

PROTEA HEIGHTS ACADEMY

PROTEAHOOGTE AKADEMIE

LTSM POLICY



POLICY REGISTER DETAILS

TITLE OF POLICY	LTSM policy
COMPILED BY	A Burger
POLICY NUMBER	12
DATE APPROVED BY SGB	20 September 2022
EFFECTIVE DATE	1 January 2023
EXPIRY DATE	This Policy remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	1 January 2025
AMENDMENT HISTORY	

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1. PREAMBLE

- 1.1 The policy provides guidance to learners, parents and educators on the procedure for managing LTSM (Learner Teacher Support Material).

The LTSM 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)

2. PURPOSE OF THE POLICY

- 2.1 The policy ensures that every stakeholder has the relevant LTSM to support the teaching and learning process. It also ensures sound control measures in the ordering, issuing and collecting of LTSM. It also explains the responsibilities of educators, parents and learners with regard to the LTSM.

3. LTSM COMMITTEE

- 3.1 The Principal is the accountable officer for the management of LTSM at the school.
- 3.2 The committee consists of:
- a. the principal / head of academics
 - b. the educator in charge of the management of textbooks (MoT)
 - c. the Head of Finance/ Inventory/ Stock Controller
 - d. Portfolio heads

4. QUARTERLY SCHOOL IMPROVEMENT MONITORING (SIM) REPORT

- 4.1 The School Principal will be required to report on textbooks and LTSM on a quarterly basis on the SIM.
- 4.2 The WCED will load appropriate questions – aligned to the circular, WCED policy, DBE policy and other LTSM initiatives – for completion on the SIM on a quarterly basis.

- 4.3 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.

5. ROLES, FUNCTIONS AND RESPONSIBILITIES

- 5.1 The principal is the accountable officer for the management of all LTSM resources at school level.
- 5.2 The LSTM committee manages LTSM at the school.
- 5.3 The disposal committee for LTSM (Principal, Head of Academics, and educator in charge of textbooks) approves disposal of textbooks and other LTSM.
- 5.4 The disposal committee must table all disposal requests with the SGB for approval.
- 5.5 All other books and LTSM resource materials, e.g. kits, issued by the WCED, must be checked periodically to ensure that they are effectively used and safely stored. This is the responsibility of each subject area head and is monitored by the Head of Finance.

6. TEXTBOOK MANAGEMENT PLAN

6.1 Choosing of textbooks 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.

6.2 Ordering of books

- 6.2.1 Books must be ordered from the approved WCED lists. Books not on the WCED lists must be approved by the Governing Body and need to be planned for in the budget.
- 6.2.2 The names of the textbooks needed for use in the following year, as well as all top up orders, must be communicated to the MoT by the end August of the previous year.
- 6.2.3 The number of learners in each subject per grade will be communicated to the MoT by the Head of Academics by the end August of the previous year.
- 6.2.4 The MoT 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. 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.

6.3 Receiving textbooks – responsibility of MoT

- 6.3.1 The textbooks must be checked against the invoice.
- 6.3.2 The invoice must be signed and the original given to the Bursar's office.
- 6.3.3 Each textbook must receive a stamp on the inside cover.
- 6.3.4 A stock number or bar-coded sticker must be assigned to each textbook.
- 6.3.5 The new stock must be recorded in the stock register.

6.4. Issuing, retention and retrieval of textbooks

- 6.4.1 The textbooks will be issued to a learner who has returned (or paid for lost/damaged books) all the textbooks issued to them in the previous year. (This is not applicable to the new Grade 8 intake and new learners to the school).
- 6.4.2 If 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 A). This form is kept by the class educator and copies are given to the overall Grade Head and the MoT.
- 6.4.3 Class educators 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 B – which is done electronically). A hard copy of this form is kept by the class educator and copies are given to the overall Grade Head and the MoT.
- 6.4.4 Learners must write their names and classes in each textbook issued to them. Learners must cover all their textbooks with plastic. This is checked, initially by the class educator and then intermittently by the subject educator.
- 6.4.5 At the end of each year all textbooks that were used by learners are handed in and the return of the book is recorded on Annexure A for each learner by the class educator. A stock control sheet is completed and sent to the storage area with the returned textbooks. The MoT cross-checks the stock control against the textbooks.
- 6.4.6 If a 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.

7. STOCK CONTROL SYSTEM

- 7.1 A stock record must be administered by the MoT It should contain the following:
 - 7.1.1 number of books issued by title and grade
 - 7.1.2 number of books in storage
 - 7.1.3 the total number of books in the school.
- 7.2 A record must be kept of textbooks received, lost and replaced.
- 7.3 The MoT must submit a summary report to the LTSM committee and the SGB on the number of textbooks issued and the number returned for each grade and subject at the first SGB meeting of each year for the previous year.

The report should contain (amongst other information):

- 7.3.1 The percentage of textbooks returned by learners (retrieval rate).
- 7.3.2 A conclusion with recommendations to improve on the percentage of textbooks returned in the following year.
- 7.4 The retrieval rate calculated by the school, must be captured on the Fourth Quarter School Improvement Monitoring (SIM) instrument by the Principal.
- 7.5 A copy of this summary must be kept in an LTSM file by the School Principal and must be signed by the Principal and SGB chairperson for record purposes.

8. DISPOSAL OF TEXTBOOKS

- 8.1 Outdated and damaged textbooks will be disposed of on a yearly basis.
- 8.2 The disposal of any outdated or surplus textbooks or workbooks is subject to approval of the school's LTSM committee, disposal committee and SGB. 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.
- 8.3 Full details and records of the disposal transactions must be kept for audit purposes.
- 8.4 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.

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

9. APPROVAL AND ADOPTION

This LTSM policy was approved and adopted by the Protea Heights Academy Governing Body on 20/09/2022 (date).

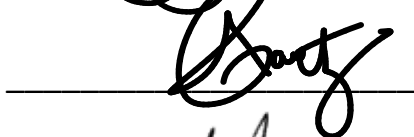
SIGNED:

CHAIRPERSON:



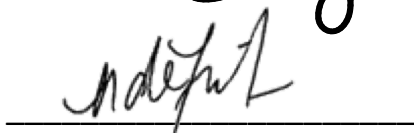
DATE: 20 September 2022

PRINCIPAL:



DATE: 20 September 2022

SECRETARY:



DATE: 20 September 2022