

EXCELSIOR PRIMARY SCHOOL



LEARNING AND TEACHING SUPPORT MATERIAL

PROVISIONING AND RETRIEVAL

(REVISED AND APPROVED BY SGB IN 2024)

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1. INTRODUCTION

This policy is drawn up to give effect to the requirements regarding LTSM by DBE and WCED regulations and circulars. We believe this policy will aid in the curbing of the misuse, loss and or damage of LTSM by learners and staff. This policy will be implemented for all learners in all Grades, and also be applicable to all teachers. Any suggested changes to this policy must be made in writing to the SGB.

2. DEFINITIONS / ABBREVIATIONS

- DBE: National Department of Basic Education
- WCED: Western Cape Education Department
- Excelsior: Excelsior Primary School (Bellville)
- LTSM: Learning and Teaching Support Materials (i.e. focus on Textbooks, workbooks)
- Book room: Designated room to store LTSM
- LTSM Committee: Committee established by the Principal to manage LTSM within the school.
- LTSM Coordinator: Person appointed by the Principal to manage the book room/LTSM and chairs the LTSM Committee.
- Venue Coordinator: Staff member in charge of an examination venue

3. PURPOSE

- To control the purchase, storage, stock take and disposal of LTSM
- To control the issuing of LTSM
- To control the retrieval of LTSM

4. LTSM COMMITTEE

- Principal
- LTSM Coordinator
- LTSM Coordinator Assistant
- Deputy Principal/Curriculum Head (ISP)
- HOD/Curriculum Head (FP)
- SMT Member: Inventory
- SGB Member: Deliveries
- SGB Member: Finance

E. Pio

W. du Plooy

L. Julius

M. Rose

C. Fourie

C. Pretorius

M. Crous

J. Andrews (co-opted)

V.E.G.

C.F.

**5. ORDERING**

- As per SGB decision, Excelsior will source and order textbooks via its own suppliers.
- LTSM needs will be ascertained, approved by the Principal/Deputy Principal and SGB
- Finance member.
- The LTSM Coordinator will then place the orders.
- Orders must be submitted in good time, in order to prevent learners being without textbooks for any length of time. Ideally textbooks need to be ordered the previous year.
- Subject teachers must ensure the correct number of books and appropriate DBE and CAPS - approved textbooks are ordered.
- Teacher's guides and extra support material also need to be ordered via LTSM budget.

6. RECEIVING LTSM

- When textbooks / workbooks are delivered at school, the SGB member in charge of deliveries must check and sign the invoice. If he/she is unavailable, the school secretary, Deputy Principal or Principal may sign. Invoice must be kept as proof and a copy provided to SGB Finance member and the LTSM co-ordinator.
- Learners textbooks/workbooks and teacher guides received, must be entered on the LTSM computerised inventory by the LTSM Coordinator. This task may be delegated to the LTSM Coordinator Assistant but remains the responsibility of the LTSM Coordinator.
- All textbooks and teacher guides must be stamped with the school stamp on the title page, and each book must be numbered.

7. ISSUING TEXTBOOKS

- On the appointed date/time learners will be issued with textbooks with a unique number.
- Each textbook will be labelled with a specific colour to indicate the grade and class to which it has been allocated to.
- The learner will sign on a list for each textbook. The register teacher must ensure that the learner's name, year and condition is entered on the front page of the textbook.
- Parents will be informed of the issuing of textbooks, their safekeeping and return at year - end.
- Parents will sign a textbook agreement in which they take responsibility for their child(ren)'s textbooks and undertake to remunerate the school in the case of loss or damage to a textbook.
- Parents must cover all textbooks in plastic, in order to extend the textbook's life.

V.E.G.
C.F.
S.B.
M.N.

**8. RETENTION OF TEXTBOOKS DURING THE YEAR**

- Register teachers must check textbooks at least once a term on the date indicated by the LTSM Coordinator, and indicate the findings on a textbook retention list.
- Each grade must have a meeting to discuss the status of the textbook retention in the grade and the grade head must provide the LTSM Coordinator with the minutes of this meeting, as well as the text book retention lists of each register class, before the second last week term.
- The LTSM Committee must then meet to discuss the status of the textbook retrieval in the school. Minutes of this meeting must be held.
- Should a learner have lost or irreparably damaged his/her textbook, the parents must be informed in writing of the lost textbook(s). The parent then needs to remunerate the school via EFT for the full replacement cost of the textbook(s).
- Register teachers must regularly follow up until the parent has remunerated the school for the textbook.
- Once a payment has been made and proof of payment presented to the SGB Finance member, for the full amount paid, the register teacher must request the LTSM Coordinator to order a new textbook.
- Once the textbook has arrived, the learner is to be issued the new textbook.

9. RETRIEVAL OF TEXTBOOKS

- At the end of the academic year, learners will hand in all their textbooks to the register teacher or Venue Coordinator.
- Each learner will hand in his/her textbooks on the day they complete writing that particular examination.
- Should a learner not return a textbook, nor pay for a lost or damaged textbook, they will not be issued with a textbook in that particular subject the following year, until the school has been remunerated for the full replacement cost of the textbook.
- Should the loss/damage of the textbook be determined not to be the fault of the learner, the Principal will record it as so, and inform the LTSM Coordinator to order a new textbook for the learner.
- Teachers are to hand in all teacher guides.

10. STORAGE OF TEXTBOOKS

- Textbooks/workbooks must be stored in the book room.
- A LTSM File containing all LTSM documentation, must be kept up to date and in the storeroom.
- The electronic inventory must be kept up to date, and a backup made each year.

[Handwritten signatures and initials]
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**11. DISPOSAL OF LTSM**

- Out - dated and/or badly damaged textbooks must be disposed of.
- A list of all textbooks ear - marked for disposal by the LTSM Coordinator, must be handed to the Principal in the last week of the year.
- The Disposal Committee of the school must meet to discuss the disposal of items within the school, and will sign off on the LTSM disposal request and record it in the Disposal Register quarterly. Minutes of this meeting must be kept.
- The LTSM Coordinator must keep a copy of disposal list in his/her LTSM file.
- Damaged textbooks may be offered to a school which might still be able to use them.
- LTSM which is to be disposed of, is to be recycled.

Signed at **BELLVILLE** on this **22nd** day of **AUGUST 2024**.

Chairperson:**Mrs L. Taylor****School Principal:****Mr E. Pio****Educator:****Mrs M. Rose****Educator:****Mrs C. Fourie****Non-educator:****Mrs M. Crous****Parent:****Mrs C. Broughton****Parent:****Mrs V. Gilbert****Parent:****Mr R. Maphike****Parent:****Mr W. Stark**