



LTSM POL1/2021

## LTSM POLICY

### (Preservation, Care, Issuing & Retrieval)

# 2021-

Textbooks received from the Department (CAPS) as well as textbooks purchased by the school.

#### A. FOREWORD

This policy provides guidelines to learners, parents and staff on how textbooks should be managed. The textbook policy is prescribed by the following legal framework:

- a.) Section 6 Of The SASA;
- b.) Circular 0051/2013 (WCED);
- c.) Public Finance Management Act (Act No. 1. Of 1999).

#### B. PURPOSE OF THE POLICY:

The purpose of this policy is to ensure that every learner has the necessary textbooks in order to experience a meaningful learning process. It also ensures that careful control measures are applied when ordering, issuing and retrieval of textbooks. Furthermore, it explains the responsibilities of the educators, parents and learners with regard to textbooks.

#### INTRODUCTION:

The management of the school's LTSM policy plays an important role in ensuring that every learner has the necessary textbooks to be able to learn meaningfully.

As quality textbooks are very expensive, the mismanagement of textbooks has a huge impact on the school's annual budget. It is, therefore, critical that the necessary measures are put in place to extend the life of textbooks.

#### KNYSNA PRIMARY SCHOOL COMMITTEE:

- Chairperson: Mrs. E. Becker
- Curriculum Manager: Mrs. G. Lahoud
- Principal: Mr. I. White
- HOD GF: Mrs. C. Janse Van Rensburg
- Grade Heads: Inter-Sen Phase
- Governing Body Chairman: Mr. P. Reynecke

#### MANUAL MANAGEMENT PLAN:

##### 1. Ordering of textbooks:



## **Lost / damaged textbooks:**

- Educators must inform the LTSM chairperson of books that need to be replaced or purchased. The normal purchasing procedure must be followed.
- Books that need to be discarded must be submitted to the LTSM committee so that a list can be compiled for replacement.
- This needs then to be presented to the Governing Body for approval.
- Once the Governing Body has approved of this list, the LTSM chairperson needs to budget for a replacement of these books.
- Parents are responsible for replacing the lost / damaged books. (See No. 4).

## **Textbooks as budget items:**

- In the first week of August, Subject heads need to do an inventory of all the textbooks they are responsible for.
- Damaged / lost books must be incorporated in the list.
- Requests for new/additional textbooks must be submitted to the LTSM Committee for approval. No books will be purchased without this approval.
- Textbooks must be ordered and received before the end of the school year.
- The LTSM Committee must familiarise itself with the available funds as provided by the WCED's funding structures, (Norms and Standards).

## **Replacement of books to be discarded:**

- Books that have become too old and no longer contain relevant content need to be replaced.
- The abolition and replacement of old and books to be discarded, is subject to approval by the LTSM Committee, as well as the Governing Body.
- Comprehensive records of all books that are written off must be kept in the LTSM file.

## **2. Receipt of textbooks:**

- As soon as textbooks are delivered to the school, the invoice **and its inventory** must be checked and signed. A copy of this invoice must be filed in the LTSM file.
- Textbook titles and the number of books must also be recorded under the LTSM file's inventory list.
- Each book must receive the school stamp.

## **3. Issuance of textbooks:**

- Parents pay R250 for a Stationery Package before the start of the academic year. This package consists of all writing books, workbooks and art materials that learners use throughout the year. The school ensures the best quality writing books and art materials at wholesale prices.
- Parents collect their children's textbooks two days before the school year officially begins for the learners.
- A list indicating all the textbooks is signed by the parents, as proof of receipt. Parents also indicate if they are satisfied with the condition of the books.



- To familiarise themselves with the school's LTSM policy, they receive a copy.
- Each register teacher must keep a copy of the signed textbook lists in their textbook file for record purposes. A copy must also be placed in the school's LTSM file.
- Learners' textbooks are numbered in accordance with their number on the class list. Coloured, numbered dots are used for this purpose.
- Parents have to sign the class list.
- All books need to be covered with plastic to extend their life.

#### 4. Recycling of textbooks

- If textbooks are lost or badly damaged, parents must be notified immediately of the request to pay the replacement value or to replace the book(s).
- Parents receive a receipt as proof of payment. The educators record the receipt number on the booklist / class lists.
- If parents are unable to pay the damage immediately, or replace the book(s), the amount will be added to their school fees account.
- No learner may be refused a book.
- In the event of a book being replaced / lost / damaged, a request must be submitted to the LTSM Committee for approval.
- Educators must indicate on the class lists / booklists that the learner has received a new book. Strict recording measures are required.

#### 5. Taking in of textbooks:

- Educators conduct a textbook inspection at the end of the term to evaluate the condition of each book.
- All textbooks are taken in during the final examination at the end of the school year.
- Learners return the textbook on the day the relevant subject is written.
- Educators compare the book's condition to the condition at the beginning of the year to determine if there is any gross, significant damage.
- If the textbook has been grossly damaged, or lost, the replacement value must be conveyed to the parents. (See No. 4).
- **The LTSM chairperson and the principal must be able to produce the following information:**
  - A report to show the school's number of books that were successfully retrieved at the end of the last term. (On the school's "SIM on CEMIS").
  - Accurate statistics for Departmental purposes and internal recording.

#### 6. Storage of textbooks:

- The textbooks will be stored safely in the registered classrooms for the new year. A complete inventory needs to be kept.
- All excess books are stored in the bookstore.

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## 7. Use of textbooks and workbooks:

- The subject heads, in collaboration with the Heads of Department, must ensure that the most suitable books are purchased.
- Only books that comply with the CAPS requirements, and appear on the WCED's approved catalogue, may be purchased.