



education

Department: Education

GAUTENG PROVINCE

LAER VOLKSKOOL HEIDELBERG

LTSM POLICY



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1. TITLE OF THE POLICY:

Learning and Teaching Support Materials Policy of Laer Volksskool Heidelberg

2. EFFECTIVE DATE: 01 AUGUST 2024

3. DATE OF NEXT REVIEW: MARCH 2027

4. REVISION HISTORY:

As amended on:
a)
b)

5. PREAMBLE:

This LTSM Policy pronounces the government's plan of improving the provisioning of education resources in schools in line with the principles of equity, quality, redress and access as stated in the Bill of Rights in the Constitution of the Republic of South Africa.

The Department has also developed this policy to ensure that there is an increased access to resources; and that there are sound systems to manage the available resources, procure additional materials and to improve learner performance in all schools through the provision of quality education to all learners.

6. PURPOSE AND OBJECTIVES OF THE POLICY:

6.1 Purpose

The purpose of this policy is to provide guidelines on the procurement, management, control and monitoring of the provisioning of Traditional and e-LTSM at Laer Volksskool Heidelberg.

6.2 Objectives

The objectives of the policy are to:

- a) ensure that quality Traditional and e-LTSM as well as other curriculum resources are made accessible to all Public Schools and institutions of learning;
- b) provide guidance and support on how Traditional and e-LTSM processes should be implemented at all levels;
- c) ensure that Traditional and e-LTSM is timeously and properly procured and delivered to schools in an effective and efficient manner;

- d) implement proper management of finances for the procurement of Traditional and e-LTSM;
- e) ensure that Traditional and e-LTSM loaned is retained and retrieved in good condition and on time;
- f) clarify the roles and responsibilities of schools, Districts and Head Office in relation to the procurement, control, safekeeping, distribution, retention and retrieval of Traditional and e-LTSM; and
- g) encourage the usage/ use of all resources provided to schools by all teachers and learners.

7. DEFINITIONS AND ACRONYMS:

7.1 Definitions: [Refer to Annexure A]

7.2 Acronyms: [Refer to Annexure B]

8. APPLICATION AND SCOPE OF THE POLICY:

This policy is applicable and intended for the School Governing Body, School Management Team, School LTSM Committee, Teachers, Learners and Parents at Laer Volksskool Heidelberg.

9. POLICY AND LEGISLATIVE FRAMEWORK:

- 9.1 The Constitution of the Republic of South Africa, 1996(Act No.108 of 1996), as amended.
- 9.2 National Education Policy Act, 1996(Act No. 27 of 1996), as amended.
- 9.3 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 9.4 Public Finance Management Act, 1999 (Act No. 1 of 1999), as amended.
- 9.5 National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996), as amended.
- 9.6 Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 9.7 Copyright Act, 1978 (Act No. 98 of 1978).
- 9.8 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended.
- 9.9 National Norms and Standards for School funding, 2006.

10. OTHER RELEVANT POLICIES AND PROVINCIAL CIRCULARS:

- 10.1 Circular S1 of 2019
- 10.2 Circular S8 of 2020
- 10.3 50 Point Plan
- 10.4 GDE LTSM Sector Plan

11. POLICY STATEMENTS:

In line with the priorities of the Department, the policy further seeks to ensure that LTSM is:

1. available for each learner at a ratio of 1:1:1;
2. delivered to schools timeously;
3. procured for schools utilizing the funding made available through:
 - 3.1 RTT budget allocation;
 - 3.2 supplementary funds from the SGB as indicated in Section 36.1 of the South African Schools Act 84 of 1996; and
 - 3.3 Special Grants or Additional Allocation when made available.

The LTSM Policy seeks to ensure that all learners have a traditional and/or e-textbook for every subject in every grade on the first day of the academic year. This will ensure that all learners are given an equal opportunity for their right to education and to make the best use of their capabilities, irrespective of their socio-economic background.

12. PRINCIPLES AND CLASSIFICATION OF LTSM:

12.1 Principles Guiding the LTSM:

- a) Improvement of quality education
The curriculum material that is approved and selected for the implementation and delivery of the curriculum should be of high quality in terms of its content so as to improve quality education of learners.
- b) Equitable access by all learners and teachers
The distribution of resources should be done in an equitable manner so as to address the imbalances of the past.
- c) Service delivery management
The relevant LTSM should be available to learners and teachers in time.
- d) Relationship and Contract administration
Education stakeholders and service providers should maintain a healthy relationship in all forums to ensure delivery of quality LTSM on time.

e) Supplier performance

Head Office and Districts may intervene in cases of breach of the Service Level Agreement (SLA) by the supplier/service provider in both schools with Section 21.1(c) and schools without Section 21.1(c) function. In case of schools without Section 21.1c function and all central procurement projects, Head Office must register, and quality assure participating Service Providers based on their performance. A Grading System must be in place to grade a Service Provider's infrastructure and their ability to handle Procurement and Deliveries within the timeframes set by the GDE. The number of schools a Service Provider may qualify to service will be determined by the Service Provider's capabilities.

Schools with Section 21.1c function should procure from service providers/suppliers registered on the Central Supplier Database (CSD).

12.2 Classification of LTSM:

The classification of materials may be prioritised annually

- a) Textbooks: This category of materials refers to printed or electronic texts. They include learners' books, learners' readers, teachers' guides and reference books.
- b) Basic Stationery: This category refers to materials used by learners for writing with and writing on. It includes exercise books, pens, pencils, crayons, drawing paper, tracing paper, erasers, glue and other sorts of adhesives, rulers and scissors.
- c) Consumable materials: These are materials that have to be bought regularly because they wear out or are used up. These include laboratory chemicals and materials for practical subjects.
- d) Non-consumable materials: These are materials that are durable, and their lifespan is indefinite. Non-consumable materials are normally a "once off" purchase. The school should budget for the maintenance of these materials.
- e) Other materials: These include a wide spectrum of materials that are not categorized in (a)-(d) and are used to assist learners to attain the intended outcomes. Examples include duplicating paper, assistive devices (for learners and teachers), science equipment and data projectors.
- f) E-Learning materials: e-Learning materials are electronic learning support materials, tablets, laptops, smart-boards educational hardware and software.
- g) Library materials/resources: These are the materials that can be used in the library by learners and teachers. They can be used for leisure or for research purposes. Library materials include resource collections, reference works, library stationery, e-resources, Government or GDE

publications as well as library computer systems as stated in the National Guidelines for School Libraries.

- h) Supplementary LTSM: Refers to LTSM that accompanies the Core LTSM and is generally used to enhance a specific part of the curriculum. Examples include a Geography atlas, Dictionaries, Science, Technology, Mathematics, Biology apparatus, wall charts, electronic/technical equipment etc.

13. GENERAL PRINCIPLES REGARDING LTSM PROCESSES:

13.1 Laer Volksskool Heidelberg is a school with Section 21.1c function and procures LTSM through the SGB and independent suppliers and commits to abide by the following criteria:

13.1.1 The membership of the SLTSMC:

The membership of the School LTSM Committee will comprise of the following officials:

- a) SGB Member who is a parent (Chairperson of the committee): **Mr. C. Krugel**
- b) Principal (Ex-officio member): **Mr. P. Strydom**
- c) All members of the SMT:
- d) LTSM Coordinator: **Name and designation: Mr. J. Jordaan (Deputy)**
- e) Administration Assistant: **Mrs. C. Meyer**
- f) Librarian/ Library Coordinator; **Mrs. A. Griesel**
- g) ICT Coordinator: **None**
- h) Grade R practitioner: **Mrs A. De Klerk**
- i) Book storekeeper: **Mrs. D Oosthuizen/ A. Griessel**

13.1.2 Appointment of School LTSM Committee Members:

Each member of the committee shall sign an appointment letter as a commitment to serve on the SLTSMC. All members of the SLTSMC shall also sign a Declaration of Confidentiality and Impartiality to ensure that:

- a) There is confidentiality about the details of all orders and requisitions.
- b) All Service Providers and potential Service Providers are treated equally and without prejudice.
- c) Each member shall disclose details of private business interest which he/she, or any close family member, partner or associate may have in any proposed procurement process, or in any

awarding of a contract, and that she/he will immediately withdraw from participating in any manner whatsoever should this be the case.

13.2 ROLES AND RESPONSIBILITIES

13.2.1 Districts

- a) Administer and manage all LTSM activities at District level.
- b) Develop operational plans in line with the provincial strategic & operational plans.
- c) Budget and cost all activities against the allocated LTSM District budget.
- d) Manage and monitor the utilisation of the LTSM budget allocated to schools.
- e) Monitor the establishment and functionality of School Learning and Teaching Support Material Committees (SLTSMCs).
- f) Monitor and support schools to develop their LTSM policy in line with the provincial LTSM policy.
- g) Collaborate with the Curriculum, Education Support, Information Systems and Strategic Planning (ISSP), Inclusion and Special Schools (ISS), Finance and Circuit Management officials when consolidating statistics and other relevant information related to LTSM procurement by schools.
- h) Keep records and reports to account on LTSM processes and activities.
- i) Manage and monitor all LTSM requisition processes (including DBE workbooks) by both schools with Section 21.1(c) and schools without Section 21.1(c) function.
- j) Ensure that schools have LTSM selection, procurement, distribution and retrieval systems in place.
- k) Monitor the timeous procurement and delivery of LTSM in schools.
- l) Ensure that School LTSM Committees are informed and trained on all LTSM related processes.
- m) Approve the schools' intended LTSM orders prior to ordering.
- n) Compile and submit reports about all LTSM status of schools to Head Office as requested.
- o) Liaise with the ISSP Sub-Directorate with regard to the ratification of school LTSM policies.
- p) Guide and advise schools in the management of the disposal of obsolete or outdated materials.
- q) Monitor and verify the LTSM records kept by schools regarding:
 - i. procurement;
 - ii. stock register;
 - iii. distribution;
 - iv. universal coverage; and

- v. retention and retrieval.

13.2.2 School Governing Bodies

- a) Ensure that a SLTSMC is established, chaired by a member of the SGB as indicated in Section 30(1)(b) of SASA and functions properly as sub-committee of the SGB.
- b) Develop the school LTSM policy in line with the provincial policy which stipulates clear, achievable and realistic Traditional and e-LTSM needs analysis, selection, procurement, distribution, retention and retrieval processes.
- c) Ensure that all LTSM is timeously procured and delivered to the school.
- d) Report on the procurement and delivery of all LTSM.
- e) Monitor the distribution of LTSM and ensure 100% retrieval of textbooks in schools.
- f) Monitor the inventory records of all LTSM available in the school.
- g) Ensure that parents check and sign for all LTSM loaned to the learners.
- h) Ensure that parents support the learners in keeping all loaned LTSM in good condition and return it to the school on time as required by the school.
- i) Sensitise parents about their liability regarding lost and damaged LTSM including e-LTSM.
- j) Ensure that in cases where the school requires a deviation of funds, applications are done in writing to the District Director prior to procurement.
- k) Supplement the LTSM budget allocation where necessary, as per Section 36.(1) of SASA.

13.2.3 The School LTSM Committee

- a) Ensure that the LTSM policy is implemented in the school;
- b) Conduct an audit of available Traditional and e-LTSM before making requisitions for new stock;
- c) Coordinate, compile and validate the priority list of LTSM needs for all Departments and submit to the SGB for procurement;
- d) Ensure that proper records on all LTSM processes are maintained;
- e) Ensure that there is attendance and participation in all LTSM exhibitions, meetings and workshops as per invitation;
- f) Compile and validate reports on all LTSM processes and submit to the Principal, SGB and District as required;
- g) Maintain and update all LTSM inventory of the school;
- h) Facilitate the selection of all LTSM for classroom teaching from the approved National and Provincial catalogues;

- i) Convene meetings at least twice per term and keep minutes of such meetings for reference; and
- j) Nominate a storeroom manager where possible (preferably a member of SLTSMC).

13.3 LTSM Procurement Processes

To ensure effectual accountability, Laer Volksskool as a Section 21.1c shall adhere to the following procurement processes:

13.3.1 Procurement Process for schools with Section 21.1(c) function

- a) Conduct stock-taking to determine needs in preparation for procurement.
- b) Compile a prioritized list according to LTSM budget allocation.
- c) Submit the prioritized list to the District for approval to ensure compliance with the Head Office Procurement Memo and the LTSM Policy.
- d) Complete the prioritized list and request for a minimum of 3 quotations from suppliers who are registered in the CSD.
- e) Suppliers hand deliver quotations to the school and sign a submission register. All quotations to be kept in the sealed quotation box and opened in front of the committee on the day of the selection meeting.
- f) During the evaluation of quotations, the SGB will ensure that all quotations to be selected meet the school's specifications while considering value for money.
- g) Based on the received quotations, the preferred supplier(s) is/are appointed by the SGB in a formal meeting in which all decisions are captured in minutes.
- h) Complete and sign a Service Level Agreement (SLA) with the appointed supplier(s).
- i) Orders are placed with the appointed supplier(s) and proof of orders is submitted to the District.

13.3.2 RECEIPT OF LTSM BY SCHOOLS

13.3.2.1 Delivery of LTSM

- a) The principal, School LTSM Coordinator or duly appointed official shall receive the delivery of LTSM.
- b) On receipt of delivered LTSM, proof of delivery should be signed by both the service provider and the school representative.
- c) Only LTSM ordered and received in good condition should be received and paid for.
- d) Wrong deliveries must not be accepted by the school and NOT signed for at all.

- e) Stationery of an inferior quality than what was ordered by the school must be returned to the Service Provider for immediate replacement.
- f) The amounts and quantities received should be reflected on the invoice.
- g) No LTSM may be received without an invoice/ delivery note.

13.3.2.2 Verification of LTSM before acceptance

The Principal, LTSM Coordinator or duly appointed official is responsible for monitoring and controlling all procedures relating to this process by ensuring that:

- a) Deliveries are verified against the orders placed.
- b) Deliveries are verified by a tick next to each material received.
- c) Wrong quantities are indicated on the Invoice/ Delivery Note.
- d) Follow up is made with the service provider regarding incorrect deliveries.

13.3.3 Records and reports

- a) All LTSM received shall immediately be stamped, numbered and recorded in the school's stock register.
- b) The stock register shall be regularly updated.
- c) All LTSM shall be safely kept in a storeroom / safe place.
- d) Weekly LTSM procurement reports shall be compiled and submitted to the District.
- e) Annual LTSM reports shall be compiled and submitted to the SGB and District.

13.3.4 Stock taking / Inventory Management

- a) The School LTSM Coordinator is responsible for ensuring that the LTSM quarterly stock-taking is conducted on all distributed and retrieved LTSM.
- b) LTSM Committee shall keep an inventory record of all LTSM in stock.
- c) LTSM Committee shall ensure that accurate LTSM quarterly stock-taking reports are compiled and submitted to the District.
- d) Quarterly stock-taking reports on all LTSM are kept safely for the compilation of the annual retrieval report.
- e) The Principal and storeroom Manager shall ensure strict control measures for safe keeping of all LTSM throughout the year.

13.3.5 Distribution and utilisation of LTSM

- a) LTSM Committee shall select the preferred distribution model for the school.
- b) LTSM Committee shall develop a distribution management plan.
- c) LTSM Committee shall distribute all LTSM to learners and teachers according to the preferred distribution model.
- d) LTSM Committee ensure that loan forms are completed for all the distributed LTSM.
- e) The distribution/receipt register is well managed by the School LTSM Coordinator.
- f) The LTSM Coordinator, storeroom manager, Heads of Departments, class teachers and subject teachers keep records of all distributed LTSM.
- g) The District Curriculum Facilitators with the support of the District LTSM Facilitators will monitor the daily utilisation of LTSM (including workbooks) for effective curriculum delivery in the classroom.

13.3.6 Payments for LTSM

SGB Finance Committee is responsible for the payment of service providers for all LTSM ordered and delivered to the school. The following will be strictly observed:

- a) No payment, full or partial, should be made before the delivery and verification of LTSM is completed.
- b) After the verification of delivery with concomitant invoices and other relevant documents received, payment shall be made.
- c) The payment shall be made according to the SLA drawn between the school and the service provider.
- d) Once payment is done, proof of payment will be compiled and submitted to the District.

13.4 RETENTION AND RETRIEVAL OF LTSM

Retaining textbooks in the school system for the stipulated period of five years requires the effective annual retention, retrieval and maintenance of books. While workbooks are renewed annually, complementary LTSM such as reference works should have a lifespan of more than five years.

The retention and retrieval process will remain the provincial competency; however, the compliance management remains the responsibility of the SGB and. Laer Volksskool shall ensure that:

- a) a textbook retrieval plan/policy is developed School Management and implemented to achieve effective textbook retention and retrieval.
- b) textbook retention audits are conducted on quarterly basis for the first three school terms and retrieval towards the end of the fourth term.

- c) rules and procedures are put in place for the 100% retrieval of LTSM in line with Circulars S1 of 2019 and S8 of 2020.
- d) quarterly textbook retention audit reports as well as the annual retrieval report are compiled and submit to the District as per the timelines indicated in the retention & retrieval management plan.
- e) parents/ guardians ensure that the LTSM loaned to learners, including tablets, is kept in good condition and returned to school when required.
- f) parents are liable for replacing the lost LTSM as per the signed obligatory agreement between the school and parents.
- g) subject teachers, HODs, Deputy Principals and Principals will be held accountable for non-retrieved books. Districts, Head Office and subject advisors will support schools on implementation and compliance.

13.5 LOST, STOLEN AND/OR DAMAGED LTSM

Laer Volksskool will ensure that:

- a) LTSM that is lost, stolen or damaged while in the care of a learner, teacher or school is reported immediately and accordingly. In the case of laptops, tablets and smartboards, a case shall be opened with the South African Police Services and a case number be submitted to the District and Head Office.
- b) Measures are taken to replace the material, taking into consideration the budgetary implications involved.
- c) In the event the above being classified as an act of negligence, penalty measures shall be implemented to recoup or defray costs.

13.6 DONATED LTSM

Laer Volksskool will ensure that:

- a) LTSM donations are disclosed to GDE via Districts a month after receipt.
- b) LTSM donated to schools is recorded in the stock registers.
- c) Once the donated material is in the system, its usage and disposal will be governed by the same regulatory framework as the other LTSM.

13.7 OBSOLETE MATERIALS

Any LTSM can be declared obsolete when:

- a) the content no longer complies with the curricular requirements;
- b) redundant and/or;
- c) damaged beyond repair;
- d) unserviceable; or
- e) use-by date has expired.

The process of declaring LTSM obsolete will be in line with the Archive Act, 1996 (Act No. 43 of 1996) and Asset Management Act, 2007 (Act No. 19 of 2007) and any other relevant legislated processes.

13.7.1 DISPOSAL PROCEDURE

Laer Volkskool will ensure that:

- a) available LTSM is evaluated, and recommendation is given for the disposal of “not suitable LTSM”.
- b) a record of all LTSM recommended for disposal is compiled.
- c) a formal application is made to the District Director for the disposal of such LTSM, clearly indicating the method of disposal.
- d) await a formal response from the District Director before the disposal of such LTSM.
- e) On approval, recommended materials are disposed off and removed from the stock register.

13.8 COPYRIGHT MATTERS

Laer Volkskool will comply with the Copyright Act, 1978 (Act No. 98 of 1978). and ensure that:

- a) no books will be photocopied without prior approval (in writing) by the author.
- b) no CDs and DVDs will be reproduced.
- c) teachers use a copy such as a slide or photocopy to illustrate a lesson. This should not form the whole lesson.

13.9 SHORT TITLE

This policy shall be called an LTSM Policy of Laer Volkskool Heidelberg.

14. DATE OF APPROVAL:

Recommended by: (Principal) (Print name)	P Strydom	Signature:	
Date:			
Approved by: (SGB Chairperson) (Print name)	C Krugel	Signature:	
Date:			
Verification by GDE: (District Director) (Print Name)		Signature:	
Date:			
Certified by: (Print Name)		Signature:	
Date:			

15. ANNEXURES:

ANNEXURE A: DEFINITIONS

ANNEXURE B: ACRONYMS

ANNEXURE C: APPOINTMENT LETTER FOR COMMITTEE MEMBERS

ANNEXURE D: DECLARATION OF IMPARTIALITY FOR COMMITTEE MEMBERS

ANNEXURE E: SERVICE LEVEL AGREEMENT FOR SECTION 21.1C SCHOOLS

ANNEXURE A: DEFINITIONS

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LTSM POLICY

YEAR: 2021

In this policy, unless the context indicates otherwise, the following definitions will apply:

Term	Explanation
Big books	Refers to large readers intended for shared and guided reading by the teacher.
Classroom Resources	Refers to material used in the classroom by the teacher and/or learners to aid learning and teaching. Examples include wall charts, alphabet friezes, flashcards etc.
Closed system of procurement (Central Procurement)	Procurement from contracted service provider/s as prescribed by the Department.
Core LTSM	Refers to the category of LTSM that is used to teach the entire curriculum of a subject for a Grade. Generally this would comprise of textbooks/learner books, workbooks and teacher guides. For the Foundation and Intermediate Phases this includes graded readers. In the Intermediate Phase this includes a core reader for the teaching of literature. In the Senior Phase this includes a core reader and a novel for the teaching of literature. For Further Education and Training this includes networks.
Core Reader	Refers to a single reader used in the Intermediate and Senior Phases, which contains a collection of genre required for the grade for Home Language and First Additional Language.
District Director	The senior officer of the department responsible for the administration of education in a particular education district.
Education	Instruction, teaching or training provided to learners in terms of the Gauteng School Education Act.

Head of Department	The accounting officer for education in the province
Gauteng Department of Education	The department in the administration of the Gauteng Province responsible for education.
Governing Body	Governing body for a public school established under Section 26 or deemed to be so established under Section 97 of SA Schools Act 84 of 1996.
Graded Readers	Refers to mainly group guided readers in both Home (Grades R to 3) and First Additional Language (Grades 1 to 3). Graded Readers are differentiated to cater for a range of reading abilities. Graded readers include mostly fiction genres (fantasy, folk tales, traditional tales, plays, poems etc). Graded Readers cater for emergent, beginner, developing, fluent and independent reading levels. They should be at a lower level than the texts used for Shared Reading.
Learner	Any person receiving education in a school in terms of the South African Schools' Act 84 of 1996.
Learner Book/textbook	Refers to a publication of systematically organized activities and information and background on the content to be taught, comprehensive enough to cover the primary objectives outlined in the curriculum of a particular subject for the entire grade. Unlike a workbook, learners would not complete the activities in the publication but would record their answers in an exercise book or other additional resource.
Learning and Teaching Support Material	Means a variety of learning and teaching materials used in classrooms and libraries. These range from teachers and learners created resources to commercially produced classroom resources such as wall charts, workbooks, textbooks, e-books, readers, stationery, science kits, dictionaries, encyclopaedias etc.
e-Learning and Teaching Support Material	A book composed in or converted to digital format for display on a computer screen or handheld device.
Member of the Executive Council	The member of the Executive Council of the Province who is responsible for matters relating to Education.
Open system of procurement	Procurement through any supplier of choice.
Open Education Resources	Means LTSM that is created by an external party and made available on an open license; educational materials that can be used for teaching, learning, research, and other purposes at no cost.

Ordinary School	A school other than a school for specialized education.
Parent	The biological or adoptive parent or legal guardian of a learner; or a person legally entitled to custody of a learner; or a person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school.
Principal	An educator appointed or acting as the head of a school.
Provincial library catalogue	Means the list of provincially approved supplementary LTSM, which is screened and endorsed by the Provincial Education Department for library resourcing.
Public school	A school contemplated in Chapter 3 of SASA.
National Catalogue	Means the nationally approved list of Core LTSM, which is screened and endorsed by the Department of Basic Education.
Resources	All relevant materials (print and electronic) used to enhance and support curriculum delivery.
Service Provider/ Managing Agent	A company contracted to procure the LTSM on behalf of GDE and conduct financial audit as contained in the contract duly signed between the company and GDE.
Supplementary LTSM	Refers to LTSM that accompanies the Core LTSM and is generally used to enhance a specific part of the curriculum. Examples include a geography atlas, dictionaries, Science, Technology, Mathematics, Biology apparatus, electronic/technical equipment etc.
Supplier	An external entity that supplies relatively common, off the shelf, or standard goods or services.
Teacher	Any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a school.
Teacher Created Resources	Means material created by teachers for use in their classrooms or colleagues' classrooms.
Teacher guide	Refers to a publication of systematically organized material, comprehensive enough to enable the teacher to cover the primary objectives outlined in the curriculum of a particular subject for the entire grade. It would include an exposition of the curriculum content in a pedagogically sound manner, which includes information and

	background on the content to be taught, learner activities and assessments.
Universal provision	Means the provision of a textbook per subject per learner.
Workbook	Refers to a publication of systematically organized activities, comprehensive enough to cover the primary objectives outlined in the curriculum of a particular subject, or a particular aspect of a subject, for the entire grade. Learners would complete the activities in the publication. There are also workbooks that could be considered part of supplementary LTSM that cover a part of the curriculum, e.g. phonics or handwriting.



ANNEXURE B: ACRONYMS
LTSM POLICY

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YEAR: 2021

ACRONYM	EXPLANATION
AET	Adult Education and Training
CAT	Computer Applications Technology
CES	Chief Education Specialist
CFO	Chief Financial Officer
CSD	Central Supplier Database
DBE	Department of Basic Education
DCES	Deputy Chief Education Specialist
ECD	Early Childhood Development
GDE	Gauteng Department of Education
HOD	Head of Department
ICT	Information and Communication Technology
ISS	Inclusion and Special Schools
ISSP	Information Systems and Strategic Planning
LS	Library Services
LTSM	Learning and Teaching Support Materials
PMT	Project Management Team

QMS	Quality Management System
RTT	Resource Targeting Table
SASA	South African Schools Act
SGB	School Governing Body
SES	Senior Education Specialist
SLA	Service Level Agreement
SLTSMC	School LTSM Committee
SMT	School Management Team



ANNEXURE C: APPOINTMENT LETTER FOR COMMITTEE MEMBERS

Insert school letterhead/logo

TO : Name of the LTSM Committee member

FROM : Name of the person appointing
SGB Chairperson

SUBJECT : APPOINTMENT TO SERVE IN THE SCHOOL LTSM COMMITTEE

You are hereby duly appointed to serve in the School LTSM Committee as the **School LTSM Coordinator** (portfolio).

Your tasks in the committee will be to:

- Ensure that the LTSM policy is implemented in the school;
- Conduct an audit of available Traditional and e-LTSM before making requisitions for new stock;
- Validate and submit the priority list of LTSM needs to the SGB for approval;
- Ensure that proper records on all LTSM processes are maintained;
- Ensure that there is attendance and participation in all LTSM exhibitions, meetings, and workshops as per invitation;
- Compile and validate reports on all LTSM processes and submit to the SGB and District as required;
- Facilitate the selection of all LTSM for classroom teaching from the approved National and Provincial catalogues;
- Convene meetings at least twice per term and keep minutes of such meetings for reference;
- Nominate a storeroom manager where possible (preferably a member of SLTSMC).

Mr(s).

SGB Chairperson

Date: _____

THE SCHOOL LTSM COMMITTEE

I, the undersigned, hereby accept the appointment to serve in the School LTSM Committee. In accepting this appointment, I will execute all duties assigned to me to the best of my ability.

Name : _____

Signature : _____

Date : _____



ANNEXURE D: DECLARATION OF IMPARTIALITY FOR COMMITTEE MEMBERS

Insert school letterhead/logo

DECLARATION OF INTEREST, CONFIDENTIALITY AND IMPARTIALITY: SCHOOL LTSM COMMITTEE

NAME OF SCHOOL : _____
DISTRICT : _____
MEETING NUMBER : _____
DATE : _____
FINANCIAL YEAR : _____

1. I, the undersigned accept that the recommendations and discussions that relate to this meeting are confidential and undertake not to disclose any information in this regard.
- 1.1 I furthermore understand that in terms of Section 12.4 of the Gauteng Department of Education (GDE) LTSM Policy Guideline, dated 2 July 2018, all members of the School LTSM Committee must sign a declaration of confidentiality and impartiality.
- 1.2 I declare that I will not purposefully or unlawfully favour or prejudice anyone in the recommendation and evaluation processes.
- 1.3 I hereby certify and declare that I have no personal, business or any other interest in this evaluation and recommendation process. I am independent of any supplier who may be appointed to supply the LTSM at this school. To the best of my knowledge and belief, there are no facts or circumstances, past or present, that could arise in the foreseeable future, which might call into question my independence in the LTSM evaluation and recommendation processes and should it become apparent during the course of these processes that such a relationship exists or has been established, I will immediately cease to participate in the evaluation and recommendation process.
2. As a member of the School LTSM Committee, I confirm that I have familiarised myself with the processes involved in the procurement of LTSM and I declare that I shall execute my responsibilities with the utmost honesty and fairness.

2.1

FULL NAME	POSITION(CHAIRPERSON/MEMBER/SECRETARIAT)	SIGNATURE

Chairperson Name:

Signature:

Date:



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

ANNEXURE E: SERVICE LEVEL AGREEMENT FOR SECTION 21.1C SCHOOLS

Insert school letterhead/logo

SERVICE LEVEL AGREEMENT

BETWEEN

XYZ SECONDARY SCHOOL
(Hereafter “the school”)

Represented by: Ms _____, in her capacity as the Chairperson of the School Governing Body; Mr _____, in his capacity as the Principal of the school

AND

ABC BOOKSELLERS (Pty) LTD
(Hereafter, referred to as “the service provide”)

Represented by: Mr _____ in his capacity as company CEO; Ms _____ in her capacity as Marketing Manager

Duly authorized thereto

WHEREBY IT IS AGREED AS FOLLOWS:

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DEFINITIONS

In this agreement, unless otherwise and clearly stated-

- a. **“Agreement”** means this document and includes Addendum and Annexures.
- b. **“Addendum”** means a document that is used to record the details of any amendment to this agreement.
- c. **“GDE”** means the Gauteng Department of Education.
- d. **“Service Provider”** means ABC Booksellers (Pty) Ltd, a duly registered company in terms of the relevant laws of the Republic of South Africa.
- e. **“SGB”** means the School Governing Body of XYZ Secondary Schools as constituted and functioning as per the South African Schools Act, Act 84 of 1996 as amended.
- f. **“School”** means XYZ Secondary Schools as registered with the GDE with EMIS Number 700111222

1. AIMS / OBJECTIVES OF THE AGREEMENT

The Aims and objectives of this agreement are as follows:

- a. To formalise and legalise the appointment of ABC BOOKSELLERS(Pty) Ltd as the preferred supplier of specified LTSM for the academic year 2018
- b. To set out Terms and Conditions pertinent to the Ordering and Delivery of the specified LTSM by the service provider.
- c. To define the rights and obligation of the school and the service provider

2. COMMENCEMENT AND DURATION OF THE AGREEMENT

This agreement commences on **01 May 2017** and endures until **31 October 2017** or until all ordered materials have been delivered, whichever comes first.

3. DESCRIPTION OF GOODS/SERVICES

The purchase and delivery of the following items as per the price quoted by the service provider:

No.	Project Description	Cost as per Quotation	Quotation Reference
1	Textbooks	R50 000.00	Ref: quote12/2017
2	Office Stationery	R2 000.00	Ref quote 12/2017
3	Learner Stationery packs	R10 000.00	Ref quote 13/2017
4	Office Equipment	R5 000.000	Ref quote 13/2017
	Total	R67 000.00	

4. TERMS AND CONDITIONS

The service provider shall adhere to the following terms and conditions in executing this agreement:

4.1 Obligations of the Service Provider

The service provider shall render the following obligations:

- a. Delivery of the ordered items must be completed by **12 October 2018.**
- b. The quoted price must remain unchanged until the completion of the delivery and payment.
- c. Only the quoted items, which meet the agreed specification and in good condition shall be delivered.
- d. Notify the school about dates and times prior to delivery of ordered materials.
- e. Allow the school representative to count and verify the delivered consignment against the original order and the Delivery note/ Invoice in the presence of the company personnel making the delivery.
- f. It is incumbent upon the service provider to timeously inform the school in writing of any challenge which may lead to the deviation from this agreement.
- g. In the event of outstanding orders, the service provider shall inform the school in writing of reasons thereof and commit to a specific date to deliver the outstanding order providing that such later date is within the final delivery date specified by the Gauteng Department of Education.

4.2 Obligations of XYZ Secondary School

- a. The school shall manage the implementation of this agreement.
- b. The school shall measure the performance of the service provider against this agreement.
- c. The school shall, via the Principal and /Or the School Governing Body Chairperson, communicate with the service provider any matter relating to the agreement.
- d. The school shall pay the service provider the amount equivalent to the service rendered/LTSM delivered.

5. PAYMENT PLAN

- a. The school shall not pay any deposit or upfront payment to the service provider.
- b. Payment shall be made as per invoice of the verified delivered items.
- c. Payments shall be made only into the account of the service provider.
- d. Payment shall be made by means of a Bank Cheque or EFT.
- e. The school shall pay the service provider for services rendered and delivered to all specifications.
- f. Payment shall be effected only within 30 days after the complete delivery of the service.

6. INVOICES AND PAYMENTS

- a. Invoices shall be delivered to the school after the materials have been delivered to the school.
- b. The invoices shall contain at least the following information:
 - Reference to this agreement
 - Reference to the quotation number used in the agreement
 - Description of the service for which the school is being invoiced
 - List of items delivered and each line item with cost price
 - The name of the service provider as well as that of the school
 - Invoice number
- c. The school shall pay any valid invoice within 30 days after the materials have been fully delivered.

7. DELIVERY NOTES

- a. The service provider shall ensure that each delivery of materials is accompanied by a delivery Note to be signed off and stamped with the valid school stamp by the representative of the school upon delivery.
- b. In addition to a. above, the delivery note for textbooks shall bear, at least, the following columns: Grade; Subject; Title; ISBN; Quantity; Unit Price.

8. BREACH

In the case of failure to adhere to the terms and conditions of this agreement by the service provider, the school shall reserve the right to cancel this agreement in writing without any cost to the school.

9. AMENDMENTS AND DISPUTE RESOLUTION

- a. This agreement may only be amended by the sitting of the full SGB after a request by either the school or the service provider has been made in writing.
- b. Only matters that may negatively affect the delivery, the delivery date or the cost of the ordered materials may be considered for such an amendment to this agreement.

10. DOMICILIA ADDRESSES

- a. The school:

Physical Address:
123 Sibeko Street
Phakela Section
Katlehong
1900

Postal Address:

P.O Box 9999

Katlehong

1901

Tel: 011 246 1919

Fax: 011 246 1920

Email: XYZ. School @ school.co.za

b. The Service Provider:

Physical Address:

123 Chueu Street

Zone1

Sebokeng

0111

Postal Address:

P.O Box 1234

Sebokeng

0112

Tel: 016 246 1919

Fax: 016 246 1920

Email: ABC@ booksellers.co.za

11. SIGNATURES

FOR THE SCHOOL:

Signed on this _____ day of _____ 2017

FOR XYZ SECONDARY SCHOOL

MS T MASEKO

Signature: _____

CAPACITY: SGB CHAIRPERSON

MR T TSHENASE

Signature: _____

CAPACITY: SCHOOL PRINCIPAL

WITNESSES

1. NAME AND SURNAME: _____

SIGNATURE: _____

2. NAME AND SURNAME: _____

SIGNATURE: _____

FOR THE SERVICE PROVIDER:

Signed on this _____ day of _____ 2017

FOR ABC BOOKSELLERS (Pty) Ltd

MR XX QWABE

Signature: _____

CAPACITY: MARKETING MANAGER

WITNESSES

1. NAME AND SURNAME: _____

SIGNATURE: _____

2. NAME AND SURNAME: _____

SIGNATURE: _____