



Cedarwood School

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CEDARWOOD SCHOOL TEXTBOOK SELECTION POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this policy:

The Purpose of this policy is to guide teachers in the selection of textbooks for the new academic year.

Policy Guidelines:

1. A list of CAPS approved textbooks are suggested to subject teachers. It is the teacher's responsibility identify which textbook is best suited to the learners.
2. If more than one educator teachers a certain subject these teachers must work together in selection of the textbook.
3. Teachers must keep in mind the following factors when section a textbook: size of font, language use and colour.
4. Once a textbook is selected it must be presented to the Head of phase who will compile a list of the required textbooks.
5. The Head of the Phase or Deputy is responsible for combining all of textbook requirements and sending the order through to the supplier.
6. Parents are notified through email which textbooks they will need to purchase for the new academic year.

Record of change

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
13 September 2017	Pg. 1 Point 5. Deputy Headmaster changed to Head pf FET Phase	R. da Cruz
18/07/18	None	P Kotze
30/09/19	None	P Kotze
11/09/20	POPIA	Management
11/09/21	Publisher to supplier No 5	Management
30/11/2022	None	Management
09/11/23	None	Management