

	PAROW INCLUSIVE SCHOOL	
	POLICY:	LTSM
	DATE:	2023

LEGISLATIVE FRAMEWORK

The legislative framework from which the learner and teacher support material (LTSM) policy is derived is as follows:

- Constitution of the Republic of South Africa No. 108 of 1996
- South African School's Act No. 84 of 1996
- Amended National Norms and Standards for School Funding Gazette No. 29179

ROLES AND RESPONSIBILITIES OF THE LTSMC MEMBERS

LEARNING AND TEACHING SUPPORT MATERIAL COMMITTEE

CO-ORDINATOR: ELIZNA BINEDELL

SECRETARY: NADIA BROOKS

DH: DANIELLE RAUCH

PRINCIPAL: GENENE MASON

LTSMC Co-ordinator

- Serves as a chairperson of all the meetings convened by him/her.
- Attends meetings called by the District LTSM unit.
- Gives feedback to the Principal on the activities of the Committee.
- Collates the needs analysis conducted by DHs.
- Compiles a report on the status of the LTSM of the school.
- Maintains the LTSMC file.
- Signs all reports required by the District LTSM unit.

Secretary

- To record the minutes of all meetings held by the Committee.
- To file the correspondence and all documents related to LTSMC.
- To respond to incoming correspondence related to LTSMC.
- Compiles a report on the status of the LTSM of the school.

DH

- Conducts the curricula needs analysis of their respective departments.
- Ensures the prioritization of procurement occurs at departmental level and is accommodate for at committee meetings.
- Helps with the distribution processes and quarterly audit reports as well as retrieval of LTSM in their respective departments.
- Places orders with the recommended suppliers

- Helps in receiving the LTSM delivered by suppliers.
- Ensures that the co-ordinator makes a follow-up on delivery discrepancies with suppliers.

Principal

- Ensures that the LTSM members are appointed and the Committee is in place.
- Ensures that all the management systems of LTSM are in place.
- Ensures that all learners and educators receive LTSM on the first school day.
- Accounts to the SGB on all the activities of the LTSMC.

THE ORDERING AND PURCHASING OF ALL LTSM FOLLOWS THE FOLLING PROCEDURE:

- The DH consults all educators via the scrutiny and collaborative consultation of all Grade Heads and teachers within the grade from Grades 1 to 5.
- The product to be purchased is considered strictly according to current numbers within the entire Grade. This guides the purchase of textbooks/readers/resource material for subject reinforcement and learning.
- The Financial Secretary approves the purchase after the motivation and budget allowance have been checked by all stakeholders: The Principal and Financial Committee.

DELIVERY AND AFFIVAL CONTROL OF LTSM:

To be checked carefully by DH:

- Invoice
 - Quantity
 - Quality of product
 - Quote given balances the actual invoice.
 - Damages are recorded and returned – appropriate to company requirements.
- Invoice is filed at the Financial Office where the payment procedure is followed.
- LTSM is recorded in the file of the DH (Textbooks and DBE workbooks)

HANDING OUT:

- School stamp must be put on inside of the first page.
- All textbooks are covered with plastic before being given to learners.
- Parents are given a list of the textbooks received by their child. They sign to acknowledge receipt and their monetary responsibility should a textbook be lost or damaged.
- Number of LTSM to classes is strictly guided by the purchase made against the ordering of goods of a particular grade and class.
- Copies of Inventory lists are kept in the school safe for three years.

CLASSROOM MANAGEMENT:

Foundation Phase

- Textbooks are allocated to learners at the beginning of the year utilizing a number system.
- Textbooks remain in the classroom.
- Due to limited space, textbooks are shared by the two learners sharing a desk.
- Each teacher must have a copy of the document detailing the allocation of textbooks in an inventory file.
- Copies of these documents must be sent to the Grade Head, who in turn must hand the document in at the DH in charge of inventories. The DH must see to it that the office receives the documents to be kept on file for 3 years.

Intermediate Phase

- Textbooks are allocated to learners at the beginning of the year utilizing a number system.
- Each learner receives a textbook for each learning area.
- All learners must sign for the textbooks issued to them.
- A letter must be sent to the parents informing them of the textbooks issued and their monetary responsibility should a textbook be lost or damaged.
- The class educator must have a copy of this document on file. Copies of these documents must be sent to the Grade Head, who in turn must hand the document in at the DH in charge of inventories. The DH must see to it that the office receives the documents to be kept on file for 3 years.

All phases

- The total number of textbooks issued at the beginning of the year must be recorded by the class educator. At the end of each term, the class educator must count all the textbooks in the class and the number must be recorded. This information must be sent to the Grade Head who must capture the information on the **LTSM report sheet**.
- At the same time, the class educator must determine shortages. This must also be reported to the Grade Head, who must capture the information on the **Identified shortages sheet**. These report sheets must be handed in at the DH in charge of inventory.
- The DH will share the information at the LTSM/SMT meeting. Once shared the principal will sign off the documents. This information will be used to complete the **Textbook Retrieval** on CEMIS.

REPLACEMENT OF LOST/DAMAGED TEXTBOOKS:

Parents are ultimately responsible for the replacement of a lost/damaged textbook.

Circular 0051/2013: 5.5.2. *“... a learner who does not return a particular subject textbook at the end of a year will not be issued with a new textbook for that subject in the next grade the following year until they have returned or replaced the missing textbook”.*

Should a textbook be lost/damaged, it needs to be replaced via the following procedure:

- Inform the parent/guardian via the Financial Office – the parent will receive notification via a letter.
- Parents to consult the office to make payment arrangement/a suitable replacement of the textbook.
- The waiting period for all textbooks are one term/three-month period; whichever comes first after the parent has received notification.
- A learner who has lost/damaged a textbook and has not replaced a textbook by the end of the determined waiting period, will not receive another textbook as a replacement.

RETRIEVAL PROCESS:

- When a learner is transferred out of Parow Inclusive School, a textbook/reading book must be returned.
- After all examinations have been completed at the end of each term, textbooks are retrieved from each child.
- Should a textbook not be returned, it must be indicated on the inventory.

All donated LTSM follows the same process – except the ordering and purchasing procedure