



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557
KATLEHONG
1431

TEL: (011) 307 2349
CELL: (073) 262 8287

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Learning, Teaching and Support Materials (LTSM)

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 (South African Schools Act, 1996 (Act No. 84 of 1996))

PURPOSE

Managing and Controlling the Purchasing of LTSM According to the Guidelines of the Education Department.

LTSM is defined by The Education Department as **Learning, Teaching and Support Material** either for the classroom or at home (homework), these include:

- textbooks, reading books, reference books, prescribed work and dictionaries
- modules and workbooks
- posters and maps and wall charts
- educational board games
- library reference material

PURCHASING OF LTSM

The school should use at least 50 % of its norms and standards allocation for learning and teaching support material.

- If the school spends less than the prescribed amount on LTSM, the principal, the chairperson of the School Governing Body and the IBB advisor should advise the Education Department to confirm that all learners have LTSM.
- It is an infringement of the Copyright Act to photocopy textbooks and reading books.
- A smaller amount of money can be assigned for textbooks and other books should each learner in the school have a textbook for all subjects and have access to other LTSM, such as research material.
- The Governing Body should give details of the budget that is presented at the parent meeting and the amount that is spent per learner on textbooks and other books should be outlined.
- Only registered suppliers should be used for LTSM purchases.
- The procurement policy of the province should be followed when purchases are made.
- Previously disadvantaged companies should get preference with purchases.

PAYMENTS

- The principal should ensure that the providers are paid on time after receiving the required documentation e.g. detailed invoice. The following documentation regarding purchases is filed safely for audit purposes:
 - the paid cheque that is stamped by the bank
 - the invoice and delivery note
 - the justification document given to the education department clarifying the order
- There should be regular communication between the principal and the Governing Body regarding orders.

