# NORMAN HENSHILWOOD HIGH SCHOOL

## LTSM Policy

## TEXTBOOK/LTSM POLICY 2021

**Definition of LTSM:**

A variety of learning and teaching materials used in the classroom or at home that facilitates teaching and learning directly which includes but is not limited to: textbooks, teacher guides, readers and prescribed books; reference books, wall charts, posters and maps, models, Mathematics, Science and Biology apparatus, electronic and technical equipment; e-LTSM; educational games and toys, computer software and licensing, stationary and supplies, library material.

**A: PREAMBLE**

The policy provides guidance to learners, parents and educators on the procedure for Managing textbooks.
The text book policy is informed by the following legal frameworks:
a. Section 6 of SASA.

b. Circular 0051/2013 (WCED)

c. Public finance management act (Act No 1. Of 1999)

**B. PURPOSE OF THE POLICY**

The policy ensures that every learner has the relevant textbooks to support the teaching and learning process. It ensures sound control measures in the ordering, issuing and collecting of textbooks, explains the responsibilities of educators, parents and learners with regard to the textbooks and any other items which have been procured for learning and teaching.

**C. LTSM COMMITTEE**

1. The principal is the officer accountable for the management of LTSM at the school.

2. The committee consists of:

a. The principal (Mr. J Holland)

b. The LTSM administrator in charge of the management of text books (Mr. P Dirksen)

c. The subject heads (Annexure A)

This committee should report to relevant stakeholders, such as the school governing body (SGB), SMT and the WCED, and will be formally constituted and approved by the SGB. This will be done at the first governing body meeting of each year.

**D. QUARTERLY SCHOOL IMPROVEMENT MONITORING (SIM) REPORT**

1. The school principal will be required to report on textbooks and LTSM on a quarterly basis on the SIM at a full SGB meeting.

2. The WCED will load appropriate questions – aligned to this circular, WCED policy, DBE Policy and other LTSM initiatives – for completion on the SIM on a quarterly basis.

3. The principal is the accountable officer for ensuring that responses to the questions in the SIM are an accurate representation of the LTSM situation at the school.

**E. ROLES, FUNCTIONS AND RESPONSIBILITIES**

1. The principal is the officer accountable for the management of all LTSM resources at school level.

2. The LSTM administrator manages LTSM at the school.

3. The disposal committee for LTSM (Principal, SGB representative and LTSM administrator in charge of textbooks) approves disposal of textbooks and other LTSM.

4. The disposal committee must table all disposal requests with the SGB for approval.

5. All other books and LTSM resource materials, e.g. kits, issued by the WCED must checked periodically to ensure that they are effectively used and safely stored. This is the responsibility of the LTSM administrator.

**F. TEXTBOOK MANAGEMENT PLAN**

1. Choosing of text books and other LTSM:

The choice of textbooks and other LTSM is the responsibility of the
head of the subject, in consultation with the educators in the subject area. The choice of books is guided by the relevant CAPS documents for that subject.

2. Ordering of books:

2.1 Books must be ordered from the approved WCED lists. Additional books not on the WCED lists must be approved by the principal.

2.2 The names of the textbook needed for use in the following year must be communicated to the LTSM Admin. (Mr. Dirksen) by the end August of the previous year.

2.3 The number of learners in each subject per grade will be communicated to the LTSM Admin. by the subject head in
August of the previous year.

2.4 The LTSM Admin will check the stock of the books and place any necessary orders of new textbooks/ top ups by the end of September of the previous year or as instructed by the department. This is to ensure that every learner can have all the LTSM needed by the first academic day of the new year. The ordering of new LTSM must be accommodated in the relevant budget.

3. Delivery /receiving of textbooks

3.1 The receiving of text books is the responsibility of the LTSM administrator or the LTSM committee personnel.

3.2 The textbooks must be checked against the invoice to verify the LTSM order titles and item totals.

3.3 The invoice must be signed and the original given to the bursar's office.

3.4 Each textbook must be covered and receive a stamp on the inside cover.

3.5 A stock number or bar coded sticker must be assigned to each textbook.

3.6 The new stock must be recorded in the LTSM stock register.

4. Issuing, retention and retrieval of textbooks

4.1 Textbooks are issued to learners in the first term at the start of the academic year. Grade 12 learners receive their textbooks in their 11th grade in the last week of term 4 prior to their final academic school year.

4.2 When textbooks are issued to learners, the learner as well as the parent should sign a receipt form on which the condition of the textbook is also stated (Annexure B). This form is form is kept by the LTSM administrator and a copy is electronically stored for access by the principal and the grade head. Parents must be continually reminded of conditions attached to the loan and return of textbooks to their children.

4.3 Subject teachers must keep accurate records of the textbooks issued to each learner in the class as well as the condition of the textbooks. This is done on the class textbook control form. (Annexure C). A hard copy of this form is kept by the LTSM administrator and a copy is given to the grade head and subject teacher.
4.4 The learner must write their name and class in each textbook issued to them.

4.5 On the day of each end-of-year examination, the textbooks associated with that day's examination(s) must be handed in to the subject teacher. The teacher must check each book against the learner's name on the class list. Learners and parents are notified in advance regarding the textbook collection and their responsibilities regarding the school's resources.

4.6 The return of the book is recorded on (Annexure C) for each learner by the subject teacher and is completed and sent to the storage area with the returned textbooks. The LTSM administrator cross checks the stock control against the
textbooks.

4.6 If the textbook gets lost or is damaged to the extent that it can no longer be used while in the possession of the learner, the cost of the textbook is recovered from the parent. The cost is the replacement cost of the textbook.

**G. STOCK CONTROL SYSTEM**

1. A stock record must be administered by the LTSM administrator. It should contain the following:

1.1 Number of books issued by title and grade

1.2 Number of books in storage

1.3 The total number of books in the school.

2. A record must be kept of textbooks received, lost and replaced.

3. The LTSM administrator must submit a summary report to the LTSM committee and the SGB on the number of text books issued and the number returned for each grade and subject at the First GB meeting of each year for the previous year. The report should contain:

3.1 The percentage of textbooks returned by learners (retrieval rate).

3.2 A conclusion with recommendations to improve on the percentage of textbooks returned in the following year.

4. The retrieval rate calculated by the school, must be captured on the 4th Quarter School Improvement Monitoring (SIM) instrument by the principal.

5. A copy of this summary must be kept in an LTSM fille by the school principal and must be signed by the principal and SGB chairperson for record purposes.

**H. DISPOSAL OF TEXTBOOKS**

1. Out-dated and damaged textbooks will be disposed of on a yearly basis.

2. The disposal of any outdated or surplus textbooks or workbooks is subject to approval of the school's

LTSM committee, SGB representative, and the LTSM administrator. Before the books are referred to the parties listed

above, it must first be ascertained if the district office or the DBE have any plans for collection or disposal of surplus books.

3. Full details and records of the disposal transactions must be kept for audit purposes.

4. 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.

5. Permission will be requested to recycle textbooks in order to generate income for the school. Textbooks may not be disposed of by burning or dumping or utilizing the services of companies who dispose of books in this manner.

**I. IMPLEMENTATION AND REVIEW**

This policy will be reviewed by the LTSM committee at the start of each year to ensure that it complies with

any changing legislation. It will be work-shopped with the educators at the start of each academic year. Each class educator will explain the procedures to their class at the start of each year.

*SGB Chairman: Mr Z Abbass*

*Signature:* _____

*Principal: Mr J Holland*

*Signature:* _____

***Checked and / or updated:*

*Date: ___NOVEMBER 2024__*