Resources

Introduction

The most valuable resource we have to enable us to deliver the quality of education our pupils rightfully deserve is our teaching and support staff. However, this aspect of the school's resources is covered in our Staff Development Policy. This document seeks to outline the school's policy on the purchase, maintenance and organisation of the school's teaching equipment and materials. The school is committed to spending a significant proportion of its budget to ensure staff are supported with high quality teaching equipment and materials that enable them to deliver thoroughly and imaginatively the school's curriculum. In allocating this budget we are guided by the principles that all teaching equipment and materials are :

•   Relevant and fit for purpose in that they support teaching and learning

•   Motivating and interesting to pupils

•   Substantial and well made

•   Offer value for money.

Teaching Equipment and Materials

Responsibilities

As with the writing of the curriculum, all teachers are involved in decisions about the purchase of teaching equipment and materials throughout the school. Every class teacher has responsibility for their class equipment and teaching materials. Additionally, subject leaders have responsibilities for the resources for their curriculum area ensuring that they are regularly reviewed and kept up to date. All staff with resourcing responsibilities are supported by a designated member of the administrative team whose responsibility is to work alongside the class teachers and subject leaders to ensure that we provide value for money and resource the school efficiently.

Classroom Resources

Every class is given a small annual equipment budget.

Resource Room

Generally, all materials and equipment are centrally organised and catalogued in our extensive and well stocked General Resource room, Communication Resource room and Assessment materials room. Each subject leader, supported by the designated member of the administrative team, has specific responsibility for the management and purchase of their equipment in this room. They are given an annual budget for this purpose, allocated according to priorities set through the School Development Plan. Having a centralised bank of resources prevents unnecessary duplication and is, therefore, much more cost-effective. By organising our resources in this way we aim to provide a wide variety of teaching materials which can be used for any one teaching objective.

This is valuable because:

•   Teaching materials can be age-appropriate

•   A broad range of materials allows an objective to remain motivating if the rate of achievement is slow

•   We can provide a wide range of equipment for use by children with specific difficulties

•   We can try to ensure that teaching materials have content which depict a realistic cross-section of modern society.

The teaching equipment now available centrally ranges from simple boxes of picture cards to specialist sets of photographs, from early stimulation materials to advanced technical equipment, and from group language and numeracy equipment to very specific individual assessment kits.

ICT Resources

Aims
ICT is a fundamental element of the school's resources and as such we are committed to using the most up to date technology and pedagogy for the benefit of the pupils. We believe it has huge potential to enhance the quality of teaching and learning across the school's entire curriculum.

Location and use of Computers
Every classroom is equipped with a combination of highly specified desktop computers, laptops and iPads, and a range of supplementary hardware and software. Each classroom is given improved access through high quality touchscreens, switch access interfaces and adjustable height tables. Digital cameras are provided for every class along with projectors, camcorders and digital sound recording equipment. The majority of our classes are fitted with large screens, some of which have height adjustable mountings to support access at a range of heights. There is a network providing broadband internet access in every room throughout the school, a central file server with daily back up, and colour laser printing. There is also a wireless network across the whole site integrated within the fuller network. Teachers are encouraged to identify and provide access devices or software when needed to support a particular pupil, in addition to the high level of resources described above. The school also has iWise, a Media Centre occupying a whole floor of Woodgreen House, comprising a large welcoming central room and green-screen studio. The space is furnished to be as welcoming and comfortable as possible, in order to encourage collaborative work and to offer a modern environment that feels different from a typical classroom or computer suite.

Budget
The School Development Plan allows for maintenance of equipment on a yearly basis. Ideally, we would wish to consider replacement of equipment over an 2-3 year period, and work towards this within our budget constraints. A proportion of the budget is set aside for investment in new products which offer new ways to support teaching and learning in the school. ICT equipment is expected to fulfil all of the requirements outlined in the introduction to the Resources Policy. In addition to this the school is committed to sourcing and applying for grants and initiatives to access alternative funding streams, in order to enhance the quality of ICT provision across the school.

Maintenance & Technical Support
The school has explored options for servicing contracts and leasing, but due to the specialist nature of much of our equipment it has proved to be more effective to maintain strong relationships with our suppliers who are also able to provide service and support on a call-out basis. The inventory and testing of all electrical goods and maintenance and repair of all non-ICT equipment is dealt with through a combination of contracted external support and internal expertise. Staff are asked to enter all technical problems in a log book and to ensure that their equipment is treated with due care. Every class is issued with a manual for filing notices and prompt sheets on how to deal with minor problems and use software.

Staff Training
There is a basic set of introductory skills that forms part of the induction of new staff, and a wide range of different media are readily available for staff to learn independently. All staff are encouraged to participate in a programme of after-school training sessions that target specific software for use in the classroom. The school allocates a responsibility payment to a member of support staff to promote good

practice and assist colleagues in the use of ICT within the classroom. The Subject Leader for ICT can also be approached in a less formal way for support, either for a particular pupil, member of staff or a class project.

Security Issues

All equipment is security marked and logged on the school inventory. Where necessary, staff have access to security cables to secure their laptop or computer, and all machines have a login procedure which requires password access. The server is accessed only through an administrator password and is physically protected from power cuts with an Uninterrupted Power Supply. The automated back-up system runs every day. All pupils are supervised in their use of the internet and the internet provider filters all illegal websites. Staff and pupils are encouraged to pay attention to correct positioning when using computers and guidelines about minimising health risks are available to all staff as outlined in the school's Health and Safety Policy. Every class is provided with a height adjustable table and chair.

Loaning of Resources

A wide range of the equipment held in the school is of interest to people in the wider community, from packs of photo-cards to major items such as the school minibuses. Since all of the resources have been provided to improve teaching and learning within the school, it is essential that a desire to react positively towards requests for the loan of items should not outweigh the need for them to be ready to hand for the children in the school. Due to this, the school's policy is to only loan resources in exceptional circumstances, discussed directly with the Senior Leadership Team.

Reviewed by: Matt McArthur   **Date:** February 2023

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