



# Sunridge Circle Primary

## LTSM Policy

### INTRODUCTION

The policy will be applicable for all matters pertaining to issuing, control, orders, purchasing, distribution, retrieval, replacement, storage, care and use of **SUNRIDGE CIRCLE PRIMARY SCHOOL** textbooks and will be applicable to the staff, parents, learners and other stakeholders at the school.

Textbooks are issued by the Western Cape Education Department to schools to use during the academic year. It is the responsibility of the school to keep books neat, safe and available for the learners to use during the year. Where possible the school purchases textbooks from school funds. Textbooks purchased by the school stay the property of the school and the WCED. Textbooks are an expensive resource and must be utilized to its fullest to provide optimum support towards the learning process of every learner at the school.

### 1. THE MANAGEMENT OF TEXTBOOKS

The principal is responsible for the management of textbooks in the school to ensure that every learner has a textbook for every subject in every grade. 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.

The LTSM committee must be composed of selected SMT members and may also include grade heads, phase heads or teachers. The committee must report to relevant stakeholders, such as the school governing body (SGB), SMT and the WCED, and should therefore be formally constituted and approved by the SGB. Textbook checks must be done quarterly and update inventory records.

**LTSM COMMITTEE:**

Coordinator: A. Garces

SMT Member: A. Victor

Other Members: L. De Goede, K. Fransisco, C. Kets, L. Vilakazi, G. Nsibande

Mandate: The principal, or member of the LTSM committee designated by him/her, to be in charge of textbook orders and stock in the bookstore will be responsible for:

- Ordering/purchasing and receipt of textbooks for the school;
- Capturing textbooks issued and retrieved on CEMIS;
- Develop the LTSM policy;
- The safe-keeping of non-disposed textbooks in the bookstore;
- The distribution of textbooks to the class teachers/ subject teachers;
- The retrieval of textbooks from class teachers or subject teachers at the end of the year;
- The retrieval of textbooks for the purpose of stocktaking at the end of the year;
- Report on the utilisation of LTSM in terms of the Schools Self Evaluation, the School Improvement Plan and the School Monitoring Plan;
- The keeping of a Textbook Stock register for the school.

Textbook Management tasks include:

- Ensuring a functioning LTSM Committee that reports quarterly to the governing body on textbook processes
- Ensuring that parents are informed of the importance of caring for textbooks issued to their children
- Conduct quarterly textbook inspections and annual stock counts and reconciliation of textbook inventory
- Ordering of textbooks for the following school year in order to address textbook shortages
- Disposal of damaged or worn-out books.

## **2. RESPONSIBILITIES FOR TEXTBOOKS**

### **2.1 LEARNERS**

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

### **2.2 PARENTS**

- Parents are responsible in making sure that their child/ren upholds 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;
- Parents will be issued with an account for lost/stolen/defaced or badly damaged books;

- If a parent does not pay the account, it will be added to the learner's school fees account for the next year.
- Ensure textbooks are returned to school before quarterly check.

### 2.3 GRADE HEADS (Where there is a Grade Head/ LTSM Co coordinator)

- The Grade Head must make sure that each learner has the necessary textbooks for subjects in his or her department;
- Keep record of the number and condition of the textbooks issued to educators in his/her grade;
- Bring the number of textbooks short or in excess under the attention of the LTSM Co-ordinator so that the necessary arrangements for replacement can be made;
- Make sure that the correct textbooks are ordered for his/her grade;

### 2.4 TEACHERS/SUBJECT TEACHERS

- Are responsible for the issuing and retrieving of his/her class/subjects' textbooks;
- Must keep record of which learners have textbooks and which not;
- Must give a copy of the list of learners issued with textbooks to the LTSM coordinator;
- Is responsible to conduct textbook inspections at the end of every term and check for worn out and missing textbooks.
- In the case of missing/damaged books parents must be informed and asked to replace them or pay the replacement value.
- If textbooks are lost/stolen, the teacher/subject teacher must write a report and submit it to the Grade Head for further investigation and possible action taken against the person(s) to whom the textbooks were issued;
- If responsible for retrieving issued textbooks from learners at the end of the year or during/after final examinations, retrieved books must be sent to the Grade Head for safe keeping.

## 3. PROCUREMENT PROCEDURES

- 3.1 The Principal or procurement officer (LTSM member in charge of textbooks) will be responsible for the order of purchase of textbooks for the school at the appropriate time of the year. 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 subject teachers for the next academic year. Textbook selection criteria must be developed by the HOD's, Grade Heads and/or Subject Heads to ensure that the most appropriate textbooks are ordered.
- 3.2 Only CAPS-approved textbooks selected from the DBE catalogues may be purchased using state or school funds. The catalogues are available on the DBE website at [www.education.gov.za](http://www.education.gov.za).
- 3.3 Before placing an order for textbooks, for the next academic year, the procurement officer must:
- ascertain the number of textbooks available;
  - heed against unnecessary orders;
  - ascertain whether the required textbooks are still appropriate and available;

- consult regarding the suppliers/stockist recommended by the WCED.

#### Receipt of LTSM

- The principal must inform the WCED of the names and signatures of the officials at the school, who are authorized to receive and certify invoices for LTSM delivered to the school.
- 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 signatories who have authority, checks, signs the invoice and files a copy of the delivery note.
- No payments may be affected in respect of an invoice unless the invoice is certified by a 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.
- Only authorised signatories may sign and stamp invoices certifying these are correct upon receipt.
- When textbooks are delivered, textbook titles and quantities are entered onto the school's inventory.
- Textbooks must be stamped and given a unique number.
- All LTSM must be kept safely on the school premises while not in use.

#### 4. ONLINE ORDERING

- 4.1 Online ordering is fast becoming a convenient and practical way of submitting textbook orders.
- 4.2 The principal must ensure that the school's information on the Centralised Education Management and Information System (CEMIS) is accurate on the day that the order is submitted online
- 4.3 The school must adhere to ordering deadlines and the principal will be held accountable should the order not be processed in time.

#### 5. STORAGE OF TEXTBOOKS

- 5.1 A clear plan to manage the storage of textbooks should be produced and implemented.
- 5.2 Textbooks should be secured in rooms which have the necessary security and safety features in place.
- 5.3 The asset register, indicating what is inside the book room, must be readily available.
- 5.4 All textbooks in the book room must be used by the learners.
- 5.5 The principal will be held accountable should WCED officials find unused or underused books in a book room which have been incorrectly ordered or not properly issued or not disposed of. Principals will be required to provide reasons in such cases.

#### 6. STOCK REGISTER

- 6.1 The LTSM Coordinator must keep a stock of receipts and disposal of textbooks.

- 6.2 A separate page of the available form (Textbook Stock Register/Inventory) Appendix A must be completed and kept up to date in respect of every particular textbook issue used by each grade in the school.
- 6.3 The Textbook Stock Register/Inventory must be kept in a file for safe keeping and stock taking purposes.
- 6.4 Textbook Stock Register/Inventory must be updated when new stock is purchased.
- 6.5 Teachers must sign for all the textbooks issued and retrieved back at the end of the year.
- 6.6 The number of books issued and returned must also be indicated.

## **7. ANNUAL STOCK ACCOUNT**

- 7.1 Stocktaking must be done annually and reconciled against the textbook inventory.
- 7.2 The annual stock count process must also include the disposal of textbooks in the school as per due dates in annual school planning calendar.

## **8. ANNUAL LTSM AUDIT**

- 8.1 The principal must conduct an annual audit during Term2 in preparation for the ordering of top up textbooks during May and June each year.
- 8.2 The results of stock taking must illustrate the shortfalls for the following year.
- 8.3 Records of lost and worn out LTSM must be kept and presented at a Governing Body Meeting. Permission to disposal of textbooks must be in writing.

## **9. DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY**

- 9.1 All members of the LTSM Committee, the chairperson of the committee and the principal must sign the declaration 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;
  - that each member will not 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 immediately withdraw from participating in any manner whatsoever should this be the case.
  - If there is a conflict of interest, the LTSM Committee member, or any of his or her family members has in the procurement process, they must complete a declaration of personal interest form (Circular 52/2013)

## **10. ISSUE OF TEXTBOOKS**

- 10.1 New or additional textbooks will normally be issued by the Grade Heads/Teachers/Subject teachers at the beginning of the academic year as well as when new learners are enrolled. The issue of textbooks must be indicated on the Issue and Retrieval (Appendix C) form.
- 10.2 The available "Textbook issue form-learners' must be completed by the class teacher in respect of each learner who has been issued a textbook(s). This form is signed by parents.
- 10.3 Parents must be informed of their responsibility to pay for or replace lost or badly damaged textbooks.
- 10.4 Class teachers 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 year.
- 10.5 The class teachers must keep record of the retrieval of textbooks on the above mentioned form.
- 10.6 The class teacher must ensure that the textbooks are stored safely in the classroom until they will be issued at the beginning of the next academic year.
- 10.7 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. 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 boards have written them off.
- 10.8 Careful record 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.

## 11. RETENTION OF TEXTBOOKS

- 11.1 **In the last week of the school term** learners are instructed to bring all their textbooks to school to be checked by class teachers.
- 11.2 A learner is responsible for the textbooks issued to him at the beginning of the academic year and if he/she loses or damages a textbook 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 can be determined as follows:

A	New book	100% of the latest price of textbook.
B	Very good used book	75% of the latest price of textbook.
C	Used book	50% of the latest price of textbook.
D	Poor condition	25% of the latest price of textbook.

- 11.3 Parents are sent an account for a missing book and are reminded regularly if payment is not forthcoming.
- 11.4 Money received for the replacement of a textbook must be handed to the financial officer. The financial officer must issue a receipt. The money will be paid into the school's bank account. The receipt must be forwarded to the parent who paid for the replacement, as well as to the LTSM coordinator for record-keeping.

- 11.5 The school purchases new copies of missing book(s) from the supplier and issues the new book(s) to the learner as soon as the learner has submitted payment for the lost or damaged textbook.

## 12. HANDING-OVER OF SUPPLIES WHEN A TEACHER LEAVES A SCHOOL

- 12.1 When a teacher should leave during the course of the course of the academic year or at the end of the year, the person in charge of textbooks in the bookstore must undertake a stock-taking of the textbooks in the specific class and afterwards re-issue the stock to the new teacher.
- 12.2 If the person in charge of textbooks should leave the school, a complete stock-take of textbooks in the bookstore (as recorded in the stock register) must be taken.

## 13. PROCEDURE IN THE CLASSROOM

- 13.1 The class teacher must, during early November, after consultation with the Grade Head, calculate the number of textbooks which need to be ordered to compliment the supply of textbooks for each subject already available in the classroom. When calculating the number of textbooks required, the class teacher must also consider the number of textbooks which need to be replaced.
- 13.2 The class teacher must, after consultation with the Grade Head, place a written order for the number of textbooks in each subject required by his/her class for the next academic year.
- 13.3 At the beginning of the academic year the class teacher will be responsible for recording the number of textbooks for each subject issued to his/her class on the prescribed "Issue and Retrieval form-teacher" Appendix B.
- 13.4 Each new learner during the course of the year must get a "Textbook issue form-learners"
- 13.6 The condition of the textbooks must be indicated on the 'Textbook issue form-learners'.

## 14. RETRIEVAL OF TEXTBOOKS

- 14.1 At the end of the school year, at a date set out in the school planning calendar each year, textbooks issued to learners are returned. The textbook must be handed to the teacher. The teacher must check the book against the learner's name of Textbook issue form.
- 14.2 When a learner leaves the school during the course of the year or at the end of the year, the class teacher must ensure that all textbooks issued to him/her are retrieved and indicated accordingly on the prescribed form.
- 14.3 A learner who does not return a particular subject textbook at the end of a year will not be issued with a new text book for that subject in the next grade the following year until they have returned or replaced the missing text book.
- 14.4 If the loss of the textbook was beyond the control of the learner, the principal must record the reason for the loss and the missing book must be replaced, using the norms and standards allocations.
- 14.5 Where books are managed by class teachers such as in the Foundation Phase, books should be counted and checked and returned to the LTSM coordinator/shelved.
- 14.6 Books retrieved must be captured on CEMIS, printed, signed, stamped and filed.

14.7 LTSM committee must collect and store the books accordingly.

## 15. DISPOSAL OF TEXTBOOKS AND SURPLUS WORKBOOKS

- 15.1 The school must have the disposal policy approved by the SGB.
- 15.2 The school may dispose of out-dated, worn out and damaged textbooks.
- 15.3 The disposal of any outdated or surplus textbooks or workbooks is subject to approval of the school's LTSM committee, disposal committee, SGB, and the IMG manager/circuit manager. However the school must first ascertain if the district office or the DBE have any plans for collections or disposal of surplus books.
- 15.4 The details and records of the disposal transactions must be kept for audit purposes.
- 15.5 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. Every attempt should be made to re-distribute surplus workbooks to schools that have shortages.
- 15.6 The school may request permission to recycle textbooks in order to generate income for the school. At no stage may the school dispose of books by burning or dumping or utilising the services of companies who dispose of books in this manner. The SGB is entrusted with the responsibility of avoiding companies who may bring the school or the WCED into disrepute in the disposal of textbooks.
- 15.7 Disposal records may be requested by school corporate officers, IMG managers or designated WCED officials.
- 15.8 The disposal committee of the school must enter all these books in the disposal register, using as reference the minutes of the governing body meeting where permission was granted.

## 16. RECORD KEEPING

- 16.1 A record must be kept of books that are lost, paid for and replaced.
- 16.2 At the end of the year, the LTSM committee report to the principal on the number of books issued and the number returned for each title. The overall percentage of books retrieved is calculated.
- 16.3 The report must include recommendations on how to improve the LTSM Policy and textbooks issued and retrieved.
- 16.4 The principal must present the report to the SGB the following year.

## 17. TEXTBOOK REPORT

- 17.1 A record must be kept of textbooks received, lost and replaced.
- 17.2 At the end of the year each class teacher must submit to the LTSM committee a detailed list of textbook titles issued and returned.
- 17.3 The LTSM committee must submit a summary report to the principal and the SGB on the number of textbooks issued and the number returned for each grade and subject.
- 17.4 The percentage of textbooks returned by learners must be calculated (retrieval rate).
- 17.5 The report must conclude with recommendations to improve on the percentage of textbooks returned in the following year.

- 17.6 This percentage (retrieval rate) calculated by the school, must be captured on the fifth Quarter School Improvement Monitoring (SIM) instrument.
- 17.7 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.

**18. QUARTERLY SCHOOL IMPROVEMENT MONITORING(SIM)**

- 18.1 The school principal will be required to report on textbooks and LTSM on a quarterly basis on the SIM.
- 18.2 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.
- 18.3 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.

**19. ROLES, FUNCTIONS AND RESPONSIBILITIES**

- 19.1 The principal is the accountable officer for the management of all LTSM resources at school level.
- 19.2 The LTSM committee manages LTSM at the school.
- 19.3 The disposal committee approves disposal of all resources at school level.
- 19.4 The disposal committee must table all disposal requests with the SGB for approval.
- 19.5 Curriculum advisers are responsible for monitoring the use of textbooks at school level and reporting on their use.
- 19.6 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.
- 19.7 The IMG manager/circuit manager approves any disposal of textbooks, guide the SGB on LTSM and its disposal policy, monitors the schools' management of LTSM, and holds principals accountable for school retrieval rates.
- 19.8 The LTSM policy must be approved and adopted by the SGB.

All other books and LTSM resource materials, e.g. kits, issued by the WCED are checked periodically to ensure that they are effectively used and safely stored. The use of other LTSM will also be checked by WCED officials during the course of routine visits.

**POLICY APPROVAL**

DESIGNATION		DATE
PRINCIPAL	<i>[Signature]</i>	2026.03.24
SGB CHAIR		2026.03.04
REVUE DATE	2029.03.04	





Appendix C

# SUNRIDGE CIRCLE PRIMARY SCHOOL

School no: 021 001 0082

C/o Circle and Gie Road  
Table View  
7441

15 January 2015

Dear Parents

Your child will be receiving a class reader from their class teacher. These are new books which have been covered neatly.

These books are expensive to replace, therefore we ask that the readers are well taken care of by your child. Each child will bring home the readers in a plastic sleeve in order to preserve their excellent condition. If these books are lost or damaged by your child, you will be asked to pay for the replacement of this book. Each book cost R80.

Please complete and return the reply slip as soon as possible.

**PARENT and LEARNER Task**

In order to improve your child's vocabulary and reading we ask that you spend at least 10 minutes each night listening to them read these books. Please also feel free to ask them questions based on what they have read, as this will enhance their comprehension skills.

Many thanks

Foundation Phase Educators



**(Please Complete and Return to the Class Teacher)**

I, ..... parent / guardian of .....  
In Grade .....agree to pay for any reader that is damaged or lost by my child.

\_\_\_\_\_  
Parent / Guardian name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix D

## SUNRIDGE CIRCLE PRIMARY SCHOOL

School no: 021 001 0082

C/o Circle and Gie Road  
Table View  
7441

15 January 2015

Dear Parents,

**TEXTBOOKS / READERS BOOK CARE AND REPLACEMENT**

The Department of Education is very busy on a campaign to supply textbooks to all pupils within the schooling system. This is a very expensive exercise as a textbook can range in price from R80 – R200.

Our teachers and administration staff have been very busy over the past months putting the books through the accessioning process, stamping the books and covering them in order to ensure that our resources are registered and we know who has the books.

Your child will be receiving textbooks and readers from their class teachers. They will be in a good condition as most are new.

Due to the replacement values of these books, we ask that they are well taken care of by your child. A few tips of taking care of the books are:

1. Pack the books into separate sections of the suitcase so that the pages or cover are not bent.
2. Store the packed lunches in a plastic bag so that juice / water does not leak over the books.
3. Take extra care when handling the books during homework – do not bend the cover back / lick fingers to turn pages / fold pages when turning them.

The following will need to happen if your child loses / damages their books in any other way:

- a. you will be asked to pay for the replacement of the book concerned;
- b. the replacement cost will range from R80 to R200 depending on the title and current cost of the book; and
- c. the replacement value will have to be sent to the school before the end of the year, in order to facilitate the purchase of top-up books.

Please complete the attached form and return to the class teacher for safe keeping. Class checks to ensure that the books are being looked after will happen twice a year (June and December).

Thank you for your attention to the above, we as the staff appreciate it and trust that all the necessary care will be taken to look after the school's property.

Kind regards

**L. Lowe**

<b>Learner's Name &amp; Surname:</b>	
<b>Grade:</b>	
<b>Date:</b>	

<b>Date Received :</b>	<b>Accession No:</b>	<b>Name of Book/s:</b>	<b>Condition Received In I.e. Excellent / Good / Fair / Damaged:</b>	<b>June</b>	<b>December</b>	<b>Date Returned:</b>

Acknowledgment of Textbook Received

I, .....  
 parent / guardian of .....  
 acknowledge receipt of my child's textbook and agree to pay for any reader / textbook that is damaged  
 or lost by my child.

Parent/Guardian's Name & Surname:

\_\_\_\_\_

Contact Details:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_