

## School text book guidelines

1. Borrowed DSK books, DVDs or other media must be returned to the school by year-end (due date is the last day of term when reports are handed out) and all penalties must be paid up. All overdue books or outstanding payments (on the last day of term 4 in December) will be added to the school account in January. Learners leaving the school will only receive their reports after having paid all outstanding amounts.
2. School books will be distributed individually to the classes on a specific day and in a lesson determined by the library. The exact date and time will be communicated to all teachers via email. The respective subject teacher will accompany the class to the library during that lesson.
3. School books will only be handed out upon presentation of a valid student card. The class teacher will inform the learners about this date and will remind them to bring their student cards on that day.
4. At the end of the school year (or when a learner leaves the DSK) all books have to be returned together. This will again happen on a specific day, allocated by the library. The respective subject teacher will accompany the class to the library.
5. For their own coverage, every learner has to sign his or her name in ink onto the loan note in the front of the book. This happens immediately after returning to the classroom.
6. While a learner is in possession of a schoolbook, he/she carries full responsibility for it. Should a DSK school book be lost or damaged, the full replacement value has to be paid by the learner. A damaged or broken CD/DVD will be charged at R50/CD and R200/DVD respectively.
7. The plastic cover of each book needs to be looked after as it serves the purpose of prolonging the books life. Please cover every book with another slip-on cover (non-stick) for protection.
8. Furthermore, nothing may be underlined or written in any school book that was borrowed from the school.

For further questions, please contact our librarian Sigi Weiss on [sigiweiss@dsk.co.za](mailto:sigiweiss@dsk.co.za)