



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Retrieval of Textbooks

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To ensure the efficient distribution maintenance and retrieval of school textbooks.

DEFINING A TEXTBOOK

A textbook is a printed and bound artefact with which one was provided, or which one had to buy, for each year and course of study. It contains all the core content of the Curriculum.

From 2012 – 2014 textbooks for Grade R – 9 will be provided by the Department of Basic Education to our school.

These books form part of our inventory and the Principal will be accountable for the orderly issuing of retrieval of these textbooks each year.

TEXTBOOKS MAINTENANCE EXPECTATIONS FOR THE TEACHER

- Ensure books are covered at all times and before end of first term.
- Conduct book checks once every six weeks.

TEXTBOOKS EXPECTATION FOR STUDENTS

- Ensure books are covered with plastic at all times.
- Do not tamper or rip covers.
- Refrain from writing in or on books.
- Report a stolen or lost book to your teacher.

METHOD FOR RECORDING BOOKS ISSUED	<ul style="list-style-type: none"> • Financial Officer/Stock Officer check books ordered and received. • Ensure school stamp with date issued appears on the rear flap of textbooks with a stock number, example A1. • Books are now ready to be moved to book-room. • Stock Officer ensure by counting if all books are there. • The Head of Department withdraws needed amount of textbooks per specific subject and grade. • Textbooks are handed over and signed for by relevant teacher. • Teacher hand out books to learners and fill in relevant info on class list that has to be kept in the admin file of the teacher.
METHOD FOR CHECKING BOOKS ISSUED	<ul style="list-style-type: none"> • Do random check-ups during the year in March, June and October to ensure that all the children have their books issued in the beginning of the year and are in good order.
METHOD FOR DEALING WITH LOST BOOKS	<ul style="list-style-type: none"> • A price list of the books will be at the Financial Officer/Stock Officer. • Give a written quotation to the learner to replace the textbooks addressed to the parents/guardians.
METHOD FOR RETRIEVING TEXTBOOKS AT THE END OF THE YEAR	<ul style="list-style-type: none"> • Learners must know that after each exam paper in the last term that they have to hand in their textbooks for that subject at the relevant teacher. • The teacher will mark off that the learner's textbook was received and in what order. • For example: <ul style="list-style-type: none"> A – Excellent B – Very Good C – Good D – Average E – Bad F – Waste Management • If book is F – please advice to Waste Management Policy.

STOCK OFFICER/FINANCIAL OFFICER

NAME OF SCHOOL:	GRADE:	FINANCIAL/STOCK OFFICER:
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EMIS NO:	_____ TEXTBOOKS (subject)
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ISBN NO.	NAME OF BOOK	AMOUNT RECEIVED	STOCK CODE APPOINTED	DATE RECEIVED

PRINCIPAL SIGNATURE

PRINT NAME

DATE

HEAD OF DEPARTMENT/HEAD OF SUBJECT

GRADE: _____

_____ TEXTBOOKS
(subject)

ISBN NO.	NAME OF BOOK	AMOUNT RECEIVED	TEACHER RECEIVED	SIGNATURE

HEAD OF DEPARTMENT SIGNATURE

PRINT NAME

DATE

PRINCIPAL SIGNATURE

PRINT NAME

DATE

Each teacher is issued with a class list and does as follows:

LEARNER NAME	SUBJECTS				DATES CHECKED		
	HOME LANGUAGE	FAL	MATHS	EMS	MARCH	JUNE	OCTOBER
E.g. A. Brink	A1	B1	C1	D1			

SIGNATURE

PRINT NAME

DATE

