

EQUIPMENT REPLACEMENT

Rationale:

- To ensure adequate levels of quality equipment are available for use by staff when needed, a planned approach to equipment purchases and maintenance must be developed and maintained.

Aims:

- To provide a process for prioritising equipment purchases so as to ensure adequate, high quality equipment is available when needed.
- To provide a level of consistency with equipment purchases that enables an ease of maintenance, portability of minor components (leads, remote controls etc), and a similarity of operation.

Implementation:

- For the purpose of this procedure, equipment is defined as non-consumable classroom teaching related items that have a value of greater than \$150.00. Typical equipment items include televisions, videos, projectors, laptops etc.
- The Assistant Principal will be allocated the responsibility of coordinating the purchase and maintenance of all equipment purchases.
- Each year a priority list of equipment purchases will be determined once all staff members have had an opportunity for input. Priorities will be determined by need, school renewal priorities, equity across different sections of the school, and existing deficits.
- Once a priority list has been determined and agreed by the St. Mary's Primary School's leadership team, a budget will be allocated.
- All equipment purchases must be made by the Assistant Principal in accordance with the yearly priority list, with the Assistant Principal expected to provide a consistency of brands.
- Safety, ease of operation, durability, serviceability, and upgradeability will be considered as well as price.
- Guarantees and operating instructions will be kept in the administration office.
- The Assistant Principal will provide all staff with directions on what equipment is owned by the school, where it is stored, and how it is used.
- Equipment that is used for class use must be entered into a borrowing book, and returned to its rightful storage position immediately after use. A booking system will be provided.
- Staff members may borrow equipment in a manner consistent with the St Mary's Primary 'Borrowing' procedure.
- Equipment will not be purchased for the sole use of a particular teacher or group.
- Groups such as the Parents & Friends that wish to purchase or donate equipment for the school will be asked to consult the Assistant Principal and the priority list.
- All equipment purchases will be entered on the school's asset register and will be engraved or otherwise so that it is easily identified as property of the school.
- Dangerous, faulty or obsolete equipment will be repaired or disposed of as appropriate.

Evaluation:

- This policy will be reviewed as part of the school's five-year review cycle.