



## Property Guidelines and Procedures

### **Borrowing Equipment**

Generally, members of staff are able to borrow school equipment for their personal use. Please see the Principal so it can be recorded in the borrowing book (kept with Office Manager), a necessity for audit purposes.

### **Caretaking**

The caretaker will open the doors by 7.45 am. Other arrangements may be made with the caretaker for Friday mornings, if so wished.

At the end of the day please ensure floor areas are clear of rubbish, chairs are stacked, windows are closed and curtains pulled in the winter.

Benches will be cleaned if they are clear.

The school will be locked at 5.30pm. If you wish to work beyond this time please make arrangements with the caretaker. It will then be your responsibility to ensure that the door is locked and closed when you leave, and alarm activated if necessary. The alarm company must be notified if any part of the alarm system is not going to be set by 6pm weekdays.

On weekends you need to notify the alarm company if you are going to be on the premises outside of the hours between 9.00am - 5.00pm.

At the end of each term please place all furniture on carpet areas, unless otherwise instructed, leaving a 2 metre space around the outside of the room.

### **Classroom Consumables and Equipment**

These can be requested through the school office.

### **Classroom Extras**

Each class teacher will be allocated \$25.00 per term (paid x2 yearly) for those extras every class needs.

At times programmes require more consumables to be purchased. In planning stages please discuss this with the Teacher in charge of the appropriate curriculum area / or Team Leader.

Art equipment/consumables are purchased through the syndicates. The budget is \$250.00 GST excl per year. There is a separate budget for school-wide art.

### **Laminating**

This is available for teacher resources in the Printroom. There is no set limit on amounts done but the guideline is that the laminated material is something that will be used and reused. Be aware that laminated documents shine and therefore may be difficult to read.

### **Lockers**

Staff lockers are available in the Staffroom. Please see the Principal for allocation and a key. Please keep all valuables under lock and key - not in classrooms.

### **Office Hours**

The Office Administrator works 8 hours a day for 9 days out of every 10 days.  
The Receptionist works from 8.15 until 2.30pm Monday to Friday.

## Official Documents

Each classroom to have

- Copies of the relevant curriculum documents. These belong to the teacher
- Handbooks. These belong to the school
  - Te Kauwhata Primary Teacher's handbook of policies, procedures and practice
  - Te Kauwhata Primary Curriculum Design and Implementation Folder

(The two latter documents will eventually also be stored online in the appropriate school Google site).

## Rubbish and Recycling

Classes need regular reminding about why we have become an 'enviro-school'. Our aims

- To reduce the amount of rubbish we generate
- To recycle where possible
- To care for our environment
- To sustain our efforts

Routines:

1. Use the class bins correctly
  - Food
  - Paper
  - Outside bins for other rubbish
2. Children are to take home all their lunch box rubbish with the exception of 'dirty stuff' eg. Yoghurt containers.

## School Property

The school reserves the right to recover the cost for the loss of library books which have been issued and intentional damage to school property or equipment (e.g. computers, classroom equipment etc)

## Swimming Pool

The immediate families of Board Trustees and School staff will have access to the pool out of school hours during the school terms. If the pool cover is on when you arrive, please ensure it is put back on when you have finished. Board Trustees and School Staff will have attended an induction programme for the private use of the pool. They will need to adhere to the health and safety procedures of pool usage and remain on-site whilst using the pool. The pool is available for use over the summer holidays for staff and their immediate family only, please let Paul know if you are intending to use it.

## Wall Displays

Teachers are encouraged to create an attractive, functional learning environment. However, please do not staple, or sellotape onto any painted surface. If you require curtain wire for display please see the Caretaker.