

# **Newfields Primary School**



## **Text Book Policy**

# TEXT BOOK POLICY

## Implementing Newfields Primary text book policy

### Criteria

- Each learner will receive a reader of the appropriate grade.
- Each learner will receive a Maths text book.
- All learning areas in all grades have different text books and teachers guide.
  
- Textbooks are **extremely expensive**
- Certain text books will be given to learners to take home.
  
- **Parents** will be held **responsible** and **accountable** for these books.
- It is essential that text books are well looked after.
- If the book is lost a penalty of R100.00 will be payable.
- If the text book is damaged or broken, a penalty of R50.00 will be payable.
- If damaged or lost text book recovery form is sent to the parent(s) – they must complete the form and send the money – the parent will receive a receipt.
  
- **Teachers** will complete a **free issue V.R.V 90** form for each class group every year.
- Teachers will complete a teacher's guide form.
- Books are kept in a safe place (cupboards).
- Teacher is responsible and accountable for the number of books recorded on the forms.
- Forms are signed by H.O.D and principal.
- When books are taken home teacher keeps record of books returned and condition must remain excellent.
- Teacher must encourage learners to cover books to prolong the books lifespan.
- Any damage or lost books must be reported to the H.O.D (Mrs. R. Paulsen).
- Learners then receive a damaged textbook recovery form or a lost text book recovery form.

**Damaged or lost books** – H.O.D and principal signs forms that is sent to the parent(s).

- When money is received – principal banks it under damage or lost text books.
- A receipt is issued.

**Disposable Board** – Principal Mr. R Smith, Mr A. Natus (SGB member), Mr. P Magolie and Mrs R. Paulsen

### **Book room:**

- Key / Access to book room with Mrs. Paulsen / principal.
- Only textbooks and stationery to be stored in the book room.

**Written off textbooks for \_\_\_\_\_ (year)**

<b>Name of textbook</b>	<b>Grade</b>	<b>Total</b>	<b>Signature</b>
<b>Disposable Board / Writing off committee</b>			<b>Signature</b>
<b>Mr P. Magolie</b>	<b>Deputy Principal</b>		
<b>Mr R. Smith</b>	<b>Principal</b>		
<b>Mrs R.Paulsen</b>	<b>Text Book Controller</b>		
<b>Mr Natus</b>	<b>SGB Chairperson</b>		