

SCHOOL TEXT BOOK POLICY

1. Text books coming from the MoE remain the property of the school and the MoE.
2. All new text books arriving to school will be numbered and stamped by Book Bank Officer.
3. All the records of the text books issued will be properly kept by the teachers and the Book Bank Officer.
4. All text book issued numbers must be properly recorded.
5. Students must be advised to take good care of the text books and not to leave the text books in the desk or in the school.
6. In cases where weather is unfavorable, the students must be advised to give the text books to teachers for safekeeping in the staff room.
7. Students must be advised to keep a record of their text book numbers at the back of their exercise books.
8. Students will be solely responsible for replacement or compensation for cost of new one if they lose any of school issued text book. MoE text books will have to be photocopied (cost met by student) and replaced as it is not available in book shops.
9. Clearance will only be given once the students compensate with cost of new text or buy and replace with new text book.
10. All the form teachers will conduct a text book check with the students in their form once a term.
11. Parents must be notified earlier in correspondence for all lost or missing text books.
12. Clearance must be done by the students before they sit for the Standard or the External Examinations.
13. All text book records and clearance records must be updated by the form teachers, subject teachers and given to the main office before the close of school.
14. The clearance form must be properly filled and endorsed by the teachers who sign the form.
15. Briefing on care of text book must be done regularly by the teachers in the classroom.
16. Students must be advised not to give their text books to the other students for use in school.
17. Students must be given access to text books for learning to take place in them.
18. Discourage students from stealing or tearing off pages from the text books.
19. Scribbles and marks must not be made in the text books.
20. All text books will be neatly covered and handled for its longevity usage in the school.
21. Teachers will conduct briefings and reminders to students regularly in the class.

PRINCIPAL.

