

## Evolution International School

### Teachers' Resources

April 2018

#### Rationale

Teachers are entitled to know which resources they can expect to be given at the start of the year and how to replenish resources during the year.

#### Starter Pack

- A box containing red, blue, green and black whiteboard markers
- A whiteboard eraser
- Black, blue and red ballpoint pens
- Pencils
- Eraser
- Sharpener
- Scissors
- Ruler
- Glue stick
- Stapler
- Staples

#### Remote controls

- Remote controls for the AC and the projector are attached to the wall and must not be removed. All teachers have a duty to report broken or missing remotes immediately.

#### General stationery

- This is available from the Resource Assistants in the resources room
- Teachers must request resources from the RA who will record stock levels and usage

#### Photocopying and printing

- With the use of projectors and iPads, printing and photocopying should be minimal. Requests for printing/photocopying should be made through the server in the Academic folder "printing" or "photocopying". Work will be dealt with in the order it arrives, therefore teachers should plan ahead by at least 48 hours and not assume that their work will be handled immediately. Requests for emergency work or queue jumping must be authorized by an SMT member.
- RAs are under instructions to report excessive printing/photocopying to the SMT.

#### Displays



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- The RAs are available to prepare displays for the classroom and corridor noticeboards. Staff should prepare the work to be displayed and hand to the RAs with any instructions for the mounting and arrangement. The RAs have other work and displays to do so teachers should plan on at least a one-week turnaround on displays. Teachers are welcome to do their own displays but they must conform to the school's display policy.