

# Note on the Use and Management of the Geography Room

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## 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.
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## 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.

- (8) Exhibits relevant to syllabuses of various levels should be put on tack boards for easy reference in teaching. The exhibits should be changed from time to time.
- (9) The notice board outside the Geography Room should be used to display information on extra-curricular activities for Geography.
- (10) Maps, globes and resources which can be easily carried along should also be used in the classroom.

### **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.

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