Note on the Use and Management of the Geography Room

A. Purpose of Geography Room
(1) Geographical materials displayed and exhibited create a real sense of geographical atmosphere for pupils having lessons in the room and such atmosphere facilitates active learning.
(2) The special design and layout of the room, with its special fixtures and furniture allow effective conduction of activities such as group discussion, role play and simulation game.
(3) Black-out facilities enables the use of A-V equipment.
(4) The resource room enables effective storage and retrieval of geographical information and allows teachers to prepare lessons even class teaching is in operation in the Geography Room.

B. Utilization of the Facilities and Resources of Geography Room
(1) The chalk board, tack boards and magnet boards provide adequate space for drawing illustrations and mounting visual stimulus.
(2) The map rail allows maps to be hung up and rollers and hooks allow maps to be moved freely.
(3) Rock and mineral specimens, field study instruments should be displayed in the display cabinet with appropriate caption on characteristics, use, etc.
(4) Equipment items should be fully utilized, e.g. weather instruments are not to be kept just for display and demonstration purposes.
(5) Pupils should be encouraged to use the work bench, tracing table and the sink in preparing projects, making models, copying maps or mounting geographical materials.
(6) Pupils should be encouraged to “try their own hands” at the sand table to visualize the characteristics of physical features and their formation.
(7) The weather board should be used to display weather-recording data and for making comparison of data recorded in the school weather station with those of Hong Kong in general.
C. Resource Development

1. Commonly used reference books, resources and also pupils' work should be kept in the Geography Room for easy access of pupils in completing projects and assignments.

2. Panel teachers and pupils should be encouraged to help collect/prepare geographical information and resources. Appropriate space should be allocated to store the information and resources. Resources should be classified and regularly screened.

3. Each drawer/cabinet should be clearly labelled.

4. A list of resources available should be prepared and all Geography teachers should be provided with a copy to encourage utilization of the resources.

D. Record Keeping

1. A special time table should be drawn up for using the Geography Room.

2. Files, inventory items, documents and resources such as worksheet masters and question papers with suggested answers or marking criteria should be properly stored in the steel filing cabinet.

3. Record of pupils using the Geography Room during lunch time for geographical study and activities should be kept.

4. Booking record should be kept for using the room for extra-curricular activities.
E. Maintenance of Equipment and Resources

1. Field instruments and weather instruments should be cleaned after use.

2. Regular check of the precision of instruments and the wearing of resources, furniture and fixture items should be conducted.

3. All resources should be properly stored in the Geography Room or the resource room.

4. Maps and plans should be properly handled when removing them from or putting them back to the map chest or map rack.

5. The durability of maps, posters, charts, etc. should be improved by mounting or laminating.

6. Pupils' tables and chairs should be moved with care.

7. Care should be exerted in pulling black-out curtains.

8. Furniture and fixture items should be regularly repaired.

9. Aided schools may apply for non-recurrent grants to replace worn-out equipment items or repair fixture items.