

Ordering Text Books and Stationery

Purpose

The purpose of this policy is to ensure the effective and efficient ordering and distribution curriculum materials and stationery so they are received by schools before the beginning of each year.

Responsibility

The Head Teacher is responsible for estimating enrolments for the coming year, checking school stocks of text books and stationery, filling in both order forms and giving the forms to the Zone Curriculum Adviser. The Head Teacher is also responsible for checking deliveries and returning text book delivery advice forms to CDU.

Teachers are responsible for ensuring texts are preserved, stocks are recorded and for estimating the needs of their class the following year. They are responsible for ensuring that text books are not removed from the school.

The Zone Curriculum Adviser is responsible for checking, collecting and processing order forms and getting them to the PEO by the required date.

The PEO is responsible for ensuring that schools within their province receive the required stationery and curriculum materials before the beginning of each year.

CDU is responsible for checking orders of curriculum materials and adjusting if necessary.

Policy

All schools shall teach from the approved syllabus, issued by the CDU, and use the approved texts.

The CDU, PEOs, Zone Curriculum Advisers, Inspectors, Head Teachers and Teachers shall conform to the attached timetable to ensure that the ordering and distribution system has enough time to respond and meet the deadlines.

Teachers are responsible for ensuring the return to school storage at the end of the school year of all text books issued to his/her class. Teachers must not take text books from one school to another when they are posted. Failure to follow this policy may result in disciplinary action against the teacher concerned.

Procedure

Distribution of order forms

1. The Curriculum Development Unit (CDU) sends the order forms for text books to PEOs in July each year.

2. PEOs copy and send order forms for texts and for stationery to all Zone Curriculum Advisers.
3. Zone Curriculum Advisers distribute the order forms to each school before the end of the second term.
4. The Head Teacher estimates the number of pupils expected to be enrolled in the following year and calls a meeting with teachers.
5. Based on the estimated number of pupils and the current stock of texts and stationery at the school, each teacher estimates the curriculum materials and stationery required for the following year and informs the Head Teacher.
6. The Head Teacher reviews and discusses the order for texts and stationery with the teachers.
7. The Head Teacher then reviews the requirements with the ZCA on his/her next visit. The requirements for all classes are combined into one form – one for stationery, one for curriculum materials – and given to the ZCA.
8. The Zone Curriculum Adviser collects all the forms within his/her zone. He/she makes a copy and sends the originals to the PEO.

Text Books

9. The curriculum materials orders are sent to the CDU by the PEO.
10. Each PEO advises CDU of the delivery points for their province, after considering the transport schedules and locations of Zone Curriculum Advisers in the province. Some deliveries will be made direct from CDU to Zone Curriculum Advisers for them to distribute, while other deliveries will be sent to the PEO for distribution from the provincial office to schools or Zone Curriculum Advisers.
11. Delivery of texts is made according to the agreed schedule and routes.

Stationery

12. The PEO delegates responsibility for orders to an Inspector. The Inspector reviews the orders and combines the forms from each school into one stationery order for the province.
13. For stationery the PEO obtains a quote from three different suppliers. The quotes are then sent to the Director School Education Programs.
14. The DSEP obtains authority from Ministry of Finance and approves one of the three quotes.
15. The PEO places the order.
16. After delivery of the stationery to the provincial office, the PEO arranges for each school's order to be made up and delivered.

Timetable

The following timetable sets out the deadlines which must be met if the ordering and distribution system has time to work.

Action	Texts (T)/ Stationery (S)	Deadline	Responsible for meeting the deadline
PEOs receive order forms for curriculum materials	T & S	Early July	CDU
PEOs make copies for ZCAs of both order forms	T & S	mid-July	PEO
Zone Curriculum Advisers receive order forms (enough copies for one for each school)	T & S	mid-July	PEO
Head Teachers receive order forms	T & S	End July	ZCA
Head Teachers complete order forms based on existing stocks and expected enrolment for the following year.	T & S	End Term 2	Head Teachers
ZCA collects all completed order forms	T & S	Beginning of Term 3	ZCA
PEO receives completed order forms from ZCA	T & S	mid September	ZCA
CDU receives completed order forms from PEO	T	End September	PEO
PEOs each obtain 3 quotes for stationery and send to DSEP	S	end September	PEO
Finance approval obtained for stationery orders	S	early October	DSEP
Orders placed with stationery suppliers	S	mid October	PEO
CDU checks orders, adjusts if necessary and ships to the PEOs and/or ZCAs according to agreed shipping destinations.	T	Early January	CDU
PEOs receive stationery materials	S	Early January	PEO
PEOs and/or ZCAs receive curriculum materials from CDU	T	mid January	CDU
Schools receive curriculum materials	T	End January	
Schools receive stationery	S	End January	PEO
Head Teachers check deliveries, fill in delivery form and return form to CDU.	T	February	Head Teachers
ZCA checks that schools have received correct orders and reports back to PEO	T & S	End February	ZCA

CURRICULUM DEVELOPMENT UNIT

Primary school materials in English

* Books to be published during 2001

Title	Year	Student/ Teacher	Quantity required
General			
Unified Primary Curriculum – an Introduction and Overview	1-6	Teacher	
Multiclass Teaching in Primary Schools	1-6	Teacher	
Language			
Teacher's Guide Year 1	1	Teacher	
Pupil's Book Year 1	1	Student	
Teacher's Guide Year 2	2	Teacher	
Pupil's Book Year 2	2	Student	
Teacher's Guide Year 3	3	Teacher	
Pupil's Book Year 3	3	Student	
Teacher's Guide Year 4	4	Teacher	
Pupil's Book Year 4	4	Student	
Teacher's Guide Year 5	5	Teacher	
Pupil's Book Year 5	5	Student	
Teacher's Guide Year 6	6	Teacher	
Pupil's Book Year 6	6	Student	
Talking to Learn	4,5,6	Teacher	
Reading School Journal Stories	5	Teacher	
English Comprehension for Year 6	6	Student	
Vanua Readers Teacher's Guide	1-4	Teacher	
Vanua Readers (see separate list)	1-4	Student	
Mathematics			
Mathematics Syllabus for Primary Schools	1-6	Teacher	
Mathematics Teacher's Guide Book Year 1	1	Teacher	
Mathematics Student's Book Year 1	1	Student	
Mathematics Teacher's Guide Book Year 2	2	Teacher	
Mathematics Student's Book Year 2	2	Student	
Mathematics Teacher's Guide Book Year 3	3	Teacher	
Mathematics Student's Book Year 3	3	Student	
Mathematics Teacher's Guide Book Year 4	4	Teacher	
Mathematics Student's Book Year 4	4	Student	
Mathematics Teacher's Guide Book Year 5	5	Teacher	
Mathematics Student's Book Year 5	5	Student	
Mathematics Teacher's Guide Book Year 6	6	Teacher	
Mathematics Student's Book for Year 6	6	Student	
Science			
Our Environment, Teacher's Handbook Years 1 - 6	1-6	Teacher	
Our Environment, Teacher's Guide Year 1	1	Teacher	
Our Environment, Student's Book Year 1	1	Student	
Our Environment, Teacher's Guide Year 2	2	Teacher	
Our Environment, Student's Book Year 2	2	Student	
*Our Environment, Teacher's Guide Year 3	3	Teacher	
*Our Environment, Teacher's Guide Year 4	4	Teacher	
*Our Environment, Teacher's Guide Year 5	5	Teacher	

*Our Environment, Teacher's Guide Year 6	6	Teacher	
Trees	4,5,6	Teacher	
The Sea	4,5,6	Teacher	
Air	6	Teacher	
Water	6	Teacher	
Social Science			
Our Communities, Teacher's Handbook Years 1 - 6	1-6	Teacher	
Our Communities, Teacher's Guide Year 1	1	Teacher	
Our Communities, Student's Book Year 1	1	Student	
Our Communities, Teacher's Guide Year 2	2	Teacher	
Our Communities, Student's Book Year 2	2	Student	
*Our Communities, Teacher's Guide Year 3	3	Teacher	
*Our Communities Year 3, Charts	3	Teacher	
The Story of our Islands Year 4	4	Student	
The Story of our Islands Year 5	5	Student	
*The Story of our Islands Year 6	6	Student	
*People and Government Year 4	4	Student	
*People and Government Year 5	5	Student	
*People and Government Year 6	6	Student	
*Vanuatu and the World Year 4	4	Student	
*Vanuatu and the World Year 5	5	Student	
*Vanuatu and the World Year 6	6	Student	
Health, Nutrition, Agriculture (HNA)			
Health Year 1	1	Teacher	
Health Year 2	2	Teacher	
Health Year 3	3	Teacher	
Health Year 4	4	Teacher	
Health Year 5	5	Teacher	
Health Year 6	6	Teacher	
Nutrition Year 1	1	Teacher	
Nutrition Year 2	2	Teacher	
Nutrition Year 3	3	Teacher	
Nutrition Year 4	4	Teacher	
Nutrition Year 5	5	Teacher	
Nutrition Year 6	6	Teacher	
Agriculture Year 1	1	Teacher	
Agriculture Year 2	2	Teacher	
Agriculture Year 3	3	Teacher	
Agriculture Year 4	4	Teacher	
*Agriculture Year 5	5	Teacher	
*Agriculture Year 6	6	Teacher	
Physical Education			
PE for the Primary School	1-6	Teacher	
Religious Instruction			
*Guidelines for Religious Education in the Primary School	1-6	Teacher	
Religious Instruction Year 1	1	Teacher	
Expressive Arts			
*Visual Arts	1-6	Teacher	
*Performing Arts	1-6	Teacher	
*Songs for the Primary School	1-6	Teacher	

CURRICULUM DEVELOPMENT UNIT
ORDER FORM FOR THE YEAR _____

Primary school materials in English

School: _____

School Authority: _____

Postal address : _____

Island: _____ Province: _____

Nearest boat landing: _____

Head Teacher: _____

Date: _____

Estimated enrolment by Year for the year 200__ :

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Comments by Head Teacher

(Give here any additional information that you think is necessary. For example, tell us if you have a new class next year, or if some of your books have been destroyed by a natural disaster.)

To be filled in by CDU only:

Date received	Date packed	Date sent

**SCHOOL EDUCATION PROGRAMS
MINISTRY OF EDUCATION
PRIVATE MAIL BAG 028
PORT VILA**

ENGLISH MEDIUM SCHOOL STATIONERY ORDER

YEAR:

SCHOOL PROVINCE ENROLMENT:

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1FA Exercise Book
IU4 Exercise Book.....
IA5 Exercise Book.....
IB5 Exercise Book.....
IH5 Exercise Book.....
IE5 Exercise Book.....
Protractors
Compasses
White Chalk 100 sticks
Coloured Chalk 100 sticks
Drawing Pins
Cellotape 12x50mm
Medium Pen Pointed Blue x12.....
Medium Pen Pointed Red x12.....
Twine.....
School Paste
HB Pencil x12
Vanguard: 520x640mm – Crimson Red.....
Vanguard: 520x640mm – Emerald Jade
Vanguard: 520x640mm – Deep Blue.....
A2 Bulky Newsprint Paper.....
Stencil GEHA 980P
Duplicating Alcohol
TOTAL

NOTE: 500VT PER CHILD

Prepared by:

Date:

Approved by:

Date: