



RUSTENBURG JUNIOR SCHOOL FOR GIRLS
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Policy for the proper management and control of Learning and Teaching Support Materials (LTSM)

1. POLICY

Rustenburg Girls Junior School (hereinafter referred to as “the School”) aims, in accordance with its resource requirements, to:

- 1.1 Promote the cost-effective supply of good quality textbooks and learning materials to our teachers and learners.
- 1.2 Ensure that the supply, maintenance and retrieval of textbooks and learning materials is managed efficiently and transparently.
- 1.3 Teach the pupils responsibility, and to have respect for the School’s property.
- 1.4 Ensure that the School’s funds are used wisely, by preserving our learning resources so that they serve us for as long as possible.
- 1.5 Ensure that each learner receives textbooks and resources in a good, usable condition.
- 1.6 Increasingly reflect diversity and inclusivity towards the School’s transformation objectives and encompass relevance to learners.
- 1.7 Promote a culture of optimising the reuse of school resources, thereby reducing the School’s waste and carbon footprint.

2. PRINCIPLES

2.1 Scope

The Learning and Teaching Support Materials (hereinafter referred to as LTSM) policy applies to all employees of the School.

2.2 Legislative and Policy Framework

South African Schools Act, Act 84 of 1996 ('SASA')
Department of Basic Education Circular 12/2013

2.3 Definition

LTSM is by definition all materials that includes, but is not limited to:

- 2.3.1 Textbook and Teacher’s Guides
- 2.3.2 Dictionaries and Readers
- 2.3.3 Maths and Science resources and equipment (e.g., scales, compasses, clocks, etc.)
- 2.3.4 Educational Games
- 2.3.5 Posters
- 2.3.6 Sensory Games
- 2.3.7 DVDs and CDs
- 2.3.8 Teacher Reference Material
- 2.3.9 Maps and Globes

2.4 Committee

The committee is appointed by the School Governing Body (SGB) and reports to the School Management Team (SMT) and the SGB. Members are notified verbally of this appointment and are listed in the staff Duties and Responsibilities list.

Committee members:

- LTSM Committee Chairperson and SGB representative
- Principal
- HOD: Intermediate and Senior Phase
- HOD: Foundation Phase
- Book Controller Grade R-3
- Book Controller Grade 4-7

2.5 Choice

2.5.1 The teachers in a Grade, under the guidance of the Subject Head, the Departmental Head and the Academic Head, choose the textbooks and LTSM for that Grade.

2.5.2 Books are chosen primarily but not exclusively from the formulary list approved by the Department of Basic Education (DBE) and the Western Cape Education Department (WCED).

2.6 Provision

2.6.1 On the first day of the school year, each learner from Grade R to Grade 7 receives the necessary textbooks for that academic year, free of charge.

2.6.2 These textbooks remain the property of the school and must be returned, in the condition that they were received, at the end of the academic year.

2.7 Source

Books and resource materials are provided either by the DBE, WCED or from school funds.

2.8 Issuing LTSM to Grade 3 - 7

2.8.1 All textbooks, games, dictionaries and readers, irrespective of source, are accessioned in a computerised library system. Each item is given a unique barcode.

2.8.2 In the case of books, each item will be covered in plastic, stamped with a school stamp and numbered according to the class it will be allocated to.

2.8.3 Learners take on a user number according to their position on the alphabetical class list for that particular year, e.g. 6A09, 6A23, etc. Should a new learner join the class during the year, she will receive the next available number.

2.8.4 Textbooks issued to each learner are captured against their user number at the start of the school year and returned similarly at the end of the academic year.

2.8.5 Annually each learner from Grade 3 to 7 will be provided with a list of textbooks, dictionaries and readers which have been issued to them. This list must be signed by both the learner and the parents/guardians to acknowledge receipt of the materials. This list must then be returned to the class teacher who will record its return on a classlist. These lists, along with the classlist are to be returned to the Book room controller at a date to be determined by the LTSM committee where it will be kept in an annual file for record purposes.

2.9 Recording and reporting

2.9.1 The list of LTSM issued to the learners will be checked on a termly basis by the learners and teachers to ensure that all materials are retained and remain in

suitable condition.

- 2.9.2 Teachers are required to remind learners during the course of the year about the conditions attached to the loan and return of textbooks.
- 2.9.3 Learners are to sign quarterly on the list issued to them at the beginning of the term to indicate retention of the materials issued to them. The list and class lists are then to be returned to the Book room controller at a date to be determined by the LTSM committee.
- 2.9.4 Should a learner indicate that a book or material has been lost or damaged, the teacher is to immediately notify the Book room controller via an email. The Book room controller will issue an electronic account to the parents who will then pay the replacement value indicated for the lost or damaged items unless otherwise indicated. Once the proof of payment has been sent to the book room controller, a new item will be purchased from a supplier and issued to the learner.

2.10 Care

- 2.10.1 Learners are expected to return their LTSM in an acceptable condition.
- 2.10.2 Basic rules of good care of books apply:
 - 2.10.2.1 Have clean hands when using textbooks.
 - 2.10.2.2 Do not write or highlight in textbooks.
 - 2.10.2.3 Do not damage textbooks with water or any other liquids. Make sure your school bag doesn't get wet.
 - 2.10.2.4 Do not spill food or any other colorants on the textbooks.
 - 2.10.2.5 Do not cut or tear pages from a textbook.
 - 2.10.2.6 Do not misplace a textbook (do not leave it lying around – always place it where it belongs).
 - 2.10.2.7 Do not break the spine of a textbook.
 - 2.10.2.8 Do not lend or swap textbooks with any other pupil (not even your best friend).
 - 2.10.2.9 At home, keep your textbooks in a safe place – away from pets and small children.

2.11 Storage

- 2.11.1 A clear plan for the management and storage of LTSM should be produced and implemented by the committee.
- 2.11.2 LTSM must be secured in book rooms specifically designated for this purpose or in classrooms.
- 2.11.3 In the case of book rooms designated for storage of LTSM, these venues should be secured and the necessary security and safety measures adhered to, e.g., the room is to remain locked when the controller or staff are not present.

2.12 Return of textbooks

- 2.12.1 All textbooks must be returned the **Friday before the end of each academic year** (before the school holidays), or at any other time during the year if a pupil leaves the school. The materials are to be returned to the class teacher, who is to record their return on the list issued to the learner at the beginning of the year.
- 2.12.2 Learners who have failed to return all materials at the end of the academic year will **not be issued with textbooks and materials for the new academic year** unless the textbooks and materials from the previous year have been returned, replaced or payments in lieu of lost or damaged materials have been paid.
- 2.12.3 Payments in lieu of lost or damaged books or materials must be paid no later than the **Friday before the end of each academic year**.
- 2.12.4 On the day of each end of year examination, the textbook associated with that day's examination(s) must be handed in to the class teacher. Teachers must check

each book against the user number on the class list and notify the book room controller of missing/ damaged books immediately.

2.13 Accessioning

- 2.13.1 Every item of LTSM is to be received by the Book room controller.
- 2.13.2 It is to be captured on the Library Management system utilised by the school.
- 2.13.3 Details including but not limited to the author, the series, the cost price and the ISBN numbers are to be captured in the catalogue profile.
- 2.13.4 A barcode is to be allocated to every item.
- 2.13.5 The items will then be issued either to the class teacher or to the learner.
- 2.13.6 Every member of the academic staff is to be issued with a number so as to facilitate the tracking of the LTSM.
- 2.13.7 Class teachers need to have an inventory of posters, games, flashcards and other LTSM in their classrooms and adjust it accordingly as they purchase or dispose of LTSM.
- 2.13.8 If a pupil is unable to return a textbook at the end of the year, that book is considered “lost”.
- 2.13.9 If a book is unsuitable to give to a learner in the forthcoming year, it is considered to be damaged and will fall under the disposal protocol.
- 2.13.10 The parent/guardian of the learner will be liable to pay for any “lost or damaged” books.
- 2.13.11 Replacement costs are determined by the current cost of the “lost or damaged” book received from the school’s preferred suppliers.
- 2.13.12 If the book is still available in circulation and is actively being used in the classroom, the school will replace it (this is up to the discretion of the LTSM Committee Chairperson.)
- 2.13.13 In a situation where a book is no longer available or currently out of print, the payment in lieu of the lost or damaged LTSM will be determined by looking at the replacement cost of a similar book.

2.14 Textbooks issued to staff

- 2.14.1 Staff members also have textbooks issued to them on the same LiBWIN management system making use of their school Library Management number. Staff members will be required to sign an acknowledgement of receipt of textbooks received.
- 2.14.2 When a staff member leaves the School, all such textbooks must be returned to the book room controller.
- 2.14.3 The staff member is financially liable for any books which they are unable to return, i.e. these are considered lost.

2.15 Procurement Policy

Refer to the School’s financial policy.

As accepted by the School Governing Body on 23 of November 2021

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