

STANDARD OPERATING PROCEDURE (SOP)

RETENTION AND RETRIEVAL OF TEXTBOOKS

<p>Process Scope</p>	<p>At the beginning of a school year each learner should have a textbook, per subject, per grade.</p> <p>At the end of each school quarter textbooks are inspected. Where applicable, parents/guardians are notified and expected to replace or pay for lost textbooks in respect of their children or children in their care.</p> <p>Facilitation of the disposal of badly damaged or worn textbooks.</p> <p>Textbook needs for the following year are carefully planned in preparation for the annual top-up textbook ordering opportunity on CEMIS. Schools that will not be ordering textbooks via CEMIS must present their motivation for selecting a different procurement model and their textbook procurement plan with timeframes to their respective circuit managers.</p> <p>Textbooks issued at the beginning of a school year are retrieved at the end of each school year.</p> <p>Details of textbooks retrieved are captured on CEMIS.</p> <p>A textbook Retrieval and Retention report is generated via CEMIS or EduInfo to reflect the average textbook retrieval percentage and percentage of learners that have a textbook for every subject in every grade.</p> <p>The effectiveness of the textbook management system at schools is monitored annually.</p>
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Applicable policy	<ul style="list-style-type: none"> • Department of Basic Education (DBE) Sector Plan • DBE 50 Point Plan • Framework for the supply and management of Learning and Teaching Support Material (LTSM) • Retention and Retrieval Policy 		
Task	Timeframe	Sub-Task	Responsibility
Maintain a textbook inventory register containing the information detailed in the sub-task.	Ongoing throughout the school year.	<ul style="list-style-type: none"> • Opening balance; • Textbooks issued; • Textbooks lost; • Textbooks written-off as damaged/obsolete; • Textbooks replaced; • Textbooks top-up purchases; • Stock on hand/closing balance. • Records of abovementioned to be kept for reporting/auditing purposes. 	Principal LTSM Committee
Issue textbooks to learners.	During 1st week of school year.	<ul style="list-style-type: none"> • Ensuring that a LTSM policy is in place which is managed by a functioning LTSM Committee that reports quarterly to the governing body. • All textbooks issued are stamped with the school name stamp and given a unique textbook number. • Written communication sent to the parents with instructions on caring for textbooks and their responsibility to replace lost/damaged textbooks. • Ensure that parents are informed of the importance of caring for textbooks issued to their children. • Ensure that the textbooks issued records captured on CEMIS are accurate and can be verified by class lists. • Details of textbooks issued to be captured on the class list reflecting the learner's signature, issue date, condition of textbook and date to be returned. • Each class information is captured on the school's textbook inventory register. 	Principal Class teacher LTSM Committee

		<ul style="list-style-type: none"> Records of the above-mentioned to be stored for reporting/auditing purposes. 	
Conduct quarterly textbook checks.	During 3 rd last week of terms.	<ul style="list-style-type: none"> Textbooks retrieved from learners to be checked. Identity number of lost textbooks. Identify number of lost/damaged textbooks to be written-off. Class list and textbook inventory register to be updated. Recover costs of lost/damaged textbooks. Identify and list textbooks to be procured. Report to Principal on the status of textbook retention with recommended corrective actions to be taken, in December of each year. Report on retention and retrieval at the quarterly School Governing Body meetings. 	Principal Class teacher LTSM Committee
Conduct annual LTSM audit in preparation of online ordering of textbooks.	2 nd term - April	<ul style="list-style-type: none"> Identify and detail textbooks required for the following school year. LTSM office will advise schools of the period to capture textbook orders on CEMIS. Capture the planned list of textbooks to be procured for the following school year on CEMIS or template provided. Principal approves the textbook order by signing-off on CEMIS. Retain a copy of the CEMIS textbook order and sign-off for record/reporting purposes. 	LTSM Committee Principal
Delivery and receipt of ordered textbooks.	4 th school term	<ul style="list-style-type: none"> Delegated official will sign for the receipt of the delivered textbooks and the school stamp will stamped on the proof of delivery provided by the couriers. The consignment received must be checked against the invoice to verify correct and satisfactory delivery. Invoices and PODs must be filed for record/reporting purposes. Shortages, incorrect titles delivered will be reported to the LTSM office. Correctly delivered textbooks will be stamped with the school stamp and issued with a unique number. The textbook inventory register must be updated with the details 	LTSM Committee Principal

		of the new textbooks.	
Disposal of damaged textbooks	4 th school term – 2 nd last week	<ul style="list-style-type: none"> • Prepare list of damaged and lost textbooks to be presented at the Governing Body meeting. • Recommend to the School Governing Body on methods to extend the lifespan of textbooks. • Obtain approval for the disposal of the damaged textbooks. • Obtain approval for the writing-off of lost textbooks. • Record proceedings in the Minutes of the meeting and retain for record/reporting purposes. • Update the class list and textbook inventory register. • Dispose of the damaged textbooks. 	<p>LTSM Committee</p> <p>Disposal Committee</p> <p>Principal</p>
Capture textbook retrieval rates on CEMIS.	4 th school term – last week	<ul style="list-style-type: none"> • Chief Directorate: Districts will publish the dates for the retrieval rates to be captured on CEMIS in the school planning calendar. of the period to capture the retrieval rates on CEMIS. • Retrieval rates for textbooks captured on CEMIS. • Principal signs-off on textbook retrieval rate on CEMIS. • Circuit Manager signs-off on textbook retrieval rate on CEMIS. 	<p>WCED</p> <p>LTSM Committee</p> <p>Principal</p> <p>Circuit Manager</p>
Education District Office to conduct annual monitoring of the retention and retrieval process at schools.	Annually	<ul style="list-style-type: none"> • The DCES Management and Governance /School Finance and Records Officer/Management and Governance Officer/Circuit Manager conducts monitoring process (online and/or on site) to support and monitor the retention and retrieval processes implemented at the school. • Report on the findings will be drafted by the relevant District official by utilising the school visit reporting tool. • Report will be submitted to the Director of Education District Officer and the Principal. • Corrective actions to be implemented by school, if required. • Report to be submitted to the Directorate: Employee Relations if the process for consequence management is required. 	<p>LTSM Co-Ordinator</p> <p>Circuit Manager</p> <p>Subject Advisor</p> <p>School Finance Record Officer</p> <p>School Management and Governance Officer</p>