

BORROWING

POLICY

Rationale:

- Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

Aims:

- To enhance teaching and learning opportunities for staff and students.
- To strengthen relations with community groups and organisations.

Implementation:

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must seek prior permission from the principal,
- Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the principal and fill out the appropriate borrowing forms stating any damage must be paid for by the borrower.
- A student may borrow specific items of school equipment, but must arrange to do so with the appropriate staff member. A parent's written permission is required before a student can borrow equipment and any damage must be paid for by the borrower.
- All school assets will be recorded on the CASES assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Office of Emergency Management ph: (03) 9589 6266 as soon as detected.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

June 2014