

NADI SANGAM PRIMARY SCHOOL

TEXT BOOK POLICY

Teacher/Student in School Responsibility

Nadi Sangam Primary School supplies each of its students with textbooks in order to support and enhance learning. Students are expected to use textbooks, care for them and return them in good condition. Students who destroy or do not return textbooks will be asked to photocopy the script OR pay up the purchase cost or returned to the School and are reimbursed for any lost or damaged textbook. Students who do not return books will not have report cards and clearance given upon request.

If a student loses or fails to return a book, the parent/guardian is responsible to photocopy the text book as a form of replacement.

Replacement of school text / pupil book shall be processed through the HEAD TEACHER or designee of the school in which the book was originally assigned. All class teachers are required to have their class inventory and text book distribution file with all details of text book issue and return.

Textbook Distribution

1. Class Teachers issue the text books to their class children on the first week of the academic year starts.
2. Head Teacher issues student books to teachers during the first week of school based on enrolment.
3. The teacher distributes books and the students will complete a Student Textbook Contract Form.