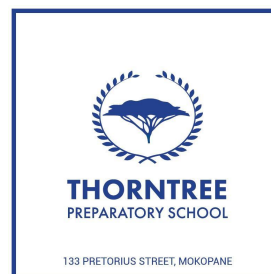




# THORNTREE PREPARATORY SCHOOL

## RESOURCE MANAGEMENT POLICY



<b>Document Name</b>	RESOURCE MANAGEMENT POLICY
<b>Document Number</b>	TPS_C2_2.2.3.2
<b>Authority</b>	Head/Secretary
<b>Administration of Document</b>	Admin/Heads
<b>Effective Date</b>	01/01/2016
<b>Approved by</b>	Head
<b>Scope of Document</b>	Staff, Students, Parents
<b>Last Revision Date</b>	01/01/2021
<b>Next Review</b>	01/01/2023
<b>Related Policies</b>	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
<b>Addenda</b>	

<b>Approved by:</b>	<b>Approved by:</b>
	
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<b>Helyn Tooley (Principal)</b> MJB Properties CC	<b>Ursula van den Berg</b> MJB Properties CC



## CONTENTS

1	TITLE: RESOURCES MANAGEMENT POLICY	3
2	INTRODUCTION	3
3	RESPONSIBILITY	3
4	DISCIPLINARY MEASURES FOR DAMAGE TO SCHOOL PROPERTY	3
5	STOCKTAKING	3
6	STANDARDS FOR THE SAFETY AND ADEQUACY OF PHYSICAL FACILITIES	4
7	PHYSICAL STRUCTURES AND SAFETY MANAGEMENT	4
8	MONITORING OF THE ABOVE	4

### **1 TITLE: RESOURCES MANAGEMENT POLICY**

#### **2 INTRODUCTION**

This Policy Governs the Responsibility and Care of Basic School Resources

#### **3 RESPONSIBILITY**

The school expects both the staff and the pupils to be respectful of their own property as well as property belonging to the school.

Teachers are held accountable for the care and condition of the following resources:

Textbooks, readers and school resource books not yet handed out to pupils

Blackboards, white boards and smartboards

Overhead projectors

Projectors

School computers provided for staff use

Classrooms i.e. walls, doors and floors (excluding usual maintenance and acceptable wear and tear) along with the associated furniture (staff desks and bookshelves).

Pupils are held accountable for the care and condition of the following resources:

Desks and chairs which are used by the pupil

School textbooks, readers and school resource books given in their care

Lockers

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Playground equipment – excluding damage by standard wear and tear and weathering

#### **4 DISCIPLINARY MEASURES FOR DAMAGE TO SCHOOL PROPERTY**

Deliberate damage to school property will be financially compensated for by the person responsible.

Where possible, discipline should involve an action leading to the restoration of damaged property e.g. re-painting a wall or sanding down a school desk.

#### **5 STOCKTAKING**

It is each teacher's responsibility to take stock of his/her classroom resources annually, in the third term.

A complete updated inventory of textbooks and technological equipment needs to be maintained and should be produced on request at any time.

Damage to, or loss of, school property needs to be reported to the school principal immediately when noted, or after the annual stock take conducted by teachers.

#### **6 STANDARDS FOR THE SAFETY AND ADEQUACY OF PHYSICAL FACILITIES**

See school health and safety policy

#### **7 PHYSICAL STRUCTURES AND SAFETY MANAGEMENT**

Thorntree maintains a very neat school property, where teaching and learning can happen in an organized and professional workspace.

Thorntree Preparatory rents the school property from the landlord who is responsible for maintenance and repair of the property.

Termly Health and Safety meetings are held where any problems are minuted and brought to the attention of the landlord. Once the items listed are fixed, it is noted as done in the next meeting and scrapped off the schedule of required maintenance and repairs.

The school is responsible for incidental monitoring and maintenance of light bulbs, furniture and playground equipment that require fixing. This is also noted in the Occupational Health and Safety Meetings and acted upon accordingly.

#### **8 MONITORING OF THE ABOVE**

Monitoring of the safety and adequacy of school physical facilities is the responsibility of the Head of the School, with the assistance of the maintenance team of the school or the landlord in the event that it is a structural item.

The teachers and learners should report any obvious maintenance issues as soon as they are noted.

This will be discussed in the Occupational Health and Safety Meeting of the school, held at least quarterly.

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