



EFFECTIVE: 28 JUNE 2024

REVIEWED:

LTSM MANAGEMENT POLICY

The Learning and Teaching Support Material (LTSM) policy plays a vital role in ensuring that all students and educators at our school have access to the necessary resources for meaningful learning. This policy outlines clear guidelines for the management of textbooks, worksheets, readers, resources, toys, and all learning materials used, purchased, or donated to the school or stakeholders. By covering the entire lifecycle of these resources - from ordering and storage to maintenance and disposal - we aim to maximize their usefulness, minimize waste and unnecessary expenses, and provide our educators with the tools they need to deliver high-quality education to our students.

GENERAL GUIDELINES

- An inventory list of all learning materials, including but not limited to books, will be maintained for each classroom.
- Teachers will sign upon receipt and management of the list and their own classroom and its content, taking full responsibility for the safekeeping of these items. (DISCLAIMER FORM)
- Educators must inform the Heads, by **August** of the current year of new resources needed or any changes that need to be made to our current curriculum material lists.
- Damaged or lost items must be reported immediately and approved by the Heads before replacement.
- All learning and teaching materials will be labelled or stamped to indicate ownership by the school.
- A Log Book must be kept, recording all readers or textbooks handed out.

ISSUANCE OF LEARNING, TEACHING AND SUPPORT MATERIAL

1. Parents pay a non-refundable LTSM fee before each academic year.
2. Textbooks and any other learning material provided by the school is issued in the first week of school or on admission of new students.
3. Parents sign a list indicating receipt and condition of learning materials received. (DISCLAIMER FORM)
4. At the end of the year or when a Parent terminates the enrolment contract, the materials must be returned and inspected, learning items must be replaced or the parents must pay the replacement value for damaged or lost resources.
5. Invoices will be generated, Receipts are issued, and payments are recorded.

INSPECTIONS

- Educators conduct inspections at the end of each term of all LTSM.
- Textbooks are collected during final examinations.
- Gross damage or loss is reported to heads and bursar.

STORAGE OF TEXTBOOKS:

1. Textbooks, readers and learning and teaching and support materials are stored safely in registered classrooms accompanied by a inventory.
2. Excess books are stored in the bookstore. (LOG BOOK & INVENTORY to be completed and updated termly)
3. A log out sheet must be completed when readers or textbooks are handed out

DIGITAL CONTENT CREATED BY CHS COPYRIGHT POLICY FOR ENOTES AND WORKSHEETS

1. All digital content, including eNotes and worksheets, developed by the school for various subjects, is the intellectual property of the school.
2. The copyright of these notes and worksheets remains with the school, and any unauthorized distribution, reproduction, or use of the content is strictly prohibited.
3. Students will receive a hardcopy of the content for personal academic use only. The distribution of these materials to individuals outside the school community is not permitted without prior written consent from the Heads.
4. Any alterations, modifications, or adaptations of the eNotes and worksheets created by the school are also subject to copyright protection and must be approved by the school before implementation.
5. Students are responsible for the safekeeping of the hardcopy materials provided to them and must not share or distribute the content in any form that violates copyright laws.
6. Reprints will be charged for accordingly.
7. The school reserves the right to take appropriate legal action against individuals or entities found infringing on the copyright of the eNotes and worksheets developed by the school.

CONCLUSION

This policy aims to ensure effective learning, teaching and support material management, minimize waste, and promote a culture of responsibility among learners, parents, and educators.

SIGNATURE APPROVAL

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	