1. In terms of DBE Circular 12/2013 and WCED internal audit findings, the WCED and its schools are obliged to ensure the effective management, use and retrieval of textbooks and other learning and teaching support material (LTSM).

2. Each school should have the following basic textbook management systems in place:
   2.1. An LTSM policy
   2.2. An LTSM committee
   2.3. A textbook management plan
   2.4. An effective textbook and stock control system
   2.5. A textbook retrieval system
   2.6. A textbook disposal system

3. LTSM policy
   The policy should cover key aspects such as the following:
   3.1 The management of textbooks
   3.2 Responsibilities of educators, parents and learners
   3.3 Procurement procedures (in the case of Section 21 schools)
   3.4 Use of textbooks

4. An LTSM committee at a school
   4.1 The principal is the accountable officer for the management of LTSM at a school.
   4.2 The principal may delegate responsibility to the school management team (SMT) or staff members selected to serve on the LTSM committee, but cannot delegate accountability for the management of LTSM and other resources to any staff member.
   4.3 The LTSM committee should be comprised of selected SMT members and may also include grade heads, phase heads or educators.
   4.4 The committee should report to relevant stakeholders, such as the school governing body (SGB), SMT and the WCED, and should therefore be formally constituted and approved by the SGB.

5. A textbook management plan
   A textbook management plan should include the following elements:

   5.1. **Online ordering**
       5.1.1. Online ordering is fast becoming a convenient and practical way of submitting textbook orders.
       5.1.2. Principals must ensure that the school’s information on the Centralised Education Management and Information System (CEMIS) is accurate on the day that the order is submitted online.
       5.1.3. Schools must adhere to ordering deadlines and the principal will be held accountable should the order not be processed in time.
5.2. Receiving textbooks

5.2.1. When textbooks are delivered to the school, the school must check and sign the invoice, and file a copy as proof of delivery.
5.2.2. Textbook titles and quantities must then be entered on the school’s inventory.
5.2.3. The books must be stamped with the school stamp and each book given a unique number.

5.3. Issuing textbooks

5.3.1. On the first day of the school year, learners (or the responsible class teacher) in Grades R to 12 must sign on a class list for each book issued to the learners in that class. This signed list of textbooks must be kept by the class teacher.
5.3.2. Each parent must be sent a list of the textbooks issued to their child, and that list must be signed by both parent and their child (Gr 10 – 12) and returned to the class teacher. The class teacher must keep these signed lists for record purposes.
5.3.3. All books must be covered so as to extend their life.

5.4. Retention of textbooks

5.4.1. In the last week of the third school term learners must be instructed to bring all their textbooks to school to be checked by class teachers.
5.4.2. If books are missing, parents must be informed and asked to replace them, or pay their replacement value.
5.4.3. Parents are sent an account for a missing book and are reminded regularly if payment is not forthcoming.
5.4.4. The school purchases new copies of the missing book(s) from the supplier and issues the new book(s) to the learner.

5.5. Retrieval of textbooks

5.5.1. Schools are required to create systems to ensure that parents and learners are held responsible for returning all textbooks at the end of each year.
5.5.2. Unless it can be proved that the loss was due to circumstances beyond the control of the learner, 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.
5.5.3. If the loss of the textbook was beyond the control of the learner, the principal must record the reason for the loss and the missing book must be replaced, using the norms and standards allocation.
5.5.4. Parents must be continually reminded of conditions attached to the loan and return of textbooks to their children.
5.5.5. On the day of each end-of-year examination, the textbooks associated with that day’s examination(s) must be handed in to the subject teacher. The teacher must check each book against the learner’s name on the class list.
5.5.6. Alternatively, the textbook committee may, using the booklists, arrange for learners to return their textbooks to the bookroom.

5.5.7. Schools and district officials are encouraged to organise textbook retrieval campaigns and to consider possible incentives to improve the rate of textbook retrieval.

5.5.8. Schools will be required to report the success rate of textbook retrieval on the 4th quarter School Improvement Monitoring (SIM) system on the CEMIS.

5.5.9. Principals may also be required to submit detailed statistics on textbook management and retrieval during the course of a school audit by a WCED school corporate officer or during a whole-school evaluation.

5.6. **Storage of textbooks**

5.6.1. A clear plan to manage the storage of textbooks should be produced and implemented.

5.6.2. Books should be secured in rooms which have the necessary security and safety features in place.

5.6.3. An asset register, indicating what is inside the book room, must be readily available.

5.6.4. No book room should contain textbooks that could be used by learners.

5.6.5. Principals will be held accountable should WCED officials find unused or underused books in a book room which have been incorrectly ordered or not properly issued or not disposed of. Principals will be required to provide reasons in such cases.

5.7. **Use of textbooks and workbooks, including E-books**

5.7.1. Textbook selection criteria must be developed by the heads of phases, grades or subjects to ensure that the most appropriate textbooks are ordered.

5.7.2. Only CAPS-approved textbooks selected from the DBE catalogues may be purchased using state or school funds.

5.7.3. The catalogues are available on the DBE website at [www.education.gov.za](http://www.education.gov.za).

5.7.4. Schools should follow the necessary procedures to ensure that the correct books are ordered and maintained without incurring wasteful expenditure.

5.8. **Disposal of textbooks and surplus workbooks**

5.8.1. Schools must have their disposal policy approved by the SGB.

5.8.2. Schools may dispose of out-dated and damaged textbooks.

5.8.3. Note that the disposal of any outdated or surplus textbooks or workbooks is subject to approval of the school’s LTSM committee, disposal committee, SGB, and the IMG manager/circuit manager.

5.8.4. Full details and records of the disposal transactions must be kept for audit purposes.

5.8.5. However, before the books are referred to the parties listed in 5.8.3 above, schools must first ascertain if the district office or the DBE have any plans for collection or disposal of surplus books.
5.8.6. In the event that books are donated to any organisation or school, detailed records must be kept indicating which books were donated and who approved the donation. Every attempt should be made to re-distribute surplus workbooks to schools that have shortages.

5.8.7. Schools may request permission to recycle textbooks in order to generate income for the school. At no stage may schools dispose of books by burning or dumping or utilising the services of companies who dispose of books in this manner. The SGB is entrusted with the responsibility of avoiding companies who may bring the school or the WCED into disrepute in the disposal of textbooks.

5.8.8. Disposal records may be requested by school corporate officers, IMG managers or designated WCED officials.

6. Textbook report

6.1 A record must be kept of textbooks received, lost and replaced.
6.2 At the end of the year each class teacher must submit to the LTSM committee a detailed list of textbook titles issued and returned.
6.3 The LTSM committee must submit a summary report to the principal and the SGB on the number of text books issued and the number returned for each grade and subject.
6.4 The percentage of textbooks returned by learners must be calculated (retrieval rate).
6.5 The report must conclude with recommendations to improve on the percentage of textbooks returned in the following year.
6.6 This percentage (retrieval rate) calculated by the school, must be captured on the 4th Quarter School Improvement Monitoring (SIM) instrument.
6.7 A copy of this summary must be kept in an LTSM file by the school principal and must be signed by the principal and SGB chairperson for record purposes.

7. Quarterly School Improvement Monitoring (SIM) report

7.1 The school principal will be required to report on textbooks and LTSM on a quarterly basis on the SIM.
7.2 The WCED will load appropriate questions – aligned to this circular, WCED policy, DBE Policy and other LTSM initiatives – for completion on the SIM on a quarterly basis.
7.3 The principal is the accountable officer for ensuring that responses to the questions in the SIM are an accurate representation of the LTSM situation at the school.

8. Roles, functions and responsibilities

8.1 The principal is the accountable officer for the management of all LTSM resources at school level.
8.2 The LSTM committee manages LTSM at the school.
8.3 The disposal committee approves disposal of all resources at school level.
8.4 The disposal committee must table all disposal requests with the SGB for approval.
8.5 Curriculum advisers are responsible for monitoring the use of textbooks at school level and reporting on their use.
8.6 School corporate officers are responsible for monitoring, LTSM stock, store ordering processes, receiving and retrieval systems, corporate governance and administrative guidance on managing LTSM stock.
8.7 The IMG manager/circuit manager approves any disposal of textbooks, guide SGBs on LTSM and its disposal policy, monitors the schools’ management of LTSM, and holds principals accountable for school retrieval rates.

9. All other books and LTSM resource materials, e.g. kits, issued by the WCED must be checked periodically to ensure that they are effectively used and safely stored. The use of other LTSM will also be checked by WCED officials during the course of routine visits.

10. School principals and SGBs are called upon to implement this framework.