

NEXUS INTERMEDIATE SCHOOL



P.O. Box 977 Tshiame B
Harrismith
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RETRIEVAL POLICY:

PURPOSE:

The aim of the retrieval policy is to ensure that textbooks are used at least for five years. The purpose is also to make sure that all stakeholders take responsibility in the use of textbooks.

1. EXTENDING LIFE SPAN OF TEXTBOOKS:

1.1 BOOK STORAGE

Textbooks should be covered with plastic and each textbooks have textbook slip where each learner indicate, year of receiving textbook and the condition of the book during that year.

1.2 BOOK STORAGE:

The subject teacher is responsible for storing of textbooks. Textbooks are taken home for studying and for homework and the Teacher determines how often the textbooks can be taken home. During school holidays textbooks are stored in locking cupboards in classroom.

1.3 MONITORING

Textbooks are monitored regularly during periods and thorough checking is done at the end of each term before locking them in cupboard.

2. DISTRIBUTION AND RECORDING:

During distribution each subject learner sign for the textbook given, to control and monitor according to subjects.

- Books distributed and retrieved are punched into SASAMS.
- Each parent sign for the textbooks given to their children.

RESPONSIBILITIES OF DIFFERENT STAKEHOLDER

THE APPEARANCE OF THE BOOK

- Each book must be covered with hard plastic
- Each book must have an Id number consisting of a year and the book's number
- This number must be printed at the different places in each policy
- This number must be accompanied by the school stamp each time
- Each book must be kept tidy

THE LEARNER'S RESPONSIBILITIES

The learner must ensure that

- The book is accurately recorded in a form that is sent to parents
- The book is kept safe
- The book is kept tidy
- The book has the correct id number
- The book has the school stamp in different places
- The book returned on request
- The timely payment is made when the book is lost

THE EDUCATOR'S RESPONSIBILITIES


The educator must ensure that

- Each learner has a book
- The book is accurately recorded in a form that is sent to parents
- The form is signed by the parent
- The copy of the form is kept safe
- The books are checked at the end of first, second and third terms for the replacement of lost books
- The books are collected from the learners 2 days after the examination in the 4th term
- There is timely payment for the replacement of the lost books

3. REPLACEMENT OF LOST TEXTBOOKS:

Parents are responsible to pay lost and damaged books. Money received is used to buy new books and not used for other purposes.

Signed at NISUS on this 14th day of MARCH 19

Signature of principal: 

Signature of the SGB Chairperson: 

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The School Retrieval Policy was signed at Nexus P/S

Signed on the 14th day of MARCH 2019 at Nexus

Signature of the principal:-

Signature of the chairperson:-

Signature of the circuit manager:-