



# Spencer Park Primary School School Facilities Procedure

## STORAGE SPACE

- |                                       |   |
|---------------------------------------|---|
| 1. Stock Room (west of the staffroom) | Photocopy paper, art/craft paper.   |
| 2. Art Storeroom – TE Shed            | Contains consumable art material (except paper) and art/craft equipment.  |
| 3. Maths Storeroom                    | Contains Maths games and equipment.   |
| 4. Science Storeroom – Rm 16/17       | Contains Science Primary Connections kits, equipment and consumables  |
| 5. Photocopier Room (brown cupboard)  | Contains exercise books, pad paper.   |
| 6. Cleaners' Store                    | Teachers may use equipment from here but it must be returned appropriately.   |
| 7. Reading Room/English Resource      | All reading material and supporting teacher resources.  |
| 8. Admin. Storeroom                   | Teacher/Classroom resources (workbooks, diaries, etc). Student Services/SEN resources (social/emotional). Teacher & office stationery supplies. School records, files and miscellaneous material. |
| 9. Green Sports Shed                  | Large sports equipment, e.g. jump bars, netball goals and also spare chairs, mobile pinup boards.   |
| 10. Sports Store                      | The whole variety of play equipment is kept in the storeroom. Student and teachers may borrow equipment.  |
| 11. Under Stage in Hall               | Tables and trestles, spare furniture.   |
| 12. Library                           | Teaching resources for all curriculum areas.  |
| 13. Hall                              | Stage blocks, table tennis, spare furniture, folding tables.  |
| 14. P&C Shed                          | Pin up boards, Round and square tables.   |
| 15. Room 99                           | HASS store room.  |

## SPECIAL ROOMS

**Room 6:** This is a multipurpose room used for:

- Art/Craft
- Special group activity
- Cooking - it contains a microwave, stove, sink and fridge
- Uniform cupboard.

Room 5: School Psychology room.

Room 4: HASS classroom

Room 7: Literacy and Numeracy Support. Additional teaching space.

Room 16/17: Science Room

## MULTIPURPOSE ROOMS

**South Wing:**

"Kentucky Fried Room" (KFC Room): Used as office space for staff and chaplain.

## HALL

- Assemblies are conducted in here.
- Can be used for a variety of class activities. Notify intent to use by placing details on whiteboard outside staff room.

## OTHER SPECIFIC PURPOSE ROOMS

- Library
- Canteen – used for mini-assemblies on Monday afternoon (2.40-3.00pm) and Phys Ed classes.
- T&E Shed – can be used for art/craft, large scale hands-on activities.

## BOOKINGS

Room bookings for special purpose rooms can be made through Outlook.

