



MATERIALS / SUPPLIES

Material Making and Classroom Supplies

Each teacher is responsible for material repair, maintenance of and updating of materials.

Any purchase towards materials for classroom use need to be cleared with the office **prior** to expenditure. Receipts are necessary for reimbursement.

Supplies needed are almost always available at the office; any other supplies will be ordered. Schedule enough time before your activity to allow for order and delivery.

No materials should be used or made for the classroom without office clearance. Standardization is of the utmost importance.

SRA books must be closely monitored through the office.

Workbooks and worksheets are replenished on a regular basis. Inform the office if you take the last copy from the files.

Workbooks, printing books, etc. need to be monitored and controlled. They should not be sent home unless the head teacher is aware, so that unnecessary replacement does not occur.

Photocopy / Laminator Use

Reasonable use of photocopier and laminator is expected. Photocopies must be cleared with the office prior to initiating the process.