

TAFELBERG SCHOOL

TEXT BOOK POLICY

1. Aim:
 - a. To ensure that textbooks are being issued to learners of Tafelberg School.
 - b. To ensure that textbooks are being looked after.
 - c. To implement proper control to ensure that all textbooks that were issued are returned.
 - d. To ensure that all textbooks remain the property of Tafelberg School.

2. New Textbooks
 - a. Mrs Dippenaar must add all new textbooks to the Textbook stockbook.
 - b. All new textbooks must be coded and numbered accordingly.
 - c. All new textbooks must be stamped with the Tafelberg School stamp.
 - d. All new textbooks must be covered in plastic before being issued.

3. Procedure (Issuing textbooks)
 - a. Subject teachers sign out the number of textbooks needed from the Book room.
 - b. Mrs Dippenaar will keep inventory of which books and the number of books which are signed out.
 - c. Subject teachers must write the textbook number next to the learners name on a class list. Each learner must sign next to the number as proof that this textbook was issued to them and thus accepting responsibility of it.
 - d. Subject teachers must ensure that the learners name is written in the textbook.
 - e. Subject teachers must give a copy of the class list with textbook numbers and learner signatures to Mrs Dippenaar to keep on file.
 - f. Subject teachers must keep updated, complete textbook list for records.

4. Procedure (Collecting textbooks)
 - a. All textbooks remain the property of Tafelberg School and must be returned at the end of each academic year.
 - b. Learners must return the textbook on the day they write the subject
E.g. If learners write Maths on 20 November, the Maths textbook gets handed in on 20 November
 - c. Subject teachers are responsible to collect textbooks from exam venues and check that all textbooks are returned.
 - d. All textbooks are returned to the Book room.
 - e. Mrs Dippenaar must check that the number of copies signed out in the beginning of the year are returned.

5. Failure to return textbooks

- a. Learners who have lost a textbook must pay R200 on the day the textbook is due.
- b. Learners who fail to hand in their textbook or pay the R200 will get a DT notification for the next day.
- c. DT can only be cancelled if the book or the R200 is handed in.
- d. The R200 must be receipted by Mrs Dippenaar and gets paid into the Textbook account.
- e. Learners who fail to do the above will receive a written notification from the school.
- f. Learners who have textbooks outstanding from a previous year will not be issued with textbooks in the new year for that specific subject.

6. Learner duties:

- a. Learners are responsible for their own textbooks.
- b. Learners leaving their textbooks in class do so on own risk, teachers will not look after textbooks.
- c. Learners are responsible to look after the appearance of the textbook and to notify the teacher immediately if pages are starting to come loose, graffiti etc.
- d. Learners are responsible to hand back their textbooks at the end of the academic year or pay R200 if they lose the textbook.

7. Teachers duties:

- a. Teachers are responsible for signing out the correct number of textbooks from the Book room.
- b. Teachers are responsible for writing the names of learners in the textbooks and recording the textbook numbers on a class list.
- c. Teachers are responsible for collecting the textbooks at the end of the academic year and checking that all books were returned.
- d. Teachers are responsible to return textbooks to the Book room.
- e. Notify Mrs Dippenaar if new or additional textbooks need to be ordered.

8. Textbook stock taker duties:

- a. To keep a stock book of all textbooks.
- b. Keep a sign out/in register of all textbooks in the Book Room.
- c. Keep a copy of all class lists with learner names & textbook numbers.
- d. To order new or additional textbooks.