

WELKOM SECONDARY SCHOOL



SCHOOL GOVERNING BODY

TEXT BOOK RETRIEVAL POLICY

Policy approved 10 June 2018

Text Book Retrieval Policy – Welkom Secondary School

1. WSS requires guardians/parents to ensure that textbooks issued to learners at the beginning of the Academic year, are well looked after by the learners.
2. In the case where books have not been well looked after or lost, a fee will be charged (price obtained from supplier) so that a new book can be purchased by the school to replace lost or stolen books.
3. All textbooks must be covered in plastic at all times.
4. In the case that the school does not have enough text books for all learners in a specific subject, the text books will be issued to the subject teacher for use in the classroom.
5. Learners must ensure that these books are returned to the subject teacher at the end of each lesson.
6. End of Year Textbook Retrieval
 - 6.1 All textbooks have to be returned to the school on the day of the last examination in the particular subject.
 - 6.2 During the study period from 08:00 – 09:00 at the end of the final term of each year, all teacher allocated to invigilate are to collect the textbooks.
All textbooks are stored in the textbook storeroom in the Library.
 - 6.3 No report card will be issued to learners with outstanding text books.

The School Governing Body may from time to time amend, modify, supplement and/or alter the contents of this document.

Signed at WELKOM on this day of 2018.

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F AUGUS
CHAIRPERSON: SGB

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G.J DE JAGER
PRINCIPAL

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J.E WILLEMSE
SECRETARY