



# Beneficiary School Application Form

Dear Principal

This proposal outline is a guideline for you. The information shared will assist The LEARN Project in assessing the needs of the school with regard to books and Literacy.

## Proposal for a LEARN school library / book corners

### 1. General Information

- School address and contact details, including a telephone number and email address
- Geographical area served by the school
- Letterhead and school stamp
- Most recent school newsletter/ communication
- Pictures of the school and possible room to be turned into a library

### 2. Headmaster's motivational letter

- Introduction and background of School Principal
- History of school up to present time
- School values. Mission statement and Vision
- Present state of library (if any) and size of the room
- Motivation for a school library
- Preparation and appointment of school librarian. (Guidelines to be given by The LEARN Project)

### 3. School Statistics

- Emis Number
- Circuit Management Centre and Circuit Manager
- Total number of learners in the school
- Total number of boys and total number of girls
- Total number of classes in each grade, number of learners in each grade, number of learners in each class
- Latest grade average for Mathematics, English and isiZulu for each grade
- Language of instruction in the Foundation Phase
- Language of instruction in the Intersen Phase
- Full names of educators and the grade for which they are responsible
- Full name of Principal, Deputy principal and names of HOD's in school phases
- School committees, School Governing Body, Community representation
- Letter of reference from someone in the community

Kind regards,

Ros Toerien  
CEO, Founder & Trustee of The LEARN Project