

TAFELBERG SCHOOL



LTMS POLICY

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

Bookroom	Designated room to store LTSM
DBE	National Department of Basic Education
Designated teacher	Teacher appointed by the Principal to manage the bookroom/LTSM
LTSM	Learning and Teaching Support Materials (ie focus on Textbooks, workbooks)
Tafelberg	Tafelberg Public Special School / Resource Centre
Venue co-ordinator	Staff member in charge of an examination venue
WCED	Western Cape Education Department

3. PURPOSE / MANDATE

The SGB mandates the LTSM Committee with the following:

- 3.1. To control the purchase, storage, stock take and writing off of LTSM
- 3.2. To control the issuing of LTSM
- 3.3. To control the retrieval of LTSM

4. LTSM COMMITTEE

- 4.1. Principal
- 4.2. SMT member
- 4.3. Educator representative
- 4.4. Designated teacher in charge of the book room
- 4.5. SGB member

5. ORDERING

- 5.1. As per SGB decision, Tafelberg will source and order textbooks via its own suppliers
- 5.2. LTSM needs will be ascertained, approved by the Principal/Vice Principal and SGB Finance chairperson.
- 5.3. The designated teacher will then place the orders.

- 5.4. 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.
- 5.5. Subject teachers must ensure the correct number of books and appropriate DBE and CAPS-approved textbooks are ordered.
- 5.6. Teacher's guides and extra support material also need to be ordered via LTSM budget.

6. RECEIVING LTSM

- 6.1. When textbooks / workbooks are delivered at school, the designated teacher must check and sign the invoice. If he/she is unavailable, then the school secretary, Vice Principal or Principal may sign. Invoice must be kept as proof.
- 6.2. Learners textbooks/workbooks and teacher guides received, must be entered on the LTSM computerised inventory.
- 6.3. All textbooks and teacher guides must be stamped with the school stamp and each book must be bar-coded.

7. ISSUING TEXTBOOKS

- 7.1. On the appointed date, the designated teacher will issue textbooks/workbooks to the learners, who will sign for the textbooks/workbooks.
- 7.2. The designated teacher will file these signed lists.
- 7.3. The subject teacher will issue a textbook to each learner in his/her class. The learner will sign on a class list for the textbook. The learner's name, year and condition must be entered on the front page of the textbook.
- 7.4. Parents will be informed of the issuing of textbooks, their safekeeping and return at year-end.
- 7.5. All textbooks must be covered in plastic in order to extend their life.

8. RETENTION OF TEXTBOOKS

- 8.1. Subject teachers must check textbooks at least once a term.
- 8.2. In Term 3, should a learner have lost his/her textbook, the parents must be informed in writing of the lost book(s). The parent then needs to replace the textbook or send full cost of the textbook to the school, so that the designated teacher can order a new book. Subject teachers must follow up whether the parent has replaced the book or sent the money.
- 8.3. Once the money has been received, the learner is to be issued the new textbook.

9. RETRIEVAL OF TEXTBOOKS

- 9.1. At the end of the academic year, all learners will hand in all their textbooks to the subject teacher or venue co-ordinator.
- 9.2. Each learner will hand in his/her textbooks on the day they complete writing that particular examination.
- 9.3. Should a learner not return a textbook, nor pay for the lost textbook, they will not be issued with textbook in that particular subject the following year, until the textbook has been replaced or the money (full cost) sent to the school.
- 9.4. A badly damage textbook will be treated in the same manner – the learner can keep the damaged textbook, and must replace it or send the monies to the school.

- 9.5. 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 designated teacher to order a new textbook for the learner.
- 9.6. Teachers are to hand in all teacher guides.

10. STORAGE OF TEXTBOOKS

- 10.1. Textbooks/workbooks must be stored in the book room.
- 10.2. A file/register/data base containing all LTSM in the book room, must be kept up to date and in the storeroom.

11. DISPOSAL OF LTSM

Out-dated and or badly damaged textbooks must be disposed of.

- 11.1. A list of all textbooks ear-marked for disposal by the designated teacher, must be handed to the Principal.
- 11.2. The Disposal Committee (Principal, SGB member and Estate Manager) will sign off on the disposal request and record it in the Disposal Register.
- 11.3. Damaged textbooks may be offered to a school which might still be able to use them.
- 11.4. LTSM which is to be disposed of, is to be recycled.

12. LTSM/TEXTBOOK STOCK TAKER DUTIES

- 12.1. Keep an electronic record of all textbook/LTSM inventory, issuing and retrieval thereof, annually, which can be used for audit purposes.
- 12.2. Order new/additional textbooks/LTSM as required, after following proper financial protocols.
- 12.3. Monitor and maintain oversight of the LTSM budget.
- 12.4. Ensure the bookroom/store is a secure storage venue for textbooks/LTSM
- 12.5. Liaise with the Principal regarding LTSM/textbook matters.

13. INVENTORY CHECKS

- 13.1. These will be carried out quarterly, each year.
- 13.2. The dates will be entered on the year/term planning calendar.

14. SHORT TITLE

This policy shall be known as the LTMS Policy of Tafelberg School

15. AMENDMENTS

The school governing body may from time to time amend, supplement, modify or alter this policy.

16. APPROVAL

TITLE OF POLICY	Tafelberg School LTMS Policy
POLICY NUMBER	#TBS012
DATE APPROVED BY SGB	2023/06/19
EFFECTIVE DATE	2023/06/19
EXPIRY DATE	This School Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	<i>The SGB will review this policy at least once during its term of office</i>
AMENDMENT HISTORY	