



Science handbook...resources policy

Introduction

At present resources within the science include test books, schemes of work, practical resources including chemicals, glassware and other items, laptops CD-ROMs and Loggit hardware, videos and differentiated worksheets.

Purpose

- To enable staff to confidently use and include in their teaching, all types of resources that are available within the Science Department.
- To safeguard resources within science, particularly science textbooks against loss, damage or theft.
- To allow our technical support staff reasonable time so that they may work in advance in terms of preparing resources to support practical investigations.
- To create an accessible catalogue system of useful video programmes.
- To create an accessible catalogue system of useful and relevant differentiated worksheets that support schemes of work for key stages.
- To ensure all material is updated and of use to current schemes of work.
- To ensure that ICT hardware and software is available at all times and is returned to a designated safe area.
- To ensure that materials and resources supporting practical work are accessible to all staff within the department and that it is maintained.
- To update equipment and maintain existing equipment to fully support schemes of work.

Guidelines.

- All books for Key stages 3 and 4 should be requisitioned through the technical support staff. It is the responsibility of the science staff to count in and out books issued to students during a lesson. Under no circumstances should books be given to students unless these books are signed out.

- All practicals should be booked one week in advance of the intended lesson date.
- It is the responsibility of individual staff to notify the technical support staff of equipment failure, breakage or shortage.
- Particular care is required when using ICT resources because of cost and fragility
- Where new resources are required to support teaching in science, a request via the HOD may be made and an order placed if appropriate.
- Updating and maintaining resources and cataloguing systems is the responsibility of all staff.