



St Clare's Abbey Primary School

School Care Policy

Written following consultation with Eco Council, School Council, School Caretakers Cleaning Supervisor and teachers in term 3 2015/16 immediately after the move into our new school.

Ratified by BOG 16/06/16
Reviewed : April 2019
Presented to BOG 03/05/19

(Pupil representative group revisited policy and a few changes were made to the initial paragraph- however main body of policy was deemed relevant)

SCHOOL CARE POLICY

The background work undertaken to develop this policy.

Our beautiful school was 3 years old on 7th March. We have settled in so well and feel that it now feels lived in and shows a lot of our personality as a school ' Mrs Monaghan liaised with EA cleaning and caretaking management to establish best practice from the outset in terms of pupils, teaching and non-teaching staff supplementing the work of the caretaking and cleaning team.

Additionally, the School Council and Eco Council helped Mrs Monaghan to write the section entitled '**How our pupils will help**'. They thought of very manageable jobs that could be done by the pupils to help keep our school looking fabulous for a long time. One point that kept coming through in our discussions was that St Clare's Abbey and its enormous grounds are far too big for the cleaners and caretakers to do everything, we all need to help, believing very firmly that if 'everyone does a little, no one will have to do a lot.' We also reflected on our school aims:

We will work with our parents and the wider community to help all in St Clare's Abbey develop:

- ***A sense of how precious we are and of God's great love for us.***
- ***The social skills and moral attributes required to contribute positively to our community.***
- ***A true love for learning that will help each of us achieve our full potential.***

We believe that the second aim in particular calls us to play a part in taking care of our school and keeping it lovely for future pupils. The Eco Council reminded us that St Francis, one of our founders, truly loved nature and if we are to follow in his path we need to take care of our beautiful woodland area, gardens, football pitch, playgrounds, play parks and indeed all our external grounds. Our site is very special and we need to keep it so. Pope Francis, calls us to be caretakers of the Earth and within St Clare's Abbey we do our very best to follow that call.

Our school recently donated money to a very poor school in El Salvador, in which Sr Treasa, the daughter of one of our classroom assistants, Mrs Clarke, is working. Sr Treasa has been emailing us, telling us what life over there is like for the children and sending us photographs of their school. The contrast really struck our children as did the information that the children in ???? clean their own school at the end of each day. This realisation

made the children in St Clare's Abbey even more appreciative of our brand new school and more determined to play their part in keeping it beautiful.

How our pupils will help--- they will:

- Treat the toilets throughout school with respect by flushing the toilet after use and placing hand towels in bins, not in the toilet bowls.
- Keep the floors in our school clean by wiping their footwear before re-entering the buildings and will remove football boots at the entrance doors to prevent heavy soiling within the School.
- Keep the walls clean by looking after wall displays, especially the borders that get torn easily and reminding younger children, who may forget, that we never write on school walls or furniture.
- Safely set chairs on the top of the desks at the end of the day.
- Remove all large items of rubbish eg pages, food wrappers etc from the floor, shelves and also from any ledges or shelves under tables or desks.
- Collect crayons, pencils, pens, rulers etc. at the end of the day and ensure that they are returned to their proper place.
- Clean and tidy up after using the materials in structured play/ activity learning and practical lessons.
- Use the correct bins throughout the school for disposing of or recycling different types of waste.
- Leave equipment in the correct place when play time finishes, so that the playground monitors can tidy it away quickly.

How the adults in our school will help - they will:

1. Ensure that all cupboards and stores are well organised and tidy and that doors can open and close freely. Doors r heating
2. When possible, store resources off the floors and in the Stores where appropriate.
3. Keep edible items in sealed containers in order to deter pests such as rodents.
4. Remind pupils periodically to flush the toilet after use and to place paper towels in bins, not in the toilet bowls.
5. Not enter cleaners'/caretakers' stores.
6. Report 'spillages' and 'accidents' to the Caretakers. Cover until caretake arrives
7. Ensure that wall displays are kept firmly secured without causing damage to the walls. Nothing stuck to painted walls, don't use wall staplers.
8. Store books in bookcases the correct way up and with spines facing outwards.

9. Ensure that potted plants/ floors have saucers underneath to avoid water stains on our new furniture/ assembly hall floor/ altar
10. Piano not in use needs covered/ all ict appliances to be closed ddown at end of each day.
11. Make arrangements to keep ICT devices clean, eg deploy classroom assistant/ pupil to wipe them weekly.
12. Remind pupils to wipe their footwear before re-entering the buildings and to remove football boots at the entrance doors to prevent heavy soiling within the School. Brushes will be placed by the exit of the football pitch and pupils will be encouraged to use them.
13. Keep the Staff Room clean and tidy by: rinsing crockery and cooking utensils and placing them in the dish washer after use, removing their own out of date food items from the fridge/ cupboards and ensuring that they bring lunchboxes, bags and bottles etc home with them when not in use.
14. Place excess paper and "originals" at the photocopier in the recycling bin provided.
15. Remind pupils on a regular basis about the need to dispose of waste appropriately using the different bin options
16. Remind pupils that school grounds must be left litter free at the end of each session and that plants must be treated with care and respect.
17. Be proactive in addressing untidiness in communal areas eg, withdrawal group working spaces, book banding area, corridors, hallways etc.

AT THE END OF THE SCHOOL DAY

18. When possible leave the Teacher's and Assistant's desks clear to facilitate cleaning.
19. Remind/ assist Pupils' to set chairs **safely** on top of their desks.
20. Train pupils in removing items of rubbish i.e. pages, food wrappings, from the floor, shelves and also from any ledges or shelves under tables or desks.
21. Train pupils in collecting crayons, pencils, pens, rulers etc. and storing them in the correct place.
22. Ensure that sink units and draining boards are left absolutely clear i.e. no water bottles, snack equipment, straws, paint brushes, paint trays or play materials.
23. In structured play and open areas, Pupils should be taught to clean up after using the materials.
24. Water trays should be covered and toys not being used the following day should be stored in a container. Teachers or Classroom Assistants should mop up spills as they occur.

25. In sand trays, the sand should be levelled off and toys to be used the following day should be attractively stored on top of the sand. Spare toys not in use should be stored neatly in a large container.
26. Large amounts of sand spilled on the floor should be cleared by the Teacher or Classroom Assistants and small light sprinklings of sand should be cleared by the cleaners.

LOST PROPERTY

27. Lost and found items not reclaimed by Pupils will be kept in a container under the middle set of stairs.

After one year unclaimed items will be discarded.

Items of considerable value will be kept only for a short period in the office before being passed to the authorities.

*** This policy will be disseminated to all external bodies using our facilities. Failure to adhere to it will result in any agreement being withdrawn. We have a beautiful new school and we all have to respect it and take care of it.*****

Arrangements for monitoring this policy:

The School Care Policy provides guidelines for the Teachers, Classroom Assistants and Pupils of the school to assist the Caretakers and Cleaning Staff in maintaining standards and will be revised and amended when deemed necessary. Our Caretakers and Cleaners, especially Mrs Mc Shane the cleaning supervisor will help us keep it under regular review. The School Council and Eco council will also be consulted annually to review how effective the policy is.