

REDCLIFFE PRIMARY SCHOOL



PO BOX 195, VERULAM 4340, REDCLIFFE DRIVE, VERULAM

TEL/FAX 032-533 8000

REDCLIFFE PRIMARY SCHOOL **SCIENCE RESOURCES LOANING POLICY**

The Mr Price Foundation has very generously sponsored Redcliffe Primary School science resources. These resources are available, upon reasonable request, to approved schools/educators.

Loaned material may be used for research, exhibits, and educational purposes.

General Loan Policy and Procedures

1) Loan Conditions.

The following conditions must be met in advance to receiving any type of loan equipment from Redcliffe Primary School.

1.1) Loans are made only to permanent educator staff at institutions with facilities to properly house and care for the equipment.

1.2) Once approved, loans will be processed in the order in which they are received.

2.3) Loan requests must be made a week in advance strictly by email to Ms. S. Govender redcliffeprimary@telkomsa.net on a requesting school letterhead signed and stamped by the school principal or his/her delegate.

1.4) Upon collecting the requested equipment, an original letter whose copy was emailed to Ms. S. Govender must be produced for filing purposes at Redcliffe Primary School.

1.5) Loans made are for a period not exceeding one week. At the end of the loan period it is expected that the equipment be returned to Redcliffe Primary School or else the borrowing school will not find favor in future. Requests for loan extensions must be made 3 days before the due date. Redcliffe Primary School reserves the right to refuse, cancel or deny renewal of any loan.

1.6) Loans are made only for the specific purpose defined in the original request. If alterations to the original request are needed, then approval must be obtained 2 days before the day of pick-up.

1.7) Redcliffe Primary School is not responsible for the transportation of the borrowed equipment.

1.7) If a borrower does not meet conditions and requirements of a loan, Redcliffe Primary School reserves the right to refuse future loans to that borrower until such conditions are resolved.

2. Loan Requests

- 2.1) Prior to submitting a formal Loan Application, informal inquiries are welcome, by email, addressed to Miss S. Govender at redcliffeprimary@telkomsa.net
- 2.2) Loan requests should be submitted on the appropriate Loan Application form, available at on the school letterhead.
- 2.3) All information must be completed on the Loan Application form before equipment is handed over.

3. Review and Evaluation of Requests

Loan requests will be reviewed on a case-by-case basis according to the following criteria:

- 3.1) Availability and condition of the material for loan.
- 3.2) Amount of material available.
- 3.3) The authority to approve a loan rests with Redcliffe Primary. Once approved, loans will be processed in the order in which they are received.
- 3.4) Prior notification will be provided to the borrower when equipment is available for retrieval.

4. Receipt of a Loan

- 4.1) The borrower must contact the Miss S. Govender, as appropriate, by e-mail to acknowledge safe receipt of the loan.
- 4.2) The borrower must immediately check number and condition of equipment, noting any discrepancies or damage before receiving the equipment.
- 4.3) The borrower is liable for any damage that occurs while the equipment is in their possession.
- 4.4) Borrowed equipment are to be stored in cabinets free of pesticides and repellants.

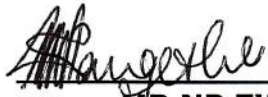
5. Loan Return

5.1) Prior to return, the borrower must email the Miss S. Govender to verify the agreed upon date.

5.2) Equipment must be packed in materials in such a manner as to protect them from shock, moisture, or excessive heat. Equipment should be wrapped in material similar to that used when handed over to the borrower. Packing materials must be saved if they can be reused. If it cannot be reused, similar quality materials are used to repack the equipment.

5.3) Returned material should, where applicable, be in the same condition in which it was loaned.

SIGNED:



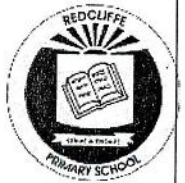
MR NP ZWANE
PRINCIPAL

DATED:

10/11/2020



REDCLIFFE PRIMARY SCHOOL
SCIENCE DEPARTMENT – EQUIPMENT LOAN FORM



Equipment Pickup Date : _____

Anticipated Equipment Return Date : _____

Name of School : _____

Name of Borrower/Person picking up : _____

Itemized list of equipment :

No.	Equipment Description	Estimated cost
1		
2		
3		
4		
5		
6		

I acknowledge that the above equipment was picked up in good working order.

By signing below, my school will be financially responsible for any loss or damage to the listed Science department equipment. Failure to return equipment by anticipated return date will be considered a loss.

Borrower Signature

Date

Principal Signature

Date

Describe any damages to returned equipment with estimated repair or replacement costs:

Person Returning
Equipment Signature

Date

Science Personnel
Signature

Date