



**GOOD HOPE SEMINARY  
JUNIOR SCHOOL**

**LTSM/ TEXTBOOK  
POLICY**

## **1. INTRODUCTION**

This policy will be applicable for all matters pertaining to issuing, control, orders, purchasing, distribution, retrieval, replacement, storage, care and use **GOOD HOPE SEMINARY JUNIOR SCHOOL'S** text books and will be applicable to the staff, parents, learners and other stakeholders at the school. Textbooks are an expensive resource and must be utilized to its fullest to provide optimum support towards the learning process of every learner at this school.

## **2. LEGAL FRAMEWORK**

- Framework for the supply of Learning and Teaching Support Material as revised on 30 September 2018.
- Circular 0028/2020 issued 29 September 2020 - Important due dates and processes in the management of textbooks at schools.
- Circular: 0009/2021 issued 20 March 2021 – The capturing of the textbooks issued and retrieved on CEMIS.
- Circular 40 of 2019 issued 17 October 2019.
- Institutional Development and Coordination Minute: 0003/2021 issued 30 March 2021 - Standard Operating Procedure (SOP): issuing, retention, retrieval and ordering of textbooks by schools.

## **2. LTSM COMMITTEE**

- 3.1.** The principal is the accountable officer for the management of LTSM at a school.
- 3.2.** The Principal may delegate responsibility to the school management team (SMT) or staff members selected to serve on the LTSM committee, but cannot delegate accountability for the management of LTSM and other resources to any staff member.

**3.3.** The LTSM committee of **GOOD HOPE SEMINARY JUNIOR SCHOOL** consist of the following members:

- The Principal –Mr W.Cicilie
- SGB Treasurer (Parent) – Ms Z. Ndava
- InterSen HOD – Mr D. Van Jaarsveld
- LTSM Coordinator – Ms B. Meyers
- Foundation Phase – Mrs M. Sayed
- Intersen Phase – Mr Y. Jansen

The principal or a person / educator designated by him/her to be in charge of textbook orders and stock in the bookstore, will be responsible for:

- the ordering / purchasing and receipt of textbooks for the school;
- the safe keeping of non-disposed textbooks in the bookstore;
- the distribution of textbooks to the class teachers / teachers of learning areas;
- the retrieval of textbooks from class teachers or learning area teachers at the end of the year;
- the retrieval of textbooks for the purpose of stocktaking at the end of the year;
- the keeping of a Textbook Stock register for the school.

## **4. TEXTBOOK MANAGEMENT PLAN**

### **4.1. Orders / purchasing of textbooks:**

4.1.1. The principal or educator designated by him/her to be in charge of textbooks in the school bookstore will be responsible for the order or purchase of textbooks for the school at the appropriate time of the year.

4.1.2. He/she will be responsible for calculating the correct number of textbooks based on the projected figures (projected enrolment and shortfalls) received from the class or learning area teachers for the next academic year.

4.1.3. Before placing an order for textbooks for the next academic year, the person responsible for textbooks must:

- Ascertain the number of textbooks available (in the classes as well as the stock available in the bookstore);
- heed against unnecessary orders;
- ascertain whether the required textbooks are still appropriate and available;

4.1.4. Textbooks will be ordered online via CEMIS by the LTSM coordinator. Textbooks procured by the SGB must adhere to the provisions of the school's financial policy (quotations, etc.).

### **4.2. Receiving textbooks**

4.2.1. When textbooks are delivered to the school, the invoice are checked and signed, and a copy filed as proof of delivery. Only persons who are authorized to receive goods on behalf of the school must sign for receipt thereof.

4.2.2. Textbook titles and quantities must then be entered on the school's inventory.

4.2.3. All textbooks are stamped with the school stamp and each book is given a unique number and covered in plastic.

### **4.3. Issuing textbooks**

4.3.1. On the first day of the school year, learners will receive their textbooks from their educator. Educators will indicate the books with IBM numbers issued to learners. The learners must sign for receipt of these textbooks.

4.3.2. Each parent must be sent a list of textbooks issued to their child, and that list must be signed by the parent as well as learner and returned to the class teacher. The class teacher must keep these signed lists for record purposes. The list must include the condition of the textbooks by indicating the following symbols:

A	New book
B	Very good used book
C	Used book in reasonable condition
D	Book in poor condition – will probably be written off and replaced at the end of the year

4.3.3. The symbol must not be determined by the age of the textbook, but in accordance with its actual condition. It is therefore possible that the symbols B, C and D could be used more than once as it is possible that the textbook shows little or no “wear and tear” during a particular year

### **4.4. Conducting of quarterly inventory checks.**

4.4.1. Inventory checks will be conducted during the last week of term 1, 2 and 3.

4.4.2. Learners will be requested to bring all textbooks to the school to be checked by the class teacher.

4.4.3. In the event where a book is missing, the parent will be informed and will be requested to replace the book.

#### **4.5. Retrieval of textbooks**

- 4.5.1. Parents and learners will be responsible to return all textbooks at the end of the academic year (Term 4).
- 4.5.2. A learner who does return a textbook will receive an invoice indicating the cost of the book to be replaced.
- 4.5.3. Upon the return of textbooks, the class teacher must check each book against the learner's name on the issuing list.
- 4.5.4. In the event where a book is damaged or lost, the replacement value of the book is determined by using the cost of each specific textbook as determined and decided upon yearly.
- 4.5.5. Money received for the replacement of a textbook must be handed to the person responsible for textbooks in the bookstore. He/she must immediately hand the money in to the financial officer who will issue a receipt. The money will be paid into the school's bank account. The number of the receipt as well as the date must be indicated on the applicable "Textbook Stock Register – Class". Both the class teacher and the person in charge of textbooks must sign acknowledgement. The receipt must be forwarded to the parent who paid for the replacement.
- 4.5.6. As soon as the learner has submitted payment for the lost or damaged textbook, another one can be issued to him/her.

#### **4.6. Stock register and storage of textbooks**

4.6.1. The person responsible for textbook orders must keep stock of receipts and disposal of textbooks.

4.6.2. A separate register (Stock register) must be kept indicating the following information:

- Opening balance
- Textbooks issued
- Textbooks lost
- Textbooks to be replaced
- Textbooks purchased
- Textbooks written off as damaged and obsolete
- Stock on hand/closing balance
- Textbooks to be ordered

4.6.3. The register must continuously be updated by the stock controller.

4.6.4. All surplus textbooks will be stored in a room which have the necessary security and safety features in place.

4.6.5. Textbooks in the storeroom must always correspond with the textbook register.

#### **4.7. Disposal of textbooks**

4.7.1. The school have a disposal board and consists of the following members:

- A member of the Governing Body who will act as Chairperson
- **The Principal:**
- **Member of staff:**
- **Stock Control Officer:**

4.7.2. The disposal board must ensure that surplus textbooks are shared and move unused textbooks to a place where there is a need (other institutions).

4.7.3. The disposal board is responsible for establishing the price and negotiates the disposal with other institutions.

4.7.4. Once permission has been obtained from the Governing Body the disposal board must ensure the removal of the textbooks from the institution and update the stock register.

4.7.5. Full details and records of the disposal transactions will be kept for audit purposes.

4.7.6. If books are donated to any organization or school, detailed records will be kept indicating which books were donated and who approved the donation.

#### **4.8. Textbook report**

4.8.1. The LTSM committee will report to the SGB and Principal on the amount of textbooks issued, retrieved and lost.

4.8.2. The percentage of textbooks returned by learners must be calculated (retrieval rate) by the LTSM coordinator in the specific grade and subject.

4.8.3. The LTSM coordinator must ensure that all details pertaining to the retrieval of textbooks are reported annually on CEMIS by the due dates indicated in the circulars issued by the WCED. It is important that all information captured on CEMIS correspond with the school records.

#### **4.9. Annual stock take**

4.9.1. The person responsible for textbooks in the bookstore must at the end of the year do a physical stock-taking of the textbooks which each class teacher has retrieved from the learners as well as all surplus textbooks in the storeroom. He/she must also keep record of the textbooks which are no longer suitable for use. The latter must be taken to the bookstore for safe keeping until the Disposal Board has written them off.



1. Name & Surname: Mc CIGLIE  
Signature: [Signature]  
Designation: PRINCIPAL

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2. Name & Surname: BEVERLEY MEYERS  
Signature: [Signature]  
Designation: EDUCATOR

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3. Name & Surname: Thandie Gurr  
Signature: [Signature]  
Designation: Educator

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4. Name & Surname: Maegan Cupido  
Signature: [Signature]  
Designation: Parent

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5. Name & Surname: Sikhona Ndlogeni  
Signature: [Signature]  
Designation: Non-Teaching Staff

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6. Name & Surname: T. CAMBELL  
Signature: [Signature]  
Designation: CHAIRPERSON

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7. Name & Surname: Zandile Ndava  
Signature: [Signature]  
Designation: Parent (Treasurer)

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8. Name & Surname: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_

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