marketing and sales visits by publishers and/or their representatives. Publishers and their representatives will be required to abide by the following Code of Conduct during all school visits or promotional workshops.

- Publishers and their representatives will approach every school with politeness and with a proper concern for the education of the pupils. Thus, they will not attempt to halt, interrupt or curtail lessons in order to meet teachers.
- Publishers' representatives will always carry identification on visits to schools so that schools know the name of the representative and the contact address of the publishing company.
- Publishers will always inform the appropriate Regional Education Office (REO) of the schools that they intend to visit prior to the visits taking place.
- Any workshops, exhibitions or seminars proposed by a publisher or group of publishers, which comprise more than one school from a district must be approved by the REO in advance.
- Publishers' representatives will always sign the school visitors book in a legible fashion so that there is a record of their visit.
- Publishers will neither offer cash nor provide financial or any other inducements to teachers or schools in pursuit of orders.
- Promotional materials given away free to schools will be restricted to materials of educational interest or value or to low value promotional items, which clearly bear the name of the publisher e.g. brochures, catalogues, plastic carrier bags, pens, pencils, calendars, diaries, posters, charts or maps, etc.
- Publishers will not harass or pressurise teachers in pursuit of orders.
- Publishers will not make false or derogatory statements about the textbooks of competing and rival publishers.
- Publishers will always concentrate more on the strong points of their own titles. If it is necessary to identify weaknesses in competing titles, these will be presented in a reasonable and objective way.
- Publishers will not attempt to pass off non-evaluated or non-approved titles as 'selected'.
- Publishers will not be present when schools are filling in or making-up their order forms.

- Publishers will not seek to have a sight of the completed, or partially completed, order forms of any school.
- The terms and conditions under which any sample copies are provided must be made clear to all schools, preferably in writing. Schools should not be given sample copies, which publishers then invoice and refuse to accept back. All sample copies must be returnable without payment at the discretion of the teacher within the examination period established in writing by the publisher. All schools should be able to ask for a printed hand-out that specifies clearly the inspection copy policy of the publisher.
- Publishers' representatives, when visiting schools, must always carry a copy of this Code of Conduct and must make a copy available to any school on request.

Schools should notify their district education office in the event that any publishers' representative breaches any of the undertakings specified above.



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