



**STANDARD OPERATING PROCEDURE (SOP)
RETENTION AND RETRIEVAL AND ORDERING TOP UP TEXTBOOKS IN SCHOOLS**

SOP	RETENTION AND RETRIEVAL AND ORDERING OF TEXTBOOKS
Process scope	<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 time frames 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>

	The effectiveness of the textbook management system at schools is monitored annually.		
Applicable policy	<ul style="list-style-type: none"> • Department of Basic Education (DBE) Sector Plan • DBE 50 Point Plan (see attached) • Framework for the supply of Learning and Teaching Support Material (LTSM) • Retention and Retrieval Policy 		
Task	Timeframe	Sub-Task	Responsibility
Ensure that every learner has a textbook for every subject in every grade	At the beginning of a new school year	<ul style="list-style-type: none"> • Every learner must have a textbook for every subject in every grade. 	Principal Circuit manager
Issue textbooks to learners.	During the 1 st two weeks of the school year.	<ul style="list-style-type: none"> • The relevant textbooks per subject are issued to individual learners in every grade. • Learners and/or parents are expected to sign for the receipt of the textbooks issued. • Details of textbooks issued must be captured on the class textbook list and textbook inventory register. • Written communication is sent to parents about their responsibility to pay for or replace lost or badly damaged textbooks. • Evidence of the abovementioned actions must be kept on record for reporting and auditing purposes. 	Class teacher School LTSM Committee Principal
Conduct quarterly textbook inspections	During the last three weeks of each school quarter	<ul style="list-style-type: none"> • Learners present all textbooks issued to them at the beginning of the year for inspection by the responsible teacher. • Identify number of lost textbooks. 	Responsible teacher/s School LTSM Committee

		<ul style="list-style-type: none"> • Identify number of badly damaged textbooks to be written off. • Update class lists and the textbook inventory register to reflect lost or badly damaged textbooks. • Where applicable, Issue parents or guardians with a written request to replace or pay for lost or badly damaged textbooks in respect of their children. 	Principal
Ordering of textbooks for the following school year to ensure that every learner in every grade will have a textbook for every subject	April	<ul style="list-style-type: none"> • Careful planning should be conducted to ensure that every learner will have a textbook for every subject in the following school year. • The following information should be used to plan textbook orders for the following school year: <ul style="list-style-type: none"> ○ The textbook inspection results as conducted at the end of the first school quarter; ○ Textbooks on hand/in storage at the school; ○ Recent trends of additional learners at the beginning of a new school year; and ○ The percentage of textbooks retrieved at the end of the previous school year and textbook retrieval trends. • Capture data to top-up textbook orders for the following year on CEMIS during the period (normally May/June) indicated in the relevant minute. The advantages include that orders are placed directly with contracted publishers and include delivery to the school. • Approve the textbook order by signing-off on CEMIS and acknowledging the intention to supply every learner with a textbook, for every subject, in every grade. • Retain a copy of the CEMIS textbook order. 	LTSM Committee Principal

		<ul style="list-style-type: none"> • Where schools do not need to order additional textbooks for the following year, sign-off must still take place on CEMIS. • Where a section 21 school decides to procure textbooks outside of the CEMIS system, the following is required: <ul style="list-style-type: none"> ○ Provide a written motivation by 30 April to the circuit manager, indicating the reasons why another procurement method is preferred. ○ Issue the circuit manager with a procurement plan by 30 April, with time frames, to indicate when top-up textbooks for the following school year will be procured and delivered to the school. 	
Receipt of textbooks ordered via CEMIS	4 th school term	<ul style="list-style-type: none"> • The delegated official or teacher at the school will sign for the receipt of the delivered textbooks and will be stamped with the school stamp on the proof of delivery provided by the couriers. • The consignment of textbooks received must be checked against the invoice to verify correct delivery and satisfactory quality. • Invoices and PODs received must be filed for record/reporting purposes. • Shortages, incorrect titles delivered must be reported, in writing, to the LTSM sub-directorate at Head Office. • Correctly delivered textbooks must be stamped with the school stamp and issued with a unique number. • The textbook inventory register must be updated with the details of the new textbooks. • Ensure that all textbooks are covered to increase their lifespan. 	LTSM Committee Delegated official or teacher

Disposal of damaged textbooks	4 th school quarter – 2 nd last week	<ul style="list-style-type: none"> • Prepare a list of badly damaged and lost textbooks to be presented at the governing body meeting for disposal purposes. • Obtain approval for the disposal of the badly damaged textbooks. • Obtain approval for the writing-off of lost textbooks. • Record proceedings in the minutes of the meeting and retain it for record/reporting purposes. • Update the class textbook list and textbook inventory register. • Dispose of the damaged textbooks. 	LTSM Committee Disposal Committee
Capture textbook retrieval information on CEMIS.	4 th school quarter – last week	<ul style="list-style-type: none"> • Capture textbook retrieval information on CEMIS during the period indicated in the relevant minute. • The principal signs off on the textbook retrieval information captured on CEMIS. • The circuit manager signs off on textbook retrieval information captured on CEMIS. 	Responsible teacher/s LTSM Committee Principal Circuit manager
Annual monitoring of the textbook management system at schools.	Annually	<ul style="list-style-type: none"> • Monitor the availability of the following documents in respect of the textbook management system at schools: <ul style="list-style-type: none"> • The Textbook Inventory Register, • Class textbook lists, • Minutes of school LTSM Committee meetings, • Minutes of Disposal Committee meetings, • Copy of CEMIS top-up textbook order, • Where applicable, copy of written motivation and textbook procurement plan to circuit manager, • Textbook invoices and PODs, • Textbook Retention and Retrieval report for the school as at the end of the previous school year, and • Report of the findings during the school visits must be 	District/school finance and records officer School LTSM Committee Principal Circuit manager District director

		<p>submitted to the Director of Education district officer and the principal.</p> <ul style="list-style-type: none">• Where applicable an action for corrective action must be prepared and implemented by school.• A report to be submitted to the Chief Directorate: Districts if a process for consequence management is required.	
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