



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

1.3	Curriculum	Curriculum Resources	
Ratification	May 2005	Chairperson	
Last Review	May 2005	Chairperson	

RATIONALE / BIBLICAL MANDATE

The Board and staff have the responsibility before God and the parents to take the utmost care in selecting, using and maintaining resource materials available to the children, ensuring they:

- Reflect Christian values, attributes and standards that form the basis of the special character of the school.
- Have good educational value; meeting the learning needs of the children.
- Are cared for under good stewardship of resources principles.

DEFINITION OF RESOURCES

Resources in this policy are defined as any educational, recreational or instructional material that are procured for teaching and learning purposes. These includes books, magazines, videotapes, audiotapes, CD ROMS, software, games and specialised equipment.

PURPOSE

- To ensure that school resources are maintained at a consistent and high standard
- To ensure that there is a clear line of responsibility
- That the resources are managed effectively

GUIDELINES

- Records shall be kept on all the school's resources by way of inventories and asset management systems.
- Purchasing of resources shall be in accordance with the curriculum finance procedures
- Where at all possible resources will be got on "approval" if the materials are unfamiliar so as to allow for careful perusal
- Criteria for evaluating the suitability of those resources will be in place
- Resources shall be stored in a manner that makes them freely accessible by all staff and ensures they are well kept.

Comprehensive coverage of all aspects of resource keeping and processing are found in:

Library Resource Policy
Library Resource Procedures
Curriculum Resources Procedures