POLICY NO. 33  Classroom Tidiness

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Date approved by School Council: 11th Feb 2013

RATIONALE:
The tidiness of classrooms impacts upon the attitude of students toward their work, the perception of parents about the school, the outlook of staff towards their work, and the capacity of cleaners to effectively complete their work.

AIMS:
To ensure that classrooms are safe and pleasant places for both staff and students, as well as reasonably clean at the end of each school day to ensure cleaners are able to carry out their duties in the time available.

IMPLEMENTATION:

- While the tidiness of classrooms is a responsibility shared by the students and teachers who use each room, ultimate responsibility is borne by the teacher.
- Each classroom will be allocated a rubbish bin and sufficient garbage bags to adequately provide for the rubbish that can reasonably be expected to accumulate throughout each day.
- The school cleaners will be contracted to remove the rubbish from each rubbish bin at the end of each school day.
- Staff and students are expected to place all rubbish in the bins provided during lessons, and are expected to clean the floors, desks etc. of any rubbish before vacating the room.
- Staff members confronted with untidy classrooms as a result of the previous lesson must report the matter immediately to an Assistant Principal.
- Large items that do not fit in the bin or that will fill the bin are required to be taken to the school dumper by staff or students as appropriate.
- Items such as clothing or school bags are not expected to stay in classrooms, and are to be stored in lockers or on hooks as provided. Stray clothing and personal items are to be sent to lost property as soon as possible.
- Each classroom will be provided with pinboards, display areas, shelving and storage as appropriate.
- Staff members should not use dangerous practices to place displays around the classroom and should consult Occupational Health and Safety polices before attempting to mount displays.

EVALUATION: This policy will be reviewed as part of the school’s three-year review cycle.