INVENTORY AND STOCKTAking POLICY

The school has divided its responsibilities for inventory and stocktaking into five quite distinct areas.

**The equipment inventory/stocktaking**

The school office has responsibility for maintaining the equipment inventory. The caretaker and ICT Technician has responsibility for security coding new equipment. The ordering of new equipment is the responsibility of the specialist teachers and new equipment must be presented as part of the curriculum bid.

**The office inventory/stocktaking**

The School Support Manager has the responsibility for keeping a running inventory/stock -take on such material as is used in the office and selected items e.g. photocopying paper. The photocopying machines are operated by a code number and the Manager keeps a record of the number of photocopies each member of staff makes. She will order stock when is necessary and has a budget to enable her to do this.

**The classroom material stock cupboard**

One of the classroom assistants (Mrs. Applegate) has responsibility for keeping a running inventory/stock take of the material kept in this cupboard. Staff approach her each year to order material that they may need during the year. This is general stock, e.g. exercise books, art paper, sellotape, scissors, pens, pencils etc. She has the responsibility for ordering and checking in stock, working within her budget. The cupboard is open at set hours and she is the only member of staff with a key to the door.

**Specialist stock used for subject teaching**

This stock is of a more specialist nature including workbooks and textbooks, art material, P.E. equipment, food for F.T. tools etc. for D.T. and chemicals for science. The teacher with direct responsibility for that subject area is responsible for collating a bid which will be submitted to the senior leadership team who will prioritise spending. This involves stocktaking and ordering enough materials for the year. This bid needs to have been authorized and all orders placed by the end of January each year.

**Annual Stocktaking Review**

ICT Technician to check major items at end of Summer Term.

Reviewed Summer 2015
Evaluation

This policy will be reviewed by the School Support Manager who will ensure that the policy is up to date and relevant to current practice. In addition, the School Support Manager will check that it reflects current legislation.

Signed.......................................................... To be Reviewed Summer 2017

Dated..............................................................