

Key LTSM time frames to include in LTSM committee management plan**Term 1**

Activity		Due date
1.	LTSM coordinator and committee members appointed in writing	1 st day of the 1 st term for educators
2.	Ensure that every learner has a covered textbook	1 st Friday of 1 st term
3.	Schools report Mathematics and language textbook shortages to their circuit manager, in writing	2 nd Friday of 1 st term
4.	Communication sent to parents about their responsibility to replace lost or damaged textbooks	2 nd Friday of 1 st term
5.	Schools capture textbook issued	As per dates set in school planning calendar each year
6.	Principals sign off textbook issue rates on CEMIS	
7.	LTSM policies updated and submitted to governing bodies for approval	Last week in February
8.	Conduct quarterly textbook check to identify lost and worn-out textbooks	Mid-March each year
9.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

Term 2

Activity		Due date
10.	Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	Mid-April each year
11.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
12.	Report on textbook retrieval and retention tabled at quarterly governing body meetings (includes the findings of annual stocktakes/audits)	As per scheduled quarterly governing body meetings
13.	Submit damaged and worn-out textbooks to disposal committees	End April each year
14.	Online ordering of CAPS top-up textbooks	May each year

Term 3

	Activity	Due date
15.	Submit damaged and worn-out textbooks to disposal committees	Start of August each year
16.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
17.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
18.	Conduct quarterly textbook checks to identify lost and worn-out textbooks	Mid-September each year
19.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

Term 4

	Activity	Due date
20.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received
21.	Submit damaged and worn-out textbooks to disposal committees	End of October each year
22.	Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system)	From mid-November each year
23.	Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks	From mid-November each year
24.	Report on textbook retrieval and retention tabled at quarterly governing body meeting	As per scheduled quarterly governing body meetings
25.	Disposal process of unwanted and damaged books	Start of December each year
26.	LTSM coordinators submit reports on textbook retrieval (including recommendations on improvement strategies) to principals	Start of December each year
27.	Principals sign off textbook retrieval rates on CEMIS	Last week of 4 th term