

## **3.13 RESOURCES**

### **3.13.1 BOOKS**

Text books are loaned to pupils and the (considerable) cost of this is part of the fees. Books are issued on a departmental basis and are generally collected at the end of the year (with the exception of some GCSE/AS/A2 level set-books which are heavily annotated by pupils and which the pupils may keep). Every book should have the pupil's name written inside the front cover, or should be numbered and a record of the loan kept by the teacher or Head of Department. Heads of Departments are responsible for passing to the Bursar at the end of the academic year a list of pupils who should be billed for books that have not been returned or which have been returned in a poor condition.

### **3.13.2 STATIONERY**

Stationery is ordered by the Reprographics Manager following requests from the Head of Department

### **3.13.3 LIBRARIES**

The Librarians of the Library welcome suggestions for acquisitions.

### **3.13.4 AUDIO VISUAL AIDS**

Many AV aids are held by Departments, some centrally.

### **3.13.5 PHOTOCOPIES**

Pupils have access to a photocopier in the Library as directed by the Librarian.

### **3.13.6 IT**

Pupils have access to computers in several locations around the school. The level of supervision varies according to the age of the pupil, but all pupils should follow the 'Acceptable IT use policy'. Helpful learning resources for pupils can be found on the pupil section of the school network.