



THE LAKES SOUTH MORANG P-9 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 DOE insurance, will be borne by the borrower.
- Community organisations and groups which have links with The Lakes South Morang P-9 School and are approved by the Principal may borrow specific items of school equipment. 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 DOE insurance, will be borne 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.

Endorsed at School Council 17/7/07