



LTSM POLICY

The ordering and purchasing of all LTSM follows the following procedure:

1. The Curriculum Director consults all educators via the careful scrutiny and collaborative consultation of all Grade Heads and teachers within the grade from Grades 1 to 7.
2. The product to be purchased is considered strictly according to current numbers within the entire Grade. This guides the purchase of text books/ readers/ resource material for subject reinforcement and learning.
3. Once a text book/ learning material purchase is finalised at Grade Head level, the Curriculum Director views all motivations. This motivation is quantified against the budget allowance for the particular purchase.
4. A Pink Budget Slip is completed with following signatories: Mrs Vandra Norris (Curriculum Director); Mrs Monique Hall (FP HoD) or Mrs Debbie Fortune (InterSen HoD).
The Pink Budget Slip is handed to the Principal, Gavin Keller on a Monday at the EXCO meeting as part of the Curriculum input on the agenda.
The Financial Manager approves the purchase after the motivation and budget allowance have been checked by all stakeholders: the Principal, the Bursar and Head of Finance.

Delivery and Arrival control of LTSM:

To be checked carefully by Curriculum Manager:

1. Invoice – Quantity
 - Quality of product
 - Quote given balances the actual invoice
 - Damages are recorded and returned – appropriate to company requirements
2. Invoice is filed at the Financial Office where the payment procedure is followed. Refer to Financial Policy of SVPS.

3. LTSM is recorded in Inventory Book – text books and any other material is purchased.

Covering of LTSM – textbooks:

All textbooks are covered before being dispatched to the classroom. TAp is used to complete this part of the LTSM project.

Number of LTSM to classes is strictly guided by the purchase made against the ordering of goods of a particular grade and class.

Classroom Management:

1. Class Educator checks all LTSM in the presence of the Curriculum Director or the appointed person for this particular duty.
2. The educator of the particular class records LTSM – text book against the recipient thereof.
3. The class list is handed to the Grade Head.
4. If a class list needs updating, the Grade Head provides the class educator with the class list that is filed in the Teacher Portfolio under Text Books - stored in the Curriculum Office.
5. Each learner is responsible for the care of a text book.

Lost and Replacement of Text Books:

Learners are ultimately responsible for the replacement of a text book.

Should a text book be lost, it needs to be replaced via the following procedure:

1. A Text Book Replacement procedure includes informing the parent/ guardian via the Financial Office – the parent will receive notification via a letter.
2. Parents are welcome to consult the office to make a payment arrangement/ a suitable replacement of the particular text book.
3. A waiting period of all text books is one term/ 3 month period; whichever comes first after the parent has received notification.
4. A learner who has lost a text book and has not replaced a text book by the end of the determined waiting period, will not receive another text book as a replacement.

Retrieval Process:

1. When a learner is transferred out of Sun Valley Primary School, a text book return system is followed to validate the issuing of a Transfer Form.
2. After all examinations have been completed at the end of the year, text books are retrieved from each child. Class lists are checked to ascertain each return.
3. Should a text book not be returned – refer to Lost and Replacement of Text Books .

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