



The Textbook Retrieval and Retention Management Plan for Schools

1ST School Term

	Activity	Due Date	Responsibility	Evidence required
1.1	The LTSM committee is appointed in writing.	1 st week of term	Principal (and co-signed by governing body chairperson)	Appointment letters of each member of LTSM committee including that of the LTSM coordinator Declaration of confidentiality and impartiality signed by LTSM committee and principal
1.2	Ensure that each learner has a covered textbook.	1 st week of term	LTSM committee	Booklist signed by learner and parent/guardian Class list of each class and grade
1.3	Parent meeting held where LTSM is included as an agenda item.	As per scheduled parent meeting	LTSM coordinator	Minutes of parent meeting signed by the governing body chairperson and principal
1.4	Communication sent to parents about their responsibility to replace lost or damaged textbooks.	2 nd week of term	Principal	Signed reply slips by parent kept in file by teachers Book accounts for lost textbooks
1.5	LTSM policy updated and submitted to governing body for approval.	3 rd week of term	LTSM committee	Updated and approved LTSM policy minutes of LTSM committee meeting
1.6	Conduct quarterly textbook checks to identify lost and worn out textbooks.	3 rd last week of term	LTSM committee	Updated class lists and inventory register that indicate (i) The number of lost textbooks, and (ii) The number of textbooks damaged and to be written off

1.7	Schools capture textbook issue rates (please note that an online system to capture textbook rates is currently under construction).	2 nd last week of Term 1	Educators	Spreadsheet of textbooks issued per learner, per class and per grade
1.8	Principal signs off textbook issue rate on CEMIS.	2 nd last week of Term 1	Principal	Signed off spreadsheet of textbooks issued per learner, per class and per grade
1.9	Discuss LTSM progress to be reported to the governing body and then submit to principal for approval.	Before scheduled governing body meeting	LTSM committee	Minutes of LTSM committee meeting Signed off report
1.10	Report on textbook retrieval and retention tabled at quarterly governing body meeting.	As per scheduled quarterly governing body meeting	Principal/LTSM coordinator	Minutes of governing body meeting Textbook Retention and Retrieval report
1.11	Submit WCED 032 (LTSM Allocation) forms to Head Office.	Last week of Term 1	Principal	Sign Off - 032 form
1.12	Circuit manager signs off on issue rates and writes a comment and follows up on any textbook shortages with the school.	Last week of Term 1	Circuit manager	Sign off Status and Issue Rate Report on EIS

2nd School Term

	Activity	Due Date	Responsibility	Evidence required
2.1	Conduct annual LTSM audit in preparation of the ordering of top-up textbooks in May/June.	1 st - to 2 nd week of new term	LTSM committee	Updated inventory list that includes the following: (i) Opening balance (ii) Textbooks issued (iii) Textbooks lost (iv) Textbooks to be replaced (v) Textbooks purchased (vi) Textbooks written off as damaged and obsolete (vii) Stock on hand/closing balance (viii) Textbooks to be ordered
2.2	Submit damaged and worn out textbooks to disposal committee.	3 rd week of new term	LTSM committee	List of textbooks to be disposed of Updated class lists Minutes of LTSM committee meeting
2.3	Discuss LTSM progress to be reported to governing body and then submit to principal for approval.	Before scheduled governing body meeting	LTSM committee	Minutes of LTSM committee meeting Signed off report.
2.4	Report on textbook retrieval and retention tabled at quarterly governing body meeting. This includes the findings of the annual stocktaking/audit.	As per scheduled quarterly governing body meeting	Principal/LTSM coordinator	Minutes of governing body meeting Textbook Retention and Retrieval report
2.5	Conduct quarterly textbook checks to identify lost and worn out textbooks.	3 rd last week of term	LTSM committee	Updated class lists and inventory register that indicate (i) The number of lost textbooks, and (ii) The number of textbooks damaged and to be written off
2.6	Online ordering of CAPS top-up textbooks.	May/June each year	Principal/LTSM coordinator	Completed and signed off requisition form

3rd School Term

	Activity	Due Date	Responsibility	Evidence required
3.1	Submit damaged and worn out textbooks to disposal committee.	3 rd week of new term	LTSM committee	List of textbooks to be disposed of Updated class lists Minutes of LTSM committee meeting
3.2	Conduct quarterly textbook checks to identify lost and worn out textbooks.	3 rd last week of term	LTSM committee	Updated class lists and inventory register that indicate (i) The number of lost textbooks, and (ii) The number of textbooks damaged and to be written off
3.3	Discuss LTSM progress to be reported to governing body and then submit to principal for approval.	Before scheduled governing body meeting	LTSM committee	Minutes of LTSM committee meeting Signed off report
3.5	Report on textbook retrieval and retention, tabled at quarterly governing body meeting.	As per scheduled quarterly governing body meeting	Principal/LTSM coordinator	Minutes of governing body meeting Textbook Retention and Retrieval Report
3.5	Ensure that all newly procured textbooks are stamped and provided with a unique number.	As ordered and received	LTSM committee	Stamped textbooks

4th School Term

	Activity	Due Date	Responsibility	Evidence required
4.1	Ensure that all newly procured textbooks are stamped and provided with a unique number.	As ordered and received	LTSM committee	Stamped textbooks
4.2	Submit damaged and worn out textbooks to disposal committee.	3 rd week of new term	LTSM committee	List of textbooks to be disposed of Updated class lists Minutes of LTSM committee meeting
4.3	Retrieve textbooks from learners and conduct textbook checks to identify lost and worn out textbooks.	From the 3 rd last week of term onwards	LTSM committee	Updated class lists that indicate (i) The number of textbooks retrieved, (ii) The number of lost textbooks, (iii) The number of textbooks damaged and to be written off, and (iv) Reasons for the non-return of textbooks.
4.4	Report on textbook retrieval and retention tabled at quarterly governing body meeting.	As per scheduled quarterly governing body meeting	Principal/LTSM coordinator	Minutes of governing body meeting Textbook Retention and Retrieval Report
4.5	Disposal process of unwanted and damaged books	2 nd last week of school term	LTSM committee and disposal committee	Minutes of governing body decision and written procedures
4.6	Report on textbook retrieval (including recommendations on improvement strategies) is submitted to the principal.	2 nd last week of school term	LTSM committee	Final Retention and Retrieval Report that indicates improvement for the following year.
4.7	Teachers/schools capture textbook retrieval rates on CEMIS.	Last week of Term 4	Educators	Retrieval Rate Report available

	Teacher must provide reasons for any deviation on the system.			
4.8	Principal signs off textbook retrieval rate on CEMIS.	Last week of Term 4	Principal	Sign off Status and Issue Rate Report on EIS
4.9	Circuit manager signs off textbook retrieval rate online	Last week of Term 4	Circuit manager	Sign off Status and Issue Rate Report on EIS