



St Joseph's Catholic School

Queenstown

POLICY on LOAN OF SCHOOL EQUIPMENT INCLUDING THE SCHOOL BUS

RATIONALE

Lending equipment for school related purposes can enhance teaching and learning opportunities for staff members and students. Similarly, the school making available equipment for community use can strengthen relationships with groups and organisations.

AIMS

- To enhance teaching and learning opportunities for staff and students.
- To strengthen relations with community groups and organisations.

PROCEDURES

- Staff members may borrow specific items of school equipment for the purpose of completing, preparing or researching 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 the school's insurance, will be borne by the borrower.
- Students and community organisations and groups may borrow specific items of school equipment, but must arrange to do so directly with the Principal, who will table the request at the next available Board meeting. A known representative of the group must complete an entry in the "Borrowing Book" located in the School Office, including a declaration that any costs incurred resulting from loss or damage that is not covered by the school's insurance, will be borne by the borrower. Borrowed equipment must be returned directly to the Principal.
- All requests from community organizations will be assessed on the basis of the attachment to this policy, which is titled, "Considerations Prior To Lending School Resources". The decision made at this meeting is not negotiable.

- Previous loans to persons or organisations do not act as or set a precedent in any decision made by the Board; the Board will endeavour to treat each and every request on its merits given all circumstances that effect the current and future delivery of teaching and learning programs at St Joseph's Catholic School, Queenstown.
- All school assets will be recorded on the school's asset 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 borrowed equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the Principal or the police as appropriate.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

**Implemented February 2006
Amended June 2008**