

TELEPHONE

School telephones are for short calls only. They should be used sparingly and mostly for school business. Incoming calls to be kept to a minimum of time.

Toll Calls:

In general it should not be necessary to make personal toll calls from school but if it is necessary please make sure that the office is advised and the details are recorded in a notebook held at the office.

Mobile Phones:

These personal phones should not interrupt class teaching time. Put on silent for your attention at break times. It is understood that this may be your teaching tool as well, video's, photo's, You Tube and app activities for class programmes (These are at your own responsibility).

TEACHING MATERIALS

In general all reasonable requirements for teachers are provided by the school as follows:

a) Stationery:

All stationery for the teacher (cellotape, pens, paper etc) are provided free and paid for from funds held in the school account (this does not include books and pencils for students)

Collect what you need from the office assistant, either before or after school or during intervals. Please do not help yourself and do not send children to the office with petty requests during class time. ALL requests must be recorded in the stationery book held at the office.

b) Teaching Materials

An extensive list of equipment is provided (see list below) from the Operations Grant at the beginning of the year. If you need more throughout the year requests go to the office Resource Manager.

Equipment issued at beginning of each year – All rooms:

Gun Stapler	Cellotape	Teachers Scissors
Felt Tips	Stapler	Cellotape Dispenser
Coloured pencils	Paper clips	Blu tac
Staple Remover	Staples 26/6	Hilighter Set

Senior Teachers:

Laminating Pouches
Hole Punch