

Milnerton High School



LTSM POLICY

5 MARCH 2023

PURPOSE OF THE POLICY

MANAGEMENT

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 Coordinator - 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 coordinator, the deputy principals, the principal and the SGB chairperson. (See page 10).
- This policy must be published on the school website.
- The School Year Planner must include all audit and stocktaking dates.
- 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 stock-take as well as quarterly textbook checks.
- A List of officials authorized to receive goods on behalf of the school must also sign a declaration of confidentiality. (See ANNEXURE 1, page 6)
- Members of the LTSM committee must sign a declaration of confidentiality before procuring LTSM. (See ANNEXURE 2, page 7)

TEXTBOOK MANAGEMENT PLAN

Selection of books and other learning material

During selection, the LTSM committee is compelled to select textbooks from the national catalogues provided by the DBE for each phase and / or subject.

Procurement of LTSM

- Establishing shortages and/or of any LTSM after staff consultation and based on needs analysis.
- Obtain quotations for titles per subject department.
- Obtain THREE quotations for orders over and above R30 000.00. These quotations must in each case include signed copies of Annexure A2 and A3. (See pages 8 – 9).

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 authorized to receive and certify invoices for LTSM delivered to the school. See ANNEXURE 1 (page 7).
- 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 processed by the bursars' office 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.
- When textbooks are delivered to the school, textbook titles and quantities are entered onto *EDUPAC ENTERPRISES School Management Information Software* to create barcodes as well as an entry on the school's inventory. Barcode each item on the inside cover or title page with *EDUPAC's Media Titles and Media Barcodes*.
- The new stock will reflect in *EDUPAC's Report on Media Analysis per Status per Title* once textbooks have been allocated barcodes
- All LTSM must be kept safely on the school premises whilst not in use.

Issuing of LTSM

- Textbooks are issued to individual learners per subject and for every grade. When issuing textbooks schools are required to:
- Have every learner and/or parent sign a receipt for the textbooks issued.
- The receipt contains a clause stipulating the responsibility of the parent to pay for or replace lost or badly damaged textbooks.
- Evidence of the abovementioned actions must be kept on record for reporting and auditing purposes by the school for a period of three years.
- Capture textbooks issued on the provincial online system (CEMIS) by mid-March every year.

Quarterly Textbook inspections

The school must conduct quarterly textbook inspections during terms 1 and 3 to check for missing and worn-out textbooks. In the case of missing textbooks, parents must be informed and asked to replace them or pay their replacement value.

Annual LTSM audit

- An annual audit of all LTSM must be conducted during term 2 by the LTSM coordinator in preparation for the ordering of top-up textbooks during May and June each year.
- The results of stock-taking must illustrate the shortfalls for the following year.

- The DISPOSAL COMMITTEE will keep records of lost, worn out or obsolete LTSM
- These records will be presented at the Governing Body meeting, where permission must be obtained for the writing off of listed LTSM.
- The DISPOSAL COMMITTEE must retain all signed disposal forms.

Retrieval of LTSM

- All textbooks retrieved is captured on the provincial online system (CEMIS).
- The principal and circuit manager must sign off on the textbook retrieval information captured on CEMIS at the end of each year.
- Internal verification of non-retrieved textbooks will be printed from *EDUPAC ENTERPRISES online service*.
- The LTSM committee is responsible to collect textbooks from all learners for storage in the bookroom.
- 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.

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 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.

Record keeping

- A record of books that are lost, paid for will be kept by the LTSM coordinator.
- At the end of the year, the LTSM committee reports to the principal on the number of books issued and the number returned for each title.

- The overall percentage of books retrieved is calculated. The above-mentioned information is also captured on CEMIS by mid-December every year.

Declaration of confidentiality and impartiality

- All members of the LTSM committee, the chairperson of the committee and the school principal must sign the Declaration of Confidentiality and Impartiality, to ensure
 - i. that there is confidentiality about the details of all orders and requisitions.
 - ii. that all providers and potential providers are treated equitably and without prejudice; and
 - iii. 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.
 - iv. 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).

Responsibility of parents

The school principal and governing body 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 importance of taking care of the books issued to them
- the handing in of textbooks when quarterly textbook checks or annual stock- count are conducted; and
- the replacement of books which are lost.

Implementation and monitoring of this policy

Printed or online examples are available for perusal as proof of implementation of the above-mentioned aspects.

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.

ANNEXURE 1



MILNERTON HIGH SCHOOL

Telephone: 551 2217
Fax: 551 3248
E-mail: headmaster@milnertonhigh.co.za
Headmaster: P.R. Besener BA(Hons) M.Ed.D.S.E.

Pienaar Road
Milnerton
Cape Town
7441

SPECIMEN SIGNATURES OF OFFICIALS AUTHORIZED TO RECEIVE GOODS (LTSM PURCHASES) ON BEHALF OF MILNERTON HIGH SCHOOL

DETAILS OF OFFICIALS AUTHORIZED TO RECEIVE LTSM DELIVERED AT THE SCHOOL

Surname & Name/s:
Designation:
Persal Number:
Signature:
Surname & Name/s:
Designation:
Persal Number:
Signature:

The information is certified as correct

Payments must only be made for invoices CERTIFIED by the principal or one of the above authorized officials.

NAME & SURNAME OF PRINCIPAL Persal no.

.....
SIGNATURE OF PRINCIPAL DATE



ANNEXURE 2



MILNERTON HIGH SCHOOL

Telephone: 551 2217 Pienaar Road
Fax: 551 3248 Milnerton
E-mail: headmaster@milnertonhigh.co.za Cape Town 7441
Headmaster: P.R. Besener BA(Hons) M.Ed.D.S.E.

DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY

- 1. I, the undersigned, hereby declare in respect of requisition no:..... that
1.1 all information, documentation and decisions regarding any matter before the sub-committee are confidential and I undertake not to make known anything in this regard;
1.2 I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody; and
1.3 I will make known details of any private or business interest which I, 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 I will immediately withdraw from participating in any manner whatsoever should this be the case.
2. In order to give effect to the above, the following questionnaire must be completed and submitted by the committee member in respect of this quotation.

2.1 Are you, or any person involved with the evaluation and/or adjudication of this quotation connected with the bidder by virtue of any relationship (family, friend, other)? YES / NO

2.2 If so, state particulars:
.....
.....

2.3 Are you aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and/or adjudication of this quotation? YES / NO

2.4 If so, state particulars:
.....
.....

2.5 Is it necessary for you or any person involved with the evaluation and/or adjudication of this quotation, to withdraw from participating in any manner whatsoever in the process relating to this quotation? YES / NO

DECLARATION

I, THE UNDERSIGNED (NAME), CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.5 ABOVE IS CORRECT. I ACCEPT THAT THE HEAD OF EDUCATION MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Committee Member/Staff Member

.....
Date

.....
Governing Body Chairperson

.....
Date

ANNEXURE A2

THIS FORM MUST BE ATTACHED TO EACH QUOTATION ISSUED

I/We declare that no person in the employment of the Western Cape Education Department or another provincial or national department is a director and/or shareholder of

.....
(Name of firm providing the attached quotation)

Full name(s)	Position(s) held in firm submitting quotation	Signature(s)

FIRM'S ADDRESS:

.....

..... DATE:

ANNEXURE A3

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying quotation,

(Quotation number and description),

in response to the invitation for the bid made by.....*(Name of school)*

do hereby make the following statements that I certify to be true and complete in every respect: I certify the following, on behalf of.....*(Name of bidder)*

1. I have read and understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorised by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of the bid and to sign the bid on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who—
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
6. provides the same goods and services as the bidder and/or is in the same line of business as the bidder. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding—
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been and will not be disclosed by the bidder, directly or indirectly, to any competitor prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act 89 of 1998) and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) or any other applicable legislation.

.....
Position

.....
Name of Bidder

.....
Signature

.....
Date

The undersigned officials hereby acknowledge the authenticity and validity of the LTSM policy dated 5 MARCH 2023.

Position	Name and Surname	Signature	Date
LTSM Co-ordinator - Administration	Johan Etienne Beyers		5 MARCH 2023
Deputy Principal - Head of Academics	Trudy-Anne Pentz		5 MARCH 2023
Deputy Principal - Head of Finances	Iqbal Cassim		5 MARCH 2023
Principal	Paul Robert Besener		5 MARCH 2023
SGB Chairperson	Karen Grobler		5 MARCH 2023

School Stamp

