

The following policy is designed to facilitate the ordering, management and organisation of school resources by the Headteacher, Deputy Headteacher, School Business Manager, Curriculum Leaders and Teaching Assistants.

A specific department budget is allocated for Literacy, Numeracy, Science, computer equipment, Design Technology, Art (Consumables and display), Special Educational Needs; the budget for the remaining curriculum areas is under one department code. There is also a budget for reprographics. Resources for curriculum areas are ordered by the Subject Leader on behalf of the staff after consultation where appropriate.

The School Business Manager is responsible for ordering general supplies and stationery, office resources and reprographic materials. Class teachers are given a bi-termly order form to request basic classroom stationery items. All orders are signed by the Headteacher or deputy.

General stock is stored centrally in the stock cupboard next to hall. Access is freely available to all teaching and support staff, to parents under staff supervision but not to children at any time. When an item of general stock is running low, staff are asked to notify the School Business Manager.

Resources for the library are ordered by the Literacy Leader.

An audit of resources for each curriculum area is stored on the 'J' drive. The resources are stored in marked store cupboards around the building. Subject leaders are responsible for the resources for their subject.

Art	Lower KS2 art area/ cupboards between computer suite & KS1 corridor
Art Display	Stock cupboard next to staff room
DT	DT cupboard lower KS2 art area
English	Classrooms/resource room
Geography	Library/Stock cupboard next to staff room
History	Library/Stock cupboard next to staff room
IT	ICT suite
Maths	Upper KS2 Art area
Music	Music room
PE	Hall/ outside PE store/playground store next to playpod
RE	R.E. cupboard opposite staff room
Science	ICT suite
Special Needs	Cupboard in resource room

Free access is available to all curriculum stores for all teaching and support staff but not to children at any time.

General class resources are kept in individual classrooms along with some technology materials and some year group resources.

Basic resources for Mathematics, Art and Technology for each Key Stage are kept in labelled cupboards or 'bins' in each Central Resource Area and are freely available to all staff and the children.

Non-fiction and some fiction books are kept in the library.

Cross-curricular pictorial resources are kept in library.

Resources of all kinds are ordered by the School Business Manager following a standard procedure:

- Written requests for orders are given to the School Business Manager detailing preferred supplier or catalogue & order reference number where applicable
- The order is authorised by the Headteacher. A postal order or internet order is raised and put through the computer ordering system (Citrix) by the School Business Manager
- When the order arrives in school it is unpacked and checked against the delivery note by a member of the Administrative staff
- The delivery note contents are checked against & retained with the copy order form
- The resources, once checked and stamped with the school stamp (where appropriate), are given to the Subject Leader who is responsible for organising their storage in the appropriate place. The school stamp is kept in the school office.

Catalogues for main suppliers are kept in the staff room or School Business Manager's office. Catalogues for specific subjects are either retained by the subject leader or sourced via internet searches

Teacher laptops and valuable items

Teachers and support staff with laptops supplied by the school sign to agree that they take full responsibility for these. An inventory is kept which identifies the member of staff and laptop issued.

Breakages, lost resources, consumable items

All members of the school community are encouraged to value and respect the school's resources and not to waste consumables. Resources that are deliberately broken should be paid for so that replacements can be purchased. Staff are to report all breakages, lost resources and consumed resources to the Subject Leader concerned or School Business Manager who will re-order as necessary.

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