

# **Resources Policy**

## **I. Aims**

- A.** To have the resources to implement effective programs in all learning areas, for students of all developmental stages and learning styles.
- B.** To buy new resources regularly.
- C.** To streamline the process of ordering and purchasing new resources.
- D.** To maintain resources so they are easily accessible.

## **II. Principles**

### **A. Deciding what resources to buy**

- 1.** Teaching staff will assess what teaching resources are needed or desired and are authorised to purchase them within an annual budget set by council.
  - a.** This authority may be delegated by the teachers to someone who has the time and expertise to make the appropriate purchases, for example, a parent may purchase new computers, furniture or books.
- 2.** As a staff, teachers will discuss and agree on what resources are required for whole school programs.
- 3.** Individual staff members may purchase resources without consultation with other members of staff, within a budget agreed upon by the staff.
- 4.** Resources, not directly educational, may be purchased by a parent representative or subcommittee at the request of council, for example, new kitchen appliances.

### **B. Purchasing**

- 1.** The Coordinator will assist in and facilitate the purchasing and ordering of resources.
- 2.** An ordering system will be maintained by the Coordinator.
- 3.** Purchases may be made by ordering, with petty cash, by school cheque or by an individual and reimbursed.

### **C. Utilising and Maintaining**

1. New resources are shown to and/or discussed with other staff members so they are aware we have them and can utilise them.
2. Books and other resources listed in the library catalogue are accessioned before use.
3. All resources are organised, generally according to type, learning area and/or developmental stage so they are easier to find and use.
4. Resources are maintained by staff, with help from parent volunteers to keep them organised and in good condition.

### **III. Responsibilities**

#### **A. Council**

1. set an annual budget for teaching resources, computer equipment, books, furniture, appliances and capital items
2. liaise with subcommittees and individuals given the task of buying new resources for school

#### **B. Coordinator**

1. coordinate teacher discussion about new resources for whole school programs and limits on individual teacher purchases
2. manage the budget set by council for resources
3. maintain ordering system and method of reimbursing cash purchases
4. order resources as directed by teachers and/or assist in placing orders

#### **C. Teachers**

1. research and discuss new resources available
2. purchase new resources as desired, required or agreed
3. be familiar with and utilise resources currently in the school; discuss resources and their use with other teachers
4. assist in determining which older resources are no longer useful
5. maintain resources

#### **D. Whole School Community**

1. assist in researching and purchasing new resources when authorised
2. assist in maintaining resources

#### **E. Students**

1. make suggestions to staff about resources
2. assist in maintaining resources

#### **iv. Related Legislation**

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA

#### **v. Related Kerry Street Documentation**

- A. Kerry Street Library (Excel file)
- B. Council annual budget
- C. Curriculum Policy

#### **vi. Authorisation and Review**

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Review by 13/1/11

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