

Laminating Policy

Aim

1. To provide quick references for children to use.
2. To ensure that the time and effort that teachers put into their charts will have a longer classroom life.

Guidelines

1. Laminating requested by staff will be paid for:
 - a. The teachers pay for all personal items that they have laminated. These resources become teacher's property and not part of the school's resources.
 - b. Items may be paid for through the class budget.
2. Laminating will be completed by the Librarian at a time suitable to her. This will be advertised to the staff.
3. Accounts will be given to staff availing themselves of this service at the end of each term.
4. Requests for laminating must indicate to the Librarian the method of payment. The Librarian will then charge each item according.