

**BOSTON PRIMARY SCHOOL
LEARNING & TEACHING SUPPORT MATERIALS (LTSM) POLICY**

This LTSM Policy must be read in conjunction with DBE Circular 12/2013 and WCED Circular 0051/2013. This policy stipulates the Management and Retrieval of Textbooks at the school. The Management and Retrieval of Library books can be read in conjunction with this policy.

1. LTSM COMMITTEE COMPOSITION

- 1.1 The Principal is the accounting officer of LTSM at Boston Primary School.
- 1.2 The Principal may delegate responsibility to the School Management Team (SMT) and staff members to serve on the LTSM Committee.
- 1.3 The LTSM Committee consists of the Principal, the InterSen Phase HOD and the Foundation Phase HOD.

2. TEXTBOOK MANAGEMENT PLAN

2.1 Online Ordering

- 2.1.1 All online ordering of LTSM will be submitted via CEMIS by the LTSM coordinator and the CEMIS administrator.
- 2.1.2 The School will adhere to the prescripts of CEMIS when doing online ordering.

2.2 Additional Ordering of LTSM

- 2.2.1 In the event of textbooks being damaged or misplaced by a learner, the replacement of the textbook is the responsibility of the parent.
- 2.2.2 Parents will be issued with an invoice indicating that the textbook must be replaced. Parents also have the option of replacing the textbook(s) themselves.
- 2.2.3 In the event of class numbers increasing rapidly from one year to the next and where resources stored in the Media Room are not sufficient, Boston Primary School will purchase textbooks from a reputable company.
- 2.2.4 In order to purchase an extensive number of textbooks, the LTSM coordinator will approach three different companies to forward quotes for textbooks to be purchased. The LTSM coordinator may also approach a reliable company without acquiring quotes if fewer books are to be purchased, as per Procurement Policy requirements.

2.3 RECEIVING TEXTBOOKS, LIBRARY BOOKS AND WORK BOOKS

- 2.3.1 The School will check and sign the delivery note or invoice when books are delivered.
- 2.3.2 The School secretary will count and sign for the books and the LTSM co-ordinator will check and store the books.
- 2.3.3 A copy of the invoice will be filed as proof of delivery.
- 2.3.4 Textbook titles and quantities will be entered onto the School's inventory.
- 2.3.5 All textbooks will be stamped and each book given a unique number.

2.4 ISSUING TEXTBOOKS

- 2.4.1 Each parent will receive a list of textbooks issued to their child.
- 2.4.2 The signed list must be returned to the school and filed for record purposes.
- 2.4.3 Only stamped books with a unique number may be issued.
- 2.4.4 All books are to be covered to extend their life.
- 2.4.5 Textbooks per class are numbered according to the learners' numbers on the class list. Learners must be issued with textbooks which correspond with the learner's class number. If a textbook needs to be replaced, it will be issued with the same number of the textbook that went missing.
- 2.4.6 The class teacher must print the missing number and place it on the newly issued textbook.

2.5 RETENTION OF TEXTBOOKS

- 2.5.1 All textbooks are to be handed in at the end of the third term, and those in a bad condition, tampered with or lost are for the account of the learner's parent.
- 2.5.2 The School will purchase new copies of these books and issue it to the learner on receipt of payment.
- 2.5.3 Regular textbook inspection will take place during the year to ensure the proper use of the books.

2.6 RETRIEVAL OF TEXTBOOKS

- 2.6.1 Parents and learners are held responsible for returning all textbooks at the end of the third and last term of the year.
- 2.6.2 A learner who does not return a particular subject textbook at the end of the year, will be issued with an invoice for the cost of the book.
- 2.6.3 If the loss was beyond the control of the learner, the reason must be recorded and the missing textbook replaced using the norms and standards allocation.
- 2.6.4 Parents will be reminded of the conditions attached to the loan and return of textbooks during the year.
- 2.6.5 A due date for the return of all textbooks will be given and the teacher must check each book against those issued at the beginning of the year.
- 2.6.6 Grade leaders will be handed a list of learners who did not hand in books at the end of the academic year.
- 2.6.7 On the day of each end-of-year examination, the textbooks associated with that day's examination(s) must be handed in to the class teacher. The teacher must check each book against the learner's name on the class list.
- 2.6.8 A learner who does not return a particular textbook and does not pay the invoiced amount that is due, will not be issued with that textbook the following year. Parent will be required to procure such textbook on their own.

2.7 STORAGE OF TEXTBOOKS

- 2.7.1 All retrieved textbooks will be stored in the Media Room.
- 2.7.2 An Asset Register will indicate which books are stored in the Media Room.
- 2.7.3 Books may only be stored in this room under the supervision of the LTSM co-ordinator.
- 2.7.4 Teachers will be required to sign books in and out of storage via a stock control sheet.

2.8 ORDERING OF TEXTBOOKS AND WORKBOOKS

- 2.8.1 Subject Heads, together with the relevant teachers will decide on the appropriate textbooks to be ordered.
- 2.8.2 Approved textbooks will be purchased in consultation with the LTSM Committee.
- 2.8.3 Accurate ordering is to be ensured to prevent wasteful expenditure.

2.9 DISPOSAL OF TEXTBOOKS, LIBRARY BOOKS AND SURPLUS WORKBOOKS

- 2.9.1 Books may only be disposed of after the written approval of the LTSM committee and the SGB.
- 2.9.2 Out-dated and damaged books may be disposed of but full details and records must be kept by the LTSM Committee.
- 2.9.3 In the event that books are donated to any organisation or school, detailed records must be kept indicating which books were donated and who approved the donation.

2.10 INVOICING LOST AND DAMAGED TEXTBOOKS

- 2.10.1 The Grade leader will provide the Finance Officer with a list in the third week of the last term of the year.
- 2.10.2 The Finance Officer will invoice parents for all lost or damaged books by the fourth week of the last term of the year.
- 2.10.3 New textbooks will be ordered from the money received.

SIGNATURES

SGB Chairman	SGB Secretary	Principal
R Ismail	N Weintein	N Mangalparsad
Date:	Date:	Date:

ANNEXURE A

LTSM COMMITTEE

Committee members are: Mr N Mangalparsad, Mrs A Johnson, Mrs K Woodward, Mrs N Levendal