


CAMPS BAY HIGH SCHOOL: POLICIES			
 CAMPS BAY HIGH SCHOOL	POLICY:	LEARNING AND TEACHING SUPPORT MATERIAL (LTSM) With specific focus on textbooks and the retrieval thereof	
		DATE:	1 FEBRUARY 2021

1. INTRODUCTION

This policy will be applicable for all matters pertaining to issuing, control, orders, purchasing, distribution, retrieval, replacement, storage, care and use of CAMPS BAY HIGH SCHOOL's LTSM/text books and will be applicable to the staff, parents, learners and other stakeholders at the school.

2. DEFINITIONS

In this policy, any word or expression to which a meaning has been assigned in the Act bears the meaning assigned to it unless the context indicates otherwise – '**L**earning and **T**eaching **S**upport **M**aterial' (**LTSM**) means a variety of learning and teaching materials used in the classroom that supports and facilitates teaching and learning directly in the classroom or at home. It includes, but is not limited to:

- Textbooks, teacher guides, readers, and prescribed books;
- Reference books, atlas, dictionaries, wall charts, posters, maps and models;
- Mathematics, Science, Technology and Biology apparatus, electronic and technical equipment, hospitality resources;
- e-LTSM;
- Workbooks;
- Educational toys and games;
- Library material (fiction and nonfiction, pre-recorded videos, DVDs, audiocassettes, CDs, CD-ROMs,);
- Computer software and licensing;
- Resource material for teachers;
- Stationery and supplies

3. **PURPOSE OF THE 'FRAMEWORK FOR LTSM'**

The core mandate of the Western Cape Education Department (WCED) is to deliver quality education for all learners. Access to quality LTSM is therefore critical in achieving this goal. The purpose of the *Framework for LTSM* is to:

- guide and inform the practical implementation of policy and strategic decisions with regard to the WCED's LTSM provisioning. This will assist the WCED to create an optimal learning environment for learners and educators.
- ensure responsible LTSM management by all employees;
- outline the business processes for the provision of LTSM;
- provide guidance relating to the use of national catalogues to ensure that schools acquire quality LTSM;
- provide a management plan for the procurement and delivery of LTSM;
- clarify the procurement model for the supply of LTSM in line with the curriculum requirements of Western Cape schools;
- provide an LTSM management plan to guide the management of textbooks, workbooks and literature study at school level, including the process and procedures for updating inventory, issuing, retrieval and retention of LTSM;
- assign the monitoring of actual delivery of textbooks at schools to appropriate education district officials; and
- provide clarity in terms of the roles and responsibilities relating to the LTSM business processes in the WCED.

4. **LTSM NORMS AND STANDARDS FUNDING FOR SCHOOLS**

Allocations are calculated in accordance with the prescripts in paragraph 108 to 113 of the National Norms and Standards for School Funding, Government Gazette 29179 (31 August 2006).

WCED schools receive Norms and Standards funding from the Directorate: Management Accounting and their allocation letters are available via CEMIS as from September of the preceding calendar year. An allocation letter includes the allocation for the ensuing financial year, as well as provisional

allocations for the next two financial years. All allocations are calculated on the current Annual Survey of Schools (ASS) enrolment.

The Norms and Standards allocation is primarily intended for LTSM, local purchases (stationery and cleaning materials) municipal services, and essential day-to-day maintenance of school buildings, grounds and equipment (non-scheduled maintenance).

Each school in the province receives an annual Norms and Standards allocation for LTSM provisioning in order to ensure that each learner has at least a textbook and other appropriate learning materials for each subject as planned in the Annual Operational Plan of the WCED.

The LTSM funding is used by schools to supplement textbooks and other learning materials supplied by the WCED.

Allocated funds for non-section 21 schools must be spent by 31 March every year.

Section 21 schools must submit WCED 043 forms (quarterly report) to the relevant district office within 30 days of the end of each school quarter. Funds will only be paid to schools if satisfactory WCED 043 reports on the financial activities of previous school quarters have been received.

5. MANAGEMENT OF LTSM/TEXTBOOKS AT SCHOOL

The Chief Directorate: Districts and district offices are responsible for monitoring whether schools have structures and policies in place to manage LTSM at school level.

Each principal is responsible for the management of textbooks in the school.

Management District offices and public schools are required to ensure that sound management processes are established regarding the receipt, registration, storage and utilisation of LTSM by learners both at school and at home, as required by the curriculum.

During selection of books and other learning material, the school textbook committee is compelled to select textbooks from the national catalogues provided by the DBE for each phase and/or subject.

Additional LTSM that enhances teaching and learning can be chosen in collaboration and on the advice of subject and curriculum advisers.

Budgeting – All schools must comply with the standards as set out by the Directorate: Institutional Resource Support when collating their budget allocations.

Schools must complete and submit a WCED 032 form by 25 February of each year.

A separate requisition form – WCED 034 – for library materials, which includes fiction and nonfiction books, reference books, posters, DVDs, CDs and multimedia, must be completed.

Schools are required to use their full LTSM allocation to purchase LTSM and library items to create a text-rich environment that will support and strengthen curriculum implementation in the classroom.

6. RECEIPT OF LTSM

In line with audit requirements, the principal must inform the WCED of the names and signatures of the officials at the school, who are authorised to receive and certify invoices for LTSM delivered to the school.

When textbooks are delivered to the school, textbook titles and quantities are entered onto the school's inventory. Before the invoices are certified as correct, the items delivered must be checked against the items listed on the requisition form to ensure that only items that were ordered are delivered. One of the official three signatories, who have the authority to receive LTSM, checks, signs the invoice and files a copy of the delivery note. No payments will be effected in respect of an invoice unless the invoice is certified by an authorised signatory as correct.

LTSM suppliers must deliver the orders within the specified period and according to the official order. No partial deliveries should be accepted by the school.

Only an authorised signatory must sign and stamp invoices certifying these as correct upon receipt of LTSM.

Textbook titles and quantities are entered onto the school's inventory.

The books are stamped and given a unique number.

The Department has the right to randomly visit schools to check if suppliers have delivered according to specification.

All LTSM must be kept safely on the school premises whilst not in use.

7. ISSUING OF LTSM

Issuing of textbooks occur at the end of the school year for Grade 9 to 12s and at the beginning of the following year for Grade 8s.

Each WCED textbook received by the school gets a school stamp and a unique number/barcode.

The textbook unique numbers issued to a pupil are recorded under the pupil's name. All records are kept in both digital and physical form.

All the previous year's textbooks must be returned or replaced for the pupil to be issued new textbooks.

Learners acknowledge receipt of each textbook issued to them by signing against the book's unique number.

All textbooks *must* be covered to extend their lifespan.

8. INVENTORY CHECKS

The school must conduct an inventory check by holding a textbook check day at least once per term to check for missing and worn-out books against the list.

In the case of missing books, learners must be informed and asked to replace them or pay their replacement value. Book accounts must be sent to parents. The school must purchase the books from the supplier and issue the new books to the learner.

9. ANNUAL LTSM AUDIT

The school principal must conduct an annual audit of all LTSM.

The results of stock-taking must illustrate the shortfalls for the following year.

Records of lost and worn out LTSM must be kept and presented at the SGB meeting, where permission must be obtained for the writing off of the LTSM.

The disposal process must be in place in order to dispose of all obsolete LTSM. The disposal committee of the school must enter all perished and obsolete items in the disposal register, using as reference the minutes of the SGB meeting where permission was granted.

10. RETRIEVAL OF LTSM

All schools must have a textbook retrieval policy.

At the end of the school year, books are handed back. The teacher in charge of textbooks checks each book against the book's number and the learner's name.

11. RECORD-KEEPING

A record is kept of books that are lost, paid for and replaced.

At the end of the year, the textbook committee reports to the principal on the number of books issued and the number returned for each title. The overall percentage of books returned is calculated. The report concludes with recommendations to increase the percentage of books returned in the following year.

12. MONITORING THE LTSM PROCESS AT SCHOOL

The IMG manager is responsible for ensuring that schools comply with the management plan for LTSM. In addition, the IMG manager, or an official requested to monitor, will do periodic checks on learning and teaching material to ensure effective use and safekeeping. The School Corporate Office (SCO) will be responsible to confirm that effective monitoring of LTSM management and annual stock-taking are done at school level.

13. DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY

All members of the textbook committee, the chairperson of the committee and the school principal must sign the Declaration of Confidentiality and Impartiality, to ensure: that there is confidentiality about the details of all orders and requisitions; that all providers and potential providers are treated equitably and without prejudice; and that each member will make known details of any private or business interest which she or he, or any official, close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract and that she or he will immediately withdraw from participating in any manner whatsoever should this be the case.

14. IMPLEMENTATION AND MONITORING OF THE LTSM POLICY

The school principal has the responsibility to drive, advocate and ensure the implementation of the framework.

15. RESPONSIBILITY OF PARENTS

The school principal and SGB is expected to conduct meetings with parents for the purpose of cultivating a text-rich environment at school as well as at home and sharing the responsibility of caring for books.

Special emphasis should be placed on:

- the care for books;
- the quarterly textbook check day and annual stock count; and
- the replacement of books which are lost.

16. NON-COMPLIANCE

Any educator or public servant who, without just cause and after written notice, fails to comply with this framework, may be charged with misconduct, and disciplinary steps may be initiated against the official as determined in the Public Service Act, 1994 (Act 103 of 1994), or the Employment of Educators' Act, 1998 (Act 7 of 1998) as the case may be.

CAMPS BAY HIGH SCHOOL SPECIFIC PROCEDURES

17. CONTROL (TEXTBOOK MANAGERS):

The Deputy Principal will designate a teacher, together with the Librarian, to manage the textbook inventories, orders and stock in the bookrooms.

The Deputy Principal, teacher-in-charge of textbooks and the librarian will be responsible for:

- the ordering/purchasing and receipt of textbooks for the school – once approved by the Principal;
- the safe-keeping of non-disposed textbooks in the bookrooms;
- the distribution of textbooks to the learners;
- ensuring that each learner has a textbook per subject offered in his/her grade;
- record-keeping of the number and condition of the textbooks issued to the teachers in their departments;
- the retrieval of textbooks from learners at the end of the year;

- ensure that retrieved textbooks are sent to the bookroom for safekeeping in the December school holidays;
- the retrieval of textbooks for the purpose of stocktaking four times per year;
- the keeping of a textbook inventory for the school, which must be kept in the Deputy Principal's office;
- bring the number of textbooks short, and in excess, under the attention of the Principal so that the necessary arrangements for replacement can be made;
- fill in the necessary requisition forms for the textbooks needed in his/her department;

18. RESPONSIBILITY FOR TEXTBOOKS: LEARNERS

- Are responsible for the textbooks issued to him/her during the year.
- Must keep textbooks neat, tidy clean and safe.
- Must return the textbooks issued to them in good condition at the end of the year.
- When leaving the school system, the learner must return all his/her textbooks to the school.

PARENTS

- Are responsible to make sure that their children uphold the textbook policy.
- Textbooks cost a lot of money to replace and parents and learners will be held accountable for the replacement cost of lost, stolen, defaced or badly damaged books.
- Textbooks must be covered in clear plastic.
- Parents will be issued with an account for lost, stolen, defaced or badly damaged books.

TEACHER-IN-CHARGE OF TEXTBOOKS/LIBRARIAN

- The school stamp must be stamped in each textbook *before* issuing the textbooks to the learners.
- Are responsible for the issuing and retrieving of textbooks.
- Must keep a record of which learners have textbooks and which learners do not.

- Must submit the original copy of the list of learners issued with textbooks to their designated Textbook Managers.
- If textbooks are lost or stolen, a report must be written and submitted to the Principal for further investigation and possible action taken against the person/s to whom the textbooks were issued.
- Is responsible for retrieving issued textbooks from learners at the end of the year during the final examination.
- Retrieved textbooks must be stored for safe-keeping in the bookrooms during the December holidays.

19. ORDERING/PURCHASING OF TEXT BOOKS:

The Textbook Managers will be in charge of the textbooks in the bookroom, and will be responsible for the ordering/purchasing of textbooks for the school at the appropriate time of the year.

The Textbook Managers will be responsible for calculating the correct number of textbooks based on the projected figures (projected enrolment and shortfalls) received from the Grade Heads for the next academic year.

Before placing an order for textbooks for the next academic year, the Textbook Managers must:

- ascertain the number of textbooks available (in the classrooms as well as the bookrooms);
- heed against unnecessary orders;
- ascertain whether the required textbooks are still appropriate and available;
- consult regarding the suppliers/stockists recommended by the WCED

Ordering and reception of new textbook stocks will be recorded on a spreadsheet as follows:

- Book Title, Grade and Subject
- Date ordered
- Unit price which refers to the gross price of the textbook, i.e. the price per textbook as stated on the invoice after discount.

- Supplier (WCED or other)
- Date received

Invoices are transmitted to the Bursar after the recording of the above information.

All quotes must be signed by the Principal before ordering stocks from suppliers.

20. INVENTORIES:

The Textbook Managers must keep inventories of receipt and disposal of textbooks.

A separate page of the available form ('Textbook/Stock Register – School') must be completed and kept up to date in respect of every particular textbook issue used by each grade in the school.

The forms for the different textbooks must be kept in a file for safe-keeping and stock taking purposes in the Textbooks Managers' classroom.

21. ISSUING OF TEXTBOOKS:

New, or additional, textbooks are usually issued to learners at the end of the previous academic year, after the November Exams, for enrolled Grade 9 to 12 learners and at the beginning of the new year to Grade 8s and new learners.

The issuing of textbooks must be indicated on the appropriate form by the Textbook Managers.

Textbook Managers are responsible for the retrieval of all textbooks before the end of the school year, as well as when a learner leaves the school during the course of the academic school year. This must be done in consultation with tutor teachers

Textbook Managers must keep record of the retrieval of text books on the appropriate form.

Textbook Managers must at the end of the year do a stocktaking of the textbooks which each class teacher has retrieved from the learners.

Textbook Managers must keep record of the textbooks which are no longer suitable for use. The latter must be taken to the book rooms for safe-keeping until the SGB Disposal Board has written them off.

Careful records must be kept of shortages of textbooks and where necessary, a learner will be held responsible for the replacement of a textbook which was lost or damaged.

22. HANDING OVER OF SUPPLIES WHEN A TEACHER LEAVES THE SCHOOL:

If a teacher should leave during the course of the academic year, or at the end of the year, the Textbook Managers must undertake an audit of the textbooks in the specific class and afterwards re-issue the stock to the new teacher.

If a Textbook Manager should leave the school, a complete audit of textbooks in the bookroom (as recorded in the inventory) must be taken, and the prescribed 'Handing-over Certificate' must be completed and filed.

23. PROCEDURE IN THE CLASSROOMS:

Subject Heads must during Term 3, communicate any expected drastic changes in the number of pupils from one Grade to the next as well as any changes in the prescribed novels and play (Languages and Drama only) or Curriculum to the Textbooks Managers.

Subject teachers must not allow the pupils to store their school issued textbooks in their classroom.

24. PREPARATION AND ISSUE OF TEXTBOOKS:

All new textbooks must be covered with transparent plastic by the parents/learners after issuing, if the textbook is not already covered.

All the textbooks are issued with the Camps Bay High School stamp.

All textbooks are issued with a unique number handwritten in the top right corner of the first page.

All issued textbooks must have their front and back covers solidly attached to the core of the book.

No page must be missing from the textbook.

25. LOST AND DAMAGED TEXTBOOKS:

A learner is responsible for the textbooks issued to him/her at the beginning of the academic year and if he/she loses, or damages, a book to such an extent that it is no longer suitable for use, his/her

parents/guardians must be requested to pay the replacement value of the book. The replacement value of the book is as follows

Grade 8 and 9	R150 per textbook
Grade 10 to 12	R200 per textbook

Money received for the replacement of a textbook must be paid in cash and put in the drop safe by card at the bursar, or by EFT into the school's bank account (a paper or digital copy of the transaction must be presented to the Textbooks managers). In case of cash or card payment, one copy of the receipt is kept by the bursar and the other copy given to the learner or parent and the receipt must be given to the Textbook Managers.

As soon as the learner has submitted payment for the lost or damaged textbook, another one can be issued to him/her.

26. RETRIEVAL OF TEXTBOOKS WHEN A LEARNER LEAVES THE SCHOOL:

When a learner leaves the school during the course of the year, the tutor teacher must ensure that all textbooks issued to him/her, are retrieved and indicated accordingly on the prescribed form.

27. ROLES, FUNCTIONS AND RESPONSIBILITIES

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

The LSTM committee manages LTSM at the school.

The disposal committee approves disposal of all resources at school level.

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

Curriculum advisers are responsible for monitoring the use of textbooks at school level and reporting on their use.

School corporate officers are responsible for monitoring, LTSM stock, store ordering processes, receiving and retrieval systems, corporate governance and administrative guidance on managing LTSM stock.

2021 COMMITTEE MEMBERS

The following persons have been appointed to serve on the **LTSM Committee for 2021**:

- **PRINCIPAL:** Mr Louis Mostert
- **HEAD (Deputy Principal):** Mr Kevin Jenneke
- **TEACHERS-IN-CHARGE OF TEXTBOOKS:** Dr Sophie Kohler/Mr Michael Nye
- **LIBRARIAN:** Mrs Anneke Bright

SIGNED at CAMPS BAY ON THIS _____ DAY OF _____ 2021

Governing Body Chairman

School Principal