



LTSM POLICY

Vision and Mission

Vision

To be an institution that strives to create a better life for all learners by becoming a center of excellence which models well managed and organized life-style

Mission

Our mission is to:

- Create a conducive learning and teaching environment.
- Encourage learners and educators to be self-reflective
- Promote learners self-realization by developing their career interest.
- Encourage learners to contribute to the school and community.
- Develop balanced learners through participation in extra curricula activities.

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 51% of its norms and standards allocation for learning and teaching support material.

- LTSM should sign for textbooks issued and accept responsibility for the textbooks and should do a quarterly retrieval of textbooks and report all textbooks to the parents.
- Parents of learners who lost or damaged the textbooks to the extent that it can no longer be used while in the possession of the learner must replace or pay the lost books.
- At the end of each year all textbooks that were used by learners are handed in to the LTSM Committee and retrieval form is controlled.
- Parents are given a grace period of about one month to pay or replace a lost book.
- If a parent fails to pay or replace the lost textbooks within one month, he/she will be called to meet the SGB for explanation.
- Any parent who fails to comply will face legal action.

This policy has been adopted:

Date : 28.06.2018
 Educators : [Signature]
 SMT : 28/06/2018
 PRINCIPAL : [Signature]
 CAHIRPERSON(SGB): [Signature]
 CIRCUIT MANAGER : _____

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