

Milnerton High School



LTSM POLICY

19 APRIL 2021

PURPOSE OF THE POLICY

The policy ensures that every learner has the relevant textbooks to support the teaching and learning process. It also ensures sound control measures in the procurement, issuing, retrieval and disposal of textbooks.

The policy describes all processes and protocols that are required by the Western Cape Education Department. It also clarifies the responsibilities of educators, parents and learners with regards to the textbooks.

LTSM COMMITTEE

LTSM Co-ordinator - Administration	Johan Etienne Beyers
Deputy Principal - Head of Academics	Trudy-Anne Pentz
Deputy Principal - Head of Finances	Iqbal Cassim

Roles, functions and responsibilities of the LTSM Committee

- The school's LTSM policy must be signed by LTSM co-ordinator, the deputy principals, the principal and the SGB chairperson.
- This policy must be published on the School website.
- The School Year Planner must include all audit and stocktaking dates.
- LTSM minutes of meetings must be forwarded to the principal and is required to be placed on the agenda at SGB meetings.
- LTSM Report on the number of textbooks issued, retrieved, lost and paid, shortages must be forwarded to the principal and the SGB after end-of-year stocktake as well as quarterly textbook checks.
- Members of the LTSM committee must sign a declaration of confidentiality before procuring LTSM.
- A List of officials authorized to receive goods on behalf of the school must also sign a declaration of confidentiality.
- A declaration of confidentiality must be signed and stamped by the officials mentioned above.

Procurement of LTSM

1. Establishing shortages and/or of any LTSM after staff consultation and based on needs analysis.
2. Obtain quotations for titles per subject department.
3. Obtain THREE quotations for orders over and above R30 000.00.
4. Confirm delivered LTSM against the invoice(s) of service provider(s).
5. Sign,allocate and forward invoices to bursar's office.
6. Barcode each item on the inside cover or title page with *Edupac Enterprises' Media Titles and Media Barcodes*.
7. The new stock will reflect in *Edupac Enterprises Report on Media Analysis per Status per Title* once textbooks have been allocated barcodes.
8. The above process is verified and validated by SGB. It becomes a budget item for the next financial year

TEXTBOOK RETRIEVAL

TEXTBOOKS NOT RETURNED ON THE DUE DAY.

Penalties for learners are in place in the event where textbooks are not returned on the day of the examination.

Learners who fail to return textbooks and /or Language readers on the morning of their pending examination, will write their exams during the afternoon session of that day.

A CONTROL SHEET of defaulters will be compiled by the LTSM co-ordinator who will upload a DEFAULTERS' LIST for the perusal of the Head of Academics. Learners will then be notified to report to the defaulters' exam venues.

Staff/ educators in charge of defaulters' session must remove the exam papers for the defaulters from packs of scripts. Names of defaulters should be filled in on the cover sheets of exam scripts for all the venues.

Defaulters will report to the defaulters' exam venue where they will study until they start the exam approximately TWO hours later than the official starting time.

The day's defaulters will be automatically carried over to the next exam day, unless they

- Return the Textbooks and/or Language readers OR
- Present a valid receipt from the school's Cash office for the replacement fee R250,00

Textbook Retrieval of **Grade 12 learners** will commence at the start of the first day of a year's NSC examinations. Textbooks and/or Language readers pertaining to a specific day's examination must be handed in at Room 45 ONE HOUR prior to the start of said NSC examination (at 8:00 and /or 13:00 on examination days). As the time frame is limited for grade 12 learners before the commencement of their examinations, they will only hand in the textbooks and will be informed daily of outstanding books via social media and the D6 Communicator.

Textbook Retrieval of **Grade 8 – 11 learners** will commence at the start of the first day of the year's November examinations. Handing in of textbooks will take place during the first session (of approximately 45 minutes) of each weekday during the November examination period.

Procedure

There will be an allocated Administrative period at the start of every examination day to facilitate the following:

- Learners must clear their textbooks and /or language readers of any loose notes, papers, attached post-its or labels.
- Learners should fix any exterior damage to the book cover before handing it in to the invigilator on duty. This may include the removal of a damaged plastic covering.
- The Invigilator (educator) on duty in an exam venue (inclusive of the hall, extra-timers, scribed, time-out or afternoon venues) will check every book's barcode against THE ONLINE SUBJECT LISTS ON MS TEAMS for the subject examination written on that day
- Textbooks without barcodes front or back covers, or badly damaged books will be clearly labelled with the learner's name and surname. THESE BOOKS WILL NOT BE MARKED OFF ON THE ONLINE REGISTERS and will be handed in appropriately labelled as a separate stack of books.
- The responsibility of the Invigilator will conclude by sending the collected textbooks to Room 45 for scanning and stock taking purposes.

The above process must be monitored and scrutinised by the Academic Department during each examination day.

TEXTBOOK ISSUING

Learners who have not returned ALL textbooks by the last day of the examinations will not receive any books until such time that books are returned or a replacement fee of R250,00 per book has been paid.

The learner/parent should be notified whether the request for issuing books were successful.

The school must be able to provide evidence that the parent has signed for or acknowledged receipt of the textbooks. This will be done when parents/learners fetch the issued books.

The learner (Gr 10 -12) or parent (Gr 8 - 9) must complete and sign ONE COPY of the receipt. The second copy is retained by the parent as proof of the transaction. See ANNEXURE A

The completed, signed and stamped receipt will be filed by the LTSM co-ordinator.

PARENT AND LEARNER RESPONSIBILITY

The learner must write their name and class in each textbook issued to them. The learner must cover all their textbooks with plastic.

LOST / DAMAGED BOOKS

- As the school does not charge a levy for textbooks, lost or severely damaged textbooks are replaced or paid for by parents.
A standard replacement fee of R250.00 is paid at the cash office.
- The receipt needs to be handed in with the LTSM co-ordinator in order for the issuing process to be completed.
- Textbooks are also not issued to learners who have textbooks outstanding from the previous year.
- Learners /parents will have ONLINE access to PDF document per grade of **Media Titles per Learner** published ONE day after the last examination has been written. Refer to ANNEXURE A.

NB: Academic results are not withheld if learners don't return textbooks.

LTSM STOCK TAKING/ INVENTORY CHECKS

Must be administered annually.

Textbook checks must be administered each term as follows:

TERM 1 – General issuing of textbooks for the new academic year

Textbook check during Register periods using media per learner lists – to be signed by Register teacher on the final page.

TERM 2 – Textbook check during Register periods using media per learner lists – to be signed by Register teacher on the final page.

TERM 3 – Textbook check during Register periods using media per learner lists – to be signed by Register teacher on the final page.

TERM 4 – Retrieval of textbooks by the end of the November examinations

LTSM AUDIT/ STOCK TAKING PROTOCOLS

The LTSM co-ordinator keeps ONLINE records of textbooks issued to learners.

SAMPLES of the lists of textbooks issued and retrieved must be signed, dated and stamped with the school stamp by the subject teacher and the LTSM co-ordinator and stored in the school safe for a minimum of three years.

During their visits to each school in the circuit, School Finance and Records Officers are required to check ONLINE learner textbook records.

A copy of the schools textbook issuing and retrieval records are printed out, signed and filed with the CEMIS report.

CEMIS

The school must complete and sign off a basic report on CEMIS to indicate how many textbooks were issued to learners and how many were retrieved per subject per grade.

These records captured on CEMIS must be accurate and can be supported by the ONLINE lists, which will be used as evidence in the case of an audit.

Information captured on CEMIS must be supported with records kept by the school (information used to capture retrieval data on CEMIS) and must be available for verification purposes.

LIST OF SHORTAGES

Indicates textbook titles the school has a shortage of as well as the and names of learners who have not been issued with said books.

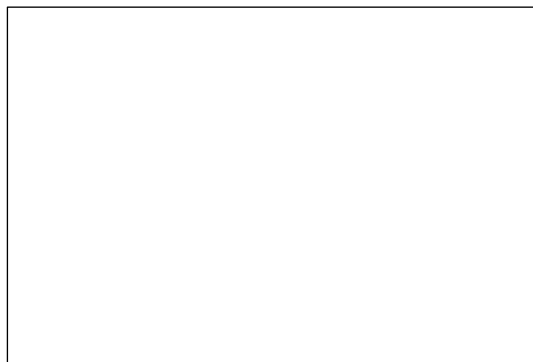
DISPOSAL OF TEXTBOOKS

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 the responsibility of the school's LTSM committee.
3. Full details and records of the disposal transactions must be kept for audit purposes.
4. If 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 utilising the services of companies which dispose of books in this manner.

The undersigned officials hereby acknowledge the authenticity and validity of the LTSM policy dated 19 APRIL 2021.

Position	Name and Surname	Signature	Date
LTSM Co-ordinator - Administration	Johan Etienne Beyers		19 / 04/ 21
Deputy Principal - Head of Academics	Trudy-Anne Pentz		19 / 04/ 21
Deputy Principal - Head of Finances	Iqbal Cassim		19 / 04/ 21
Principal	Paul Robert Besener		19 / 04/ 21
SGB Chairperson	Karen Grobler		19 / 04/ 21

School Stamp



**MILNERTON HS.**

Media Titles per Learner

Media Retrieval and Issuing : 2020-09-19Learner : ABRAHAM TYLER -- 18ABRA1

Media List : Out

--10 AFRIKAANS (131201071709) /
 --10 BUSINESS STUDIES (131201065226) /
 --10 CONSUMER STUDIES (150126145944) /
 --10 ENGLISH FOR SUCCESS (1805UP9HKDLF) /
 --10 LIFE ORIENTATION (131201073437) /
 --10 LIFE SCIENCES (17021HL7G2E9) /
 --10 MATHEMATICAL LITERACY (1911JUJGDEYD) /
 --10 POETRY ANTHOLOGY (1711B17Q1W59) /
 --Die kind (1710ZBMXPQ7U) /
 --THE MARK (1812CVNFO92A) /
 --TWELFTH NIGHT (141111151839) /

I, _____, Parent of TYLER WILLIAM ABRAHAM, hereby acknowledges receipt of the textbooks and language readers issued by MILNERTON HS. to my child on Saturday, September 19, 2020.

I understand that a recovery fee of R 250.00 per item is payable in case of:

- Loss of textbook(s) and language reader(s) with a barcode as indicated (in brackets following the subject title).
- Book(s) returned with an incorrect barcode (a barcode not matching the above).
- Books missing a front and/or back cover and/or a barcode.
- Badly damaged books.

I accept the responsibility to report as well as to reimburse MILNERTON HS. for any occurrence as stipulated above.

Print: Initials and Surname _____

Signature: _____

Signed at _____ on _____ 20__.