

# CLASSROOM SUPPLIES

## POLICY

### Rationale:

- Appropriately resourced classrooms are fundamental to a quality education for students. At the same time, budgets must be maintained and resources must be well managed.

### Aims:

- To provide appropriate levels of quality classroom supplies, whilst at the same time ensuring supplies are well used and budgets are maintained

### Implementation:

- Classroom supplies are defined as consumable items (workbooks, paper, glue, pencils etc) that are used by students and teachers on a daily basis as part of the normal learning program.
- Class sizes at our school will comply with Department of Education expectations.
- Classroom teachers will be provided with all equipment and furnishings as required, and a classroom supplies budget from which they can purchase consumable items.
- Classroom supplies program budgets will be set as per the February Census figures. Minor changes in student numbers throughout the year will not cause alterations to a classroom supplies program budget. Significant changes in student classroom numbers (15% or greater) may cause budgets to be altered accordingly.
- All classroom supplies orders will be coordinated through the respective team leader.
- Only team leaders can complete orders for classroom supplies.
- It is expected that team leaders will complete bulk orders of classroom supplies at predetermined dates (eg: monthly) so as to minimise workload, administrative double handling and delivery charges.
- The business manager will provide periodic program budget expenditure reports to classroom teachers and team leaders.
- Exhausted classroom supplies budgets will not be supplemented. Unspent classroom supplies budgets will not be carried over to the following year.
- Teachers who change rooms at the end of a school year will not take classroom supplies from one room to another.

### 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....

**March 2019**