



Learning and Teaching Support Materials (LTSM) Policy of PARKVIEW SENIOR SCHOOL

1. TITLE OF THE POLICY

Learning and Teaching Support Materials Policy of **Parkview Senior school**

1. EFFECTIVE DATE

The implementation of this policy shall be effective from the first day of the month following the date of approval by the District Director or designated official.

1. DATE OF NEXT REVIEW

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework or for operational reasons.

1. REVISION HISTORY

As amended on:
a. March 2023
a.
a.

1. PREAMBLE

This LTSM Policy pronounces the government's plan of improving the provisioning of education resources in schools in line with the principles of equity, quality, redress and access as stated in the Bill of Rights in the Constitution of the Republic of South Africa.

The school policy has been developed in line with the provincial policy to ensure that there is an increased access to resources; and that there are sound systems to manage the available resources, procure additional materials and to improve learner performance through the provision of quality education to our learners.

1. PURPOSE AND OBJECTIVES OF THE POLICY

6.1 Purpose

The purpose of this policy is to provide guidelines on the procurement, management, control and monitoring of the provisioning of Traditional and e-LTSM at Parkview Senior School.

6.2 Objectives

The objectives of the policy are to:

- a. ensure that quality Traditional and e-LTSM as well as other curriculum resources are made accessible to all learners;
- b. provide guidance and support on how Traditional and e-LTSM processes should be implemented;
- c. ensure that Traditional and e-LTSM is timeously and properly procured and delivered in an effective and efficient manner;
- d. implement proper management of finances for the procurement of Traditional and e-LTSM;
- e. ensure that Traditional and e-LTSM loaned is retained and retrieved in good condition and on time;
- f. clarify the roles and responsibilities of teachers, learners and parents in relation to the procurement, control, safekeeping, distribution, retention and retrieval of Traditional and e-LTSM; and
- g. encourage the usage of all resources provided to all teachers and learners.

1. DEFINITIONS AND ACRONYMS

1. Definitions

[Refer to Annexure A)

1. Acronyms

[Refer to Annexure B]

1. APPLICATION AND SCOPE OF THE POLICY

This policy is applicable and intended for the School Governing Body, School Management Team, School LTSM Committee, Teachers, Learners and Parents at **Parkview Senior School**.

1. POLICY AND LEGISLATIVE FRAMEWORK

1. The Constitution of the Republic of South Africa, 1996(Act No.108 of 1996), as amended.
2. National Education Policy Act, 1996(Act No. 27 of 1996), as amended.
3. South African Schools Act, 1996 (Act No. 84 of 1996), as amended.

4. Public Finance Management Act, 1999 (Act No. 1 of 1999), as amended.
5. National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996), as amended.
6. Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
7. Copyright Act, 1978 (Act No. 98 of 1978).
8. Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended.
9. National Norms and Standards for School funding, 2006.

1. OTHER RELEVANT POLICIES AND PROVINCIAL CIRCULARS

1. Circular S1 of 2019
2. Circular S8 of 2020
3. 50 Point Plan
4. Annual GDE LTSM Sector Plan
5. Annual LTSM Procurement Plan

1. POLICY STATEMENTS

1. Section 21. (1) (c)

Parkview Senior School has Section 21 (1) (c) functions, this means that the Department allocates the budget to procure its own LTSM as required.

1. Departmental Priorities regarding LTSM

In line with the priorities of the Department, the Policy further seeks to ensure that LTSM is:

- a. available for each learner at a ratio of 1:1:1;
- a. delivered timeously;
- a. procured utilizing the funding made available through:
 - i. RTT budget allocation;
- (ii) supplementary funds from the SGB as indicated in Section 36.1 of the South African Schools, 1996 (Act No. 84 of 1996); and
 - (iii) Special Grants or Additional Allocation when made available.

1. PRINCIPLES AND CLASSIFICATION OF LTSM

1. Principles Guiding the LTSM

- a. **Improvement of quality education**

The curriculum material that is approved and selected for the implementation and delivery of the curriculum should be of high quality in terms of its content so as to improve quality education of learners.

a. **Equitable access by all learners and teachers**

The distribution of resources should be done in an equitable manner so as to address the imbalances of the past.

a. **Service delivery management**

The relevant LTSM should be available to learners and teachers in time.

a. Relationship and Contract administration

Education stakeholders and service providers should maintain a healthy relationship in all forums to ensure delivery of quality LTSM on time.

a. **Supplier performance**

Head Office and Districts may intervene in cases of breach of the Service Level Agreement (SLA) by the supplier/service provider in both schools with Section 21.1(c) and schools without Section 21.1(c) function. The number of schools a Service Provider may qualify to service will be determined by the Service Provider's capabilities. Schools with Section 21.1c function should procure from service providers/suppliers registered on the Central Supplier Database (CSD).

1. Classification of LTSM

The classification of materials may be prioritised annually. Parkview Senior School will procure LTSM according to the finalized needs analysis as per the following categories:

- a. **Textbooks:** This category of materials refers to printed or electronic texts. They include learners' books, learners' readers, teachers' guides and reference books.
- a. **Basic Stationery:** This category refers to materials used by learners for writing with and writing on. It includes exercise books, pens, pencils, crayons, drawing paper, tracing paper, erasers, glue and other sorts of adhesives, rulers and scissors.
- a. **Consumable materials:** These are materials that have to be bought regularly because they wear out or are used up. These include laboratory

chemicals and materials for practical subjects.

- a. **Non-consumable materials:** These are materials that are durable and their lifespan is indefinite. Non-consumable materials are normally a “once off” purchase. The school should budget for the maintenance of these materials.
- a. **Other materials:** These include a wide spectrum of materials that are not categorized in (a)-(d) and are used to assist learners to attain the intended outcomes. Examples include duplicating paper, assistive devices (for learners and teachers), science equipment and data projectors.
- a. **E-Learning materials:** e-Learning materials are electronic learning support materials, tablets, laptops, smart-boards educational hardware and software.
- a. **Library materials/resources:** These are the materials that can be used in the library by learners and teachers. They can be used for leisure or for research purposes. Library materials include resource collections, reference works, library stationery, e-resources, Government or GDE publications as well as library computer systems as stated in the National Guidelines for School Libraries.
- b. **Supplementary LTSM:** Refers to LTSM that accompanies the Core LTSM and is generally used to enhance a specific part of the curriculum. Examples include a Geography atlas, Dictionaries, Science, Technology, Mathematics, Biology apparatus, wall charts, electronic/technical equipment etc.

1. GENERAL PRINCIPLES REGARDING LTSM PROCESSES

- 1. **Parkview Senior** is a school with Section 21.1c function
- 2. and procures LTSM through the SGB and independent suppliers and commits to abide by the following criteria:

11.4.1.1 The membership of the SLTSMC

The membership of the School LTSM Committee will comprise

Of the following officials:

- a. SGB Member who is a parent
- b. Principal (Ex-officio member): **Usha Bahadur**
- c. All members of the SMT:

Naadira Cachalia – Departmental Head (DH)

Jean clarke – Departmental Head (DH)

e)Administration Assistant: Merriam Mzimba

a. Librarian/ Library Coordinator: Melanie Hall

1. Appointment of School LTSM Committee Members

Each member of the committee shall sign an appointment letter as a commitment to serve on the SLTSMC. All members of the SLTSMC shall also sign a Declaration of Confidentiality and Impartiality to ensure that:

- a. There is confidentiality about the details of all orders and requisitions.
- b. All Service Providers and potential Service Providers are treated equally and without prejudice.
- c. Each member shall disclose details of private business interest which he/she, or any close family member, partner or associate may have in any proposed procurement process, or in any awarding of a contract, and that she/he will immediately withdraw from participating in any manner whatsoever should this be the case.

1. ROLES AND RESPONSIBILITIES

1. District

- a. Administer and manage all LTSM activities at District level.
- b. Develop operational plans in line with the provincial strategic & operational plans.
- c. Budget and cost all activities against the allocated LTSM District budget.
- d. Manage and monitor the utilisation of the LTSM budget allocated to schools.
- e. Monitor the establishment and functionality of School Learning and Teaching Support Material Committees (SLTSMCs).
- f. Monitor and support schools to develop their LTSM policy in line with the provincial LTSM policy.
- g. Collaborate with the Curriculum, Education Support, Information Systems and Strategic Planning (ISSP), Inclusion and Special Schools (ISS), Finance and Circuit Management officials when consolidating statistics and other relevant information related to LTSM procurement by schools.
- h. Keep records and reports to account on LTSM processes and activities.
- i. Manage and monitor all LTSM requisition processes (including DBE workbooks) by both schools with Section 21.1(c) and schools without

Section 21.1(c) function.

- j. Ensure that schools have LTSM selection, procurement, distribution and retrieval systems in place.
- k. Monitor the timeous procurement and delivery of LTSM in schools.
- l. Ensure that School LTSM Committees are informed and trained on all LTSM related processes.
- m. Approve the schools' intended LTSM orders prior to ordering.
- n. Compile and submit reports about all LTSM status of schools to Head Office as requested.
- o. Liaise with the ISSP Sub-Directorate with regard to the ratification of school LTSM policies.
- p. Guide and advise schools in the management of the disposal of obsolete or outdated materials.
- q. Monitor and verify the LTSM records kept by schools regarding:
 - xviii. procurement;
 - xix. stock register;
 - xx. distribution;
 - xxi. universal coverage; and
 - xxii. retention and retrieval.

1. School Governing Body

- a. Ensure that a SLTSMC is established, chaired by a member of the SGB as indicated in Section 30(1)(b) of SASA and functions properly as sub-committee of the SGB.
- b. Develop the school LTSM policy in line with the provincial policy which stipulates clear, achievable and realistic Traditional and e-LTSM needs analysis, selection, procurement, distribution, retention and retrieval processes.
- c. Ensure that all LTSM is timeously procured and delivered to the school.
- d. Report on the procurement and delivery of all LTSM.
- e. Monitor the distribution of LTSM and ensure 100% retrieval of textbooks in schools.
- f. Monitor the inventory records of all LTSM available in the school.
- g. Ensure that parents check and sign for all LTSM loaned to the learners.
- h. Ensure that parents support the learners in keeping all loaned LTSM in good condition and return it to the school on time as required by the school.
- i. Sensitise parents about their liability regarding lost and damaged LTSM

including e-LTSM.

- j. Ensure that in cases where the school requires a deviation of funds, applications are done in writing to the District Director prior to procurement.
- k. Supplement the LTSM budget allocation where necessary, as per Section 36.(1) of SASA.

1. The School LTSM Committee

- a. Ensure that the LTSM policy is implemented in the school;
- b. Conduct an audit of available Traditional and e-LTSM before making requisitions for new stock;
- c. Coordinate, compile and validate the priority list of LTSM needs for all Departments and submit to the SGB for procurement;
- d. Ensure that proper records on all LTSM processes are maintained;
- e. Ensure that there is attendance and participation in all LTSM exhibitions, meetings and workshops as per invitation;
- f. Compile and validate reports on all LTSM processes and submit to the Principal, SGB and District as required;
- g. Maintain and update all LTSM inventory of the school;
- h. Facilitate the selection of all LTSM for classroom teaching from the approved National and Provincial catalogues;
- i. Convene meetings at least twice per term and keep minutes of such meetings for reference; and
- j. Nominate a storeroom manager where possible (preferably a member of SLTSMC).

1. LTSM PROCUREMENT PROCESSES

To ensure effectual accountability, Parkview Senior School as a Section 21.1c school shall adhere to the following procurement processes:

1. Requisitioning Process for Parkview Senior School with Section 21.1(c) function

- a. Conduct stock-taking to determine needs in preparation for procurement.
- b. Compile a prioritized list according to LTSM budget allocation.
- c. Submit the prioritized list to the District for approval to ensure compliance with the Head Office Procurement Memo and the LTSM Policy.
- d. Complete requisition forms received from the Districts in full.
- e. Capture the requisitioned list of resources into the Resource Management

System (RMS) and submit to the District officials for verification and approval.

- f. Ensure that 100% of the LTSM budget allocation is efficiently utilised.
- g. GDE approves schools' requisitions and prepare for ordering.
- h. The managing agent places orders with publishers and manufacturers/suppliers of LTSM on behalf of schools.

1. Procurement Process for Parkview Senior school with Section 21.1(c) function

- a. Conduct stock-taking to determine needs in preparation for procurement.
- b. Compile a prioritized list according to LTSM budget allocation.
- c. Submit the prioritized list to the District for approval to ensure compliance with the Head Office Procurement Memo and the LTSM Policy.
- d. Complete the prioritized list and request for a minimum of 3 quotations from suppliers.
- e. Suppliers hand deliver quotations to the school and sign a submission register. All quotations to be kept in the sealed quotation box and opened in front of the committee on the day of the selection meeting.
- f. During the evaluation of quotations, the SGB will ensure that all quotations to be selected meet the school's specifications while considering value for money.
- g. Based on the received quotations, the preferred supplier(s) is/are appointed by the SGB in a formal meeting in which all decisions are captured in minutes. Quotes may be shared via email to all SGB members and approval of service provider may be done via round robin.
- h. Complete and sign a Service Level Agreement (SLA) with the appointed supplier(s).
- i. Orders are placed with the appointed supplier(s) and proof of orders is submitted to the District.

1. RECEIPT OF LTSM BY THE SCHOOL

1. Delivery of LTSM

- a. The principal, School LTSM Coordinator or duly appointed official shall receive the delivery of LTSM.
- b. On receipt of delivered LTSM, proof of delivery should be signed by both the service provider and the school representative.

- c. Only LTSM ordered and received in good condition should be received and paid for.
- d. Wrong deliveries must not be accepted by the school and NOT signed for at all.
- e. Stationery of an inferior quality than what was ordered by the school must be returned to the Service Provider for immediate replacement.
- f. The amounts and quantities received should be reflected on the invoice.
- g. No LTSM may be received without an invoice/ delivery note.

1. Verification of LTSM before acceptance

The Principal, LTSM Coordinator or duly appointed official is responsible for monitoring and controlling all procedures relating to this process by ensuring that:

- a. Deliveries are verified against the orders placed.
- b. Deliveries are verified by a tick next to each material received.
- c. Wrong quantities are indicated on the Invoice/ Delivery Note.
- d. Follow up is made with the service provider regarding incorrect deliveries.

1. Records and reports

- e. All LTSM received shall immediately be stamped, numbered and recorded in the school's stock register.
- f. The stock register shall be regularly updated.
- g. All LTSM shall be safely kept in a storeroom / safe place.
- h. Weekly LTSM procurement reports shall be compiled and submitted to the District.
- i. Annual LTSM reports shall be compiled and submitted to the SGB and District.

1. Stock taking / Inventory Management

- j. The School LTSM Coordinator is responsible for ensuring that the LTSM quarterly stock-taking is conducted on all distributed and retrieved LTSM.
- k. LTSM Committee shall keep an inventory record of all LTSM in stock.
- l. LTSM Committee shall ensure that accurate LTSM quarterly stock-taking reports are compiled and submitted to the District.
- m. Quarterly stock-taking reports on all LTSM are kept safely for the compilation of the annual retrieval report.
- n. The Principal and storeroom Manager shall ensure strict control measures for safe keeping of all LTSM throughout the year.

1. Distribution and utilisation of LTSM

- a. LTSM Committee shall select the preferred distribution model for the school.
- b. LTSM Committee shall develop a distribution management plan.
- c. LTSM Committee shall distribute all LTSM to learners and teachers according to the preferred distribution model.
- d. LTSM Committee ensure that loan forms are completed for all the distributed LTSM.
- e. The distribution/receipt register is well managed by the School LTSM Coordinator.
- f. The LTSM Coordinator, storeroom manager, Departments Heads, class teachers and subject teachers keep records of all distributed LTSM.
- g. The District Curriculum Facilitators with the support of the District LTSM Facilitators will monitor the daily utilisation of LTSM (including workbooks) for effective curriculum delivery in the classroom.

1. Payments for LTSM

SGB Finance Committee is responsible for the payment of service providers for all LTSM ordered and delivered to the school. The following will be strictly observed:

- a. No payment, full or partial, should be made before the delivery and verification of LTSM is completed.
- b. After the verification of delivery with concomitant invoices and other relevant documents received, payment shall be made.
- c. The payment shall be made according to the SLA drawn between the school and the service provider.
- d. Once payment is done, proof of payment will be compiled and submitted to the District.

1. RETENTION AND RETRIEVAL OF LTSM

The retention and retrieval process remains the responsibility of the SGB and School Management. Parkview Senior School shall ensure that:

- a. a textbook retrieval plan/policy is developed and implemented to achieve effective textbook retention and retrieval.
- b. textbook retention audits are conducted on quarterly basis for the first three school terms and retrieval towards the end of the fourth term.
- c. rules and procedures are put in place for the 100% retrieval of LTSM in line with Circulars S1 of 2019 and S8 of 2020.

- d. quarterly textbook retention audit reports as well as the annual retrieval report are compiled and submit to the District as per the timelines indicated in the retention & retrieval management plan.
- e. parents/ guardians ensure that the LTSM loaned to learners, including tablets, is kept in good condition and returned to school when required.
- f. parents are liable for replacing the lost LTSM as per the signed obligatory agreement between the school and parents.
- g. subject teachers, Department Heads, Deputy Principals and Principals will be held accountable for non-retrieved books. Districts, Head Office and subject advisors will support schools on implementation and compliance.

1. LOST, STOLEN AND/OR DAMAGED LTSM

Parkview Senior School will ensure that:

- a. LTSM that is lost, stolen or damaged while in the care of a learner, teacher or school is reported immediately and accordingly. In the case of laptops, tablets and smartboards, a case shall be opened with the South African Police Services and a case number be submitted to the District and Head Office.
- b. Measures are taken to replace the material, taking into consideration the budgetary implications involved.
- c. In the event the above being classified as an act of negligence, penalty measures shall be implemented to recoup or defray costs.

1. DONATED LTSM

Parkview Senior School will ensure that:

- a. LTSM donations are disclosed to GDE via Districts a month after receipt.
- b. LTSM donated to schools is recorded in the stock registers.
- c. Once the donated material is in the system, its usage and disposal will be governed by the same regulatory framework as the other LTSM.
- d. No outdated material or too expensive too repair shall be accepted as donation.

1. OBSOLETE MATERIALS

Parkview Senior School will follow the set criteria (as per the Provincial policy) to declare LTSM obsolete. This process will be in line with the Archive Act, 1996 (Act No. 43 of 1996) and Asset Management Act, 2007 (Act No. 19 of 2007) and any

other relevant legislated processes. Once LTSM is declared obsolete, an application for the disposal of such materials will be made.

1. DISPOSAL PROCEDURE

Parkview Senior School will ensure that:

- a. a record of all LTSM recommended for disposal is compiled.
- b. a formal application is made to the District Director for the disposal of such LTSM, clearly indicating the method of disposal.
- c. await a formal response from the District Director before the disposal of such LTSM.
- d. On approval, recommended materials are disposed off and removed from the stock register.

1. CRITERIA IDENTIFYING OBSOLUTE MATERIAL

- a. Material does not meet curriculum requirements
- b. Redundant/ damaged beyond repair
- c. Material has exceeded used-by date

1. COPYRIGHT MATTERS

Parkview Senior School will comply with the Copyright Act, 1978 (Act No. 98 of 1978). and ensure that:

- a. no books will be photocopied without prior approval (in writing) by the author.
- b. no CDs and DVDs will be reproduced.
- c. teachers use a copy such as a slide or photocopy to illustrate a lesson. This should not form the whole lesson.

4. SHORT TITLE

This policy shall be called LTSM Policy of Parkview Senior School.

1. DATE OF APPROVAL

Recommended by: <u>Principal</u>	Usha Bahadur	Signature:	
Date			
Approved by: (<u>SGB Chairperson</u>)	Zaid Kimmie	Signature:	
Date:			
Verification by GDE: <u>District Director</u>		Signature:	
<u>Date of Verification</u>			

1. ANNEXURES

ANNEXURE A: DEFINITIONS
ANNEXURE B: ACRONYMS