

## THE PATCH PRIMARY SCHOOL

### LOAN OF EQUIPMENT

#### **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 complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, will be borne by the borrower. 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. A representative of the group must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, will be borne by the borrower.
- A student may borrow specific items of school equipment, but must arrange to do so with the appropriate staff member. The student must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, may be borne by the borrower. A parent's written permission is required before a student can borrow equipment.
- 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 was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

**References:** Office of Emergency Management ph: (03) 9589 6266

**Principal**



**School Council President**

