

## LTSM POLICY

### AIM:

This policy is aimed at:  
handling or regulating the purchasing of LTSM according to the guidelines of the Education Department.

### LTSM

The Education Department defines LTSM as any material that supports and facilitates teaching and learning inside the classroom or at home (homework), including:

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

### LTSM ACQUISITION

- The school should use at least 50% of its norms and standards allocation for learning and teaching support material.
- If the school spends less money on LTSM, the principal, the chairperson of the school governing body and the IBB advisor should motivate the situation to the Education Department and confirm that each learner in the school will have LTSM.
- Textbooks and reading books may not be photocopied, as this would be an infringement of the Copyright Act.
- The school can also allocate less money for textbooks and other books if each learner in the school has a textbook for each learning area or subject and access to other LTSM, such as reading and other research material.
- The decision of the governing body regarding the budget that is presented to the parent meeting, should be explained and the amount that is spent per learner on textbooks and other books should be mentioned.
- LTSM purchases should be done at registered suppliers.

- The preferred procurement policy of the province should be adhered to when purchases are made.
- Previously disadvantaged companies should get preference with purchases.

PAYMENTS

The principal should ensure that the providers are paid on time and that the following documentation regarding all purchases is filed safely for audit purposes:

- the cheque that is stamped by the bank
- the invoice and delivery note
- a document to the Education Department explaining the order

NB. There should be regular communication regarding orders by means of reporting between the principal and the governing body.

This policy has been adopted:

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Date

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Place

PRINCIPAL:

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CHAIRPERSON (SGB):

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SGB MEMBERS:

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