



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Textbooks

**EFFECTIVE DATE:** \_\_\_\_\_

**REVISION HISTORY:**

As amended on:

11 October 2016

### PURPOSE

Control the School's Textbooks Used by Learners and Educators.

- Orders for textbooks prepared for each subject by the head of the subject or by the head of the Department are submitted to the Financial Officer of the school who should ensure that the requests stay within the school budget.
- On receipt of textbooks from the suppliers they are added to the stock list and checked by the financial officer with the assistance of a stock officer who can be a member of the staff.
- Inventories of textbooks should be kept up to date by Heads of Departments or subjects.
- All orders for and purchase of textbooks should be filed by the Financial Officer.
- All textbooks should get a school stamp.
- Stock Officer or Financial Officer should ensure that text books are signed out for use by Subject educators.
- Textbooks must be covered with plastic to protect them and extend life.
- Textbooks should be handled with care by everyone.

- A quarterly survey of the wear and tear of textbooks should be done by Educators who are responsible for them.
- When textbooks are issued to learners, the learner as well as the parent should sign a receipt on which the condition of the textbook is stated.
- If the textbook gets lost or is damaged to the extent that it can no longer be used while in possession of the learner, the cost of the textbook is recovered from the parent.
- At the end of the year all text books used by learners are handed in and a stock taking form is completed by the educator.

