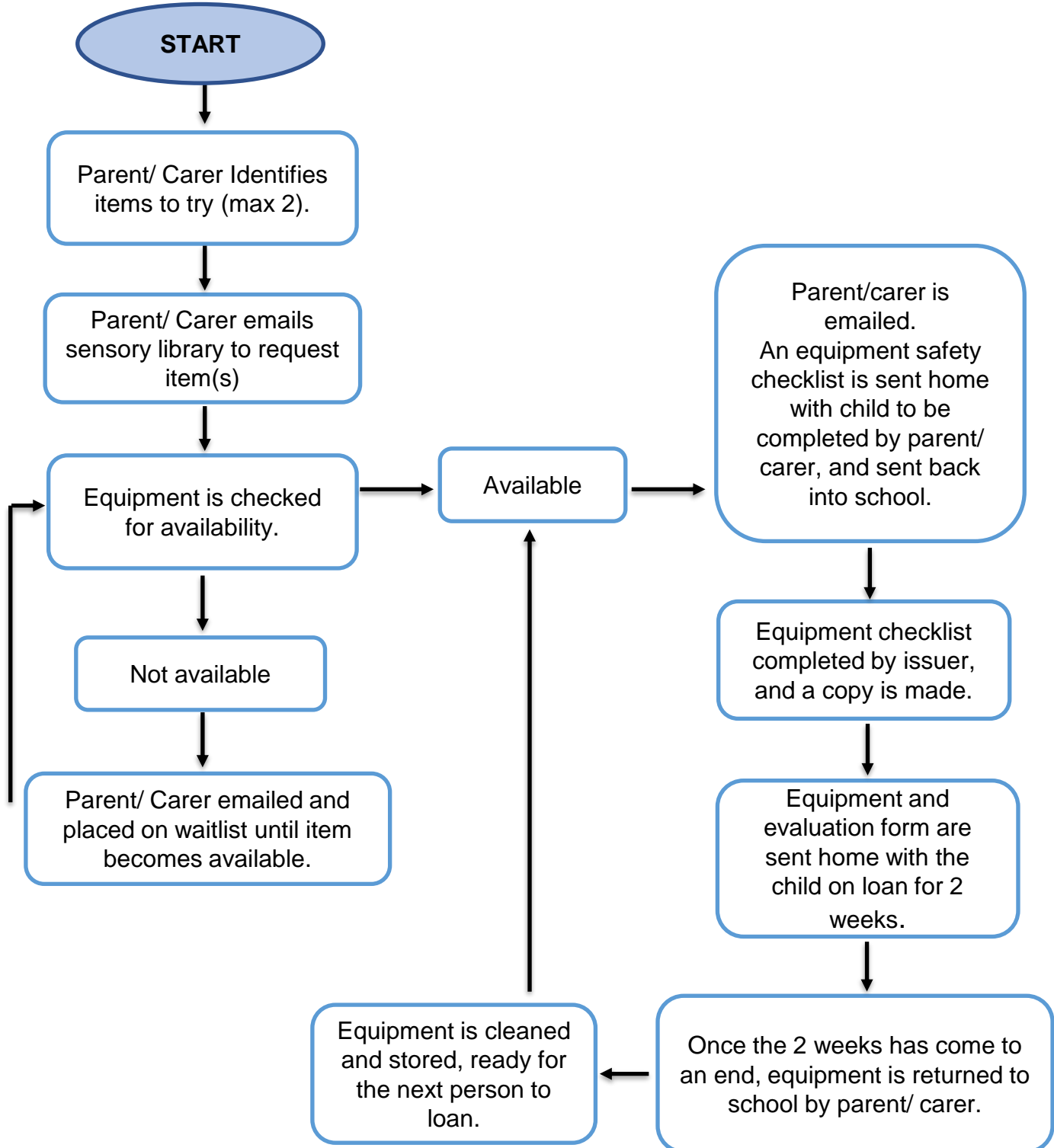


Sensory Library Protocol



Sensory Library Protocol

Aims:

The aim of the sensory library is to give parents and carers a chance to try out equipment to see if it works before they buy it. The library works on a loan basis allowing the equipment to be tried free of charge to any student of Fort Royal Community Primary School.

Equipment Checklist:

The equipment checklist must be completed by the parent/ carer and teacher giving out the equipment before the equipment is given out. A copy of the checklist is made to keep on record. The parent/ carer also takes a copy with them.

Loaning Equipment:

When the equipment is loaned out it should be clean, well maintained and safe for use. The equipment information leaflet should be with the equipment. High risk equipment should have its specific equipment risk assessment form with it. The sensory library evaluation form should also be included with every equipment loan. The maximum length of loan is **2 weeks**. The equipment can be returned earlier than the 2 week period. Parents/ carers can loan **2 items** at a times maximum.

Sensory Direct Parents Discount:

If parents try a piece of equipment supplied from sensory direct they can get a 10% discount. Sensory direct need clarification of the loan of the equipment from the library. To do this they will email the Sensory Library email address for confirmation before they issue the discount.

Sensory library email address: sensorylibrary@fortroyal.worcs.sch.uk