



# Spencer Park Primary School Care of Storerooms Procedure

Students are excluded from **all store rooms** unless under direct teacher supervision and instruction. Students **are not** to return items to store rooms unless under direct guidance of a teacher.

Teachers who have agreed to do so are responsible for ensuring that storerooms are kept orderly and appropriately stocked.

Where a borrowing system is in place, all teachers are required to comply with requirements.

Borrowing systems are used in:

- Science Store (Rm 16/17) – Complete loan book.
- Maths Store – Complete loan book.
- Reading Store - the same borrowing system as library
- Library (including A.V.)
- HASS – Complete loan book
- Student Services – the same borrowing system as library
- Classroom/Teacher resources – the same borrowing system as library