

TIDINESS: SCHOOL & CLASSROOM

A clean school and a tidy playground are essential parts of an attractive environment. The caretaker and cleaners will do their best in this respect but teachers and pupils have an important part to play also. Teachers are requested to pay particular attention to the following:

- 1) All paper, pencils, crayons etc picked up from the floor.
- 2) Tables with all chairs up on tables or chairs in piles of 4 on the floor.
- 3) Bench areas tidied.
- 4) Whiteboards cleaned as needed.
- 5) Cloakbays tidied. (Nothing on the floor).
- 6) Class recycling bins can be emptied into bigger bins between 11.05 – 12 noon in designated area closest to your class.
- 7) Food scraps bin emptied at 1.20pm. Take to groundsmen by Caretaker Shed.
- 8) Non-recyclables are to be put in separate bag and this will be collected on a Friday morning after 11.05am (by Leadership Team). Tie the top and leave in your cloakbay by the doorway.

It is suggested that teachers set up a system of monitors to attend to these duties. Tidy these areas in your rooms before students leave.

A state of order and cleanliness within a classroom after the children have been dismissed is a very real reflection of the tone, discipline and effectiveness of the class.

In addition each classroom has responsibility for the tidiness of a specific area outside their own room. (Refer to Associate Principal if unsure).