



GOLDEN GROVE PRIMARY & PRE-PRIMARY SCHOOL

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Policy on Learning Support and Teaching Material

Date Reviewed: DECEMBER 2020

Date Updated: DECEMBER 2020

Date Approved: 01 MARCH 2021

GOLDEN GROVE TEXTBOOK POLICY

This policy will be applicable for all matters pertaining to issuing, control, orders, purchasing, distribution, retrieval, replacement, storage, care and use of Golden Grove Primary School text books and will be applicable to the staff, parents, learners and other stakeholders at the school.

According to the Regulations based on SASA 1997:

Chapter 20: Section 1 Subsection (d) Guidelines for the consideration of SGB in adopting the Code of Conduct for learners; the following:

RIGHTS AND RESPONSIBILITIES OF LEARNERS

Section 6.1 the ultimate responsibility of learner behaviour rests with their parent(s) or guardian(s) and they will be held accountable

RIGHTS AND RESPONSIBILITIES OF PARENTS

(a) Support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part.

Text books 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 this school.

1. CONTROL

The Principal, together with the Deputy and Departmental Head /Senior Teacher designated to be in charge of text book orders and stock in the bookstore, will be responsible for:

- the ordering / purchasing and receipt of text books for the school;
- the safe-keeping of non-disposed text books in the bookstore;
- the distribution of text books to the class teachers / teachers of learning areas;
- the retrieval of text books from class teachers or learning area teachers at the end of the year;
- the retrieval of text books for the purpose of stocktaking at the end of the year;
- the keeping of a Text Book Stock/Accession register for the school.

2. RESPONSIBILITY FOR TEXTBOOKS:

2.1 LEARNERS

- Are responsible for the text books issued to him/her during the year
- Must cover the textbooks issued to them in clear plastic
- Must keep textbooks neat, tidy clean and safe
- Must bring their textbooks to school every day for tuition
- Must return the textbooks issued to them in good condition at the end of the year
- When a learner is transferred out of Golden Grove Primary School, a text book return system is followed to validate the issuing of a Transfer / Cemis Form.

2.2 PARENTS

- Parents are responsible to make 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 a letter for of 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.

2.3 DEPARTMENTAL HEAD (DH)

- The DH will be responsible for issuing grade leaders and form educators with the necessary textbooks for them and their learners as textbooks are required
- The DH together with the teacher must make sure that each learner has the necessary textbook for subjects in his/her department
- Keep record of the number and condition of the textbooks issued by the educators in the school
- Order the number of textbooks short or store those in excess
- Fill in the necessary requisition forms for the textbooks needed in the school
- Make sure that the correct textbooks are ordered
- Make sure that retrieved textbooks are stored by the class teacher for safekeeping

2.4 GRADE HEAD

- are responsible for the issuing and retrieving of his/her grade/subjects textbooks
- must ensure the class teachers keep record of which learners have textbooks and which not.
- Must give a copy of the list of learners issued with text books to the Departmental Head
- If textbooks are lost or stolen, the class educator must report the matter and submit it to the Departmental Head for further investigation and possible action taken against the person/s to whom the textbooks were issued
- Is responsible for ensuring the retrieving of issued textbooks is completed by the educators at the end of the year during/ after the final examination
- Retrieved textbooks must be kept in the classroom until the next year.

3. ORDERS / PURCHASING OF TEXT BOOKS:

- 3.1 Parents will be responsible for purchasing the textbooks as needed by the learners.
- 3.2 Departmental Heads in charge of text books in the school will be responsible for the supplementary order or purchase of text books for the school at the appropriate time of the year.
- 3.3 He/she will be responsible for calculating the correct number of text books based on the projected figures (projected enrolment and shortfalls) received from the class or learning area teachers for the next academic year.
- 3.4 Before placing an order for text books for the next academic year, the person responsible for textbooks must:
 - ascertain the number of text books available (in the classes as well as the stock available in the bookstore);
 - heed against unnecessary orders;
 - ascertain whether the required text books are still appropriate and available;
 - consult regarding the suppliers / stockists recommended by the WCED.

4. STOCK REGISTER:

- 4.1 The person responsible for text book orders in each phase must keep stock of receipts and disposal of text books.

- 4.2 A separate page of the available form ("Text Book |Stock Register – School") must be completed and kept up to date in respect of every particular text book issued used by each grade in the school.
- 4.3 The forms for the different text books must be kept in a file for safe-keeping and stocktaking purposes.
- 4.4 The Unit Price refers to the gross price of the text book, i.e. the price per book as stated on the invoice after discount, and must be used as the replacement value when textbooks are lost/stolen/damaged

5. ISSUE OF TEXT BOOKS:

- 5.1 New or additional text books will normally be issued to class teachers at the beginning of the academic year as well as when new learners are enrolled. The issue of text books must be indicated on the appropriate form by the person responsible for text book orders.
- 5.2 The available form "Text Book Stock Register – Class" must be completed by the class teacher in respect of each learner who has been issued a text book.
- 5.3 Class teachers are responsible for the retrieval of all text books before the end of the school year as well as when a learner leaves the school during the course of the academic school year.
- 5.4 The class teachers must keep record of the retrieval of text books on the above-mentioned form.
- 5.5 The class teacher must ensure that the text books are stored safely in the classroom until they will be issued at the beginning of the next academic year.
- 5.6 The person responsible for text books in the phase must at the end of the year do a physical stock-taking of the text books which each class teacher has retrieved from the learners. He/she must also keep record of the text books which are no longer suitable for use. The latter must be taken to the grade storeroom for safe-keeping until the Disposal Board has written them off.
- 5.7 Careful record must be kept of shortages of text books and where necessary, a learner and parent will be held responsible for the replacement of a text book which was lost, stolen or damaged.

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

- 6.1 When a teacher should leave during the course of the academic year or at the end of the year, the person in charge of text books in the phase must undertake a stock-taking of the text books in the specific class and thereafter re-issue the stock to the new teacher.
- 6.2 If the person in charge of the text books in the bookstore should leave the school, a complete stocktaking of text books in the bookstore (as recorded in the stock register) must be taken and the prescribed "Handing-over Certificate" must be completed and filed.

7. PROCEDURE IN THE CLASSROOM:

- 7.1 The class teacher must during early March, after consultation with the Grade Head, calculate the number of text books which need to be ordered to compliment the supply of text books (WCED top-up) for each learning area already available in the classroom.



When calculating the number of text books required, the class teacher must also consider the number of text books which need to be replaced.

- 7.2 The class teacher must after consultation with the Grade Head, place a written order for the number of text books in each learning area required by his/her class for the next academic year.
- 7.3 At the beginning of the academic year the class teacher will be responsible for recording the number of text books for each learning area issued to his/her class on the prescribed "Text Book Stock Register – Class".

A form must be completed in respect of each text book issued by the class teacher. The following information must be completed:

- Grade
- Class Teacher
- Title of the text books
- Textbook Number

The names of all the learners must be filled in on the form and the columns completed when appropriate. It is important for the forms to be filed for safe-keeping and stock-taking purposes, when required.

A copy must be filed in the Educators' Portfolio as well as in the LTSM file.

- 7.4 The class teacher will be responsible for preparing the textbooks (e.g. pasting and completion of the "Issue Certificate" for each text book.
- 7.5 The prescribed "Text Book Stock Register – Class" must also be kept up to date in respect of a new learner as well as those who leave the school during the course of the academic year.
- 7.6 Preparation and issue of text books:
- 7.6.1 All new text books must be covered with transparent plastic.
- 7.6.2 The Issue Certificate must be pasted on the reverse side of the title page.
- 7.6.3 The school stamp must be provided above or below the Issue Certificate.
- 7.6.4 The class teacher must supervise the completion of the Issue Certificate which is either stamped in the book or pasted into the book. The following information must be filled in:
- Name of the learner
 - Year of issue
 - The symbol indicating the condition of the text book
- A - New book
- B - Very good used book
- C - Used book in reasonable condition
- D - Book in poor condition and will probably be written off and replaced at the end of the year



The symbol must not be determined by the age of the text book, but in accordance with its actual condition. It is therefore possible that the symbols B, C and D could be used more than once as it is possible that the text book shows little or no "wear and tear" during a particular year.

NB. The symbol indicated on the "Issue Certificate" must also be reflected in the appropriate column next to a learner's name on the form "Text Book Stock Register – Class".

- 7.7 A quarterly check by the class teacher to be completed to ensure that each learner has his/her textbooks and this must be recorded on a quarterly Textbook Issued Class list. If the learner has lost the book, he/she will need to be issued with a Textbook Replacement Letter.
- 7.8 The class teacher will send a Textbook Issued letter to each parent via the learner, this letter has to be signed and returned as proof that the learner has received all the textbooks for the grade year.

8. LOST AND DAMAGED TEXTBOOKS:

- 8.1 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 can be determined as follows:
- A - 100% of the latest price of the text book
 - B - 75% of the latest price of the text book
 - C - 50% of the latest price of the text book
 - D - 25% of the latest price of the text book
- 8.2 Money received for the replacement of a text book must be handed to the class teacher who will then send it to the Finance Office who will issue a receipt. The money will be paid into the school's bank account. The number of the receipt as well as the date must be indicated on the applicable "Text Book Stock Register – Class". Both the class teacher and the person in charge of text books in the phase must sign acknowledgement. The receipt must be forwarded to the parent who paid for the replacement.
- 8.3 As soon as the learner has submitted payment for the lost or damaged text book, another one can be issued to him/her.
- 8.4 Damaged and unwanted textbooks will be disposed of in early December.

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

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

10. Disposal of used and defaced/torn books/out dated

Books which are out dated/torn or defaced are collected in the Grade storerooms, we then recycle them in order to raise funds to replace the books.



11. Learning and Teaching support material (LTSM) COMMITTEE:

Intersen Departmental Heads, Deputy Principal, Grade Co-ordinators

The LTSM committee will meet once a term to discuss matters arising, particularly whether new textbooks are needed; state of textbooks; teachers wanting to use different textbooks in order to enhance the curriculum content; e-learning matters.

The LTSM committee will adhere to all the dates as stipulated by the WCED LTSM schedule.

They will also report on textbook retrieval, retention and disposal matters to the governing body.

Signed at: CAPE TOWN On this 01 day of MARCH 2021.



CHAIRPERSON GOVERNING/BODY



PRINCIPAL