Regarding the problem of litter in the grounds:

1. The Parade Community are to be reminded of the need to keep a clean and healthy environment and waive littering around the school.
2. Yard Duty Teachers are expected to actively ensure that their area is maintained in an acceptable state. It is the expectations that YD Teachers will have students pick up litter and use the bins provided.
3. Students guilty of minor misdemeanours will be sent by the subject teacher to the Yard Duty Teacher for a clean up duty. The student will be responsible for returning a signed card from the YD Teacher to the issuing teacher to confirm that the duty has been done. These cards may be obtained by subject teachers from the House Office.
4. At the end of each Recess and Lunchtime, the state of the yard is assessed by the Deputy Principal or the House Leader acting in his stead.
5. If the buildings or grounds are left in an unacceptable state, the following should be undertaken:
   - The Yard Duty Teacher(s) will be informed as to the unacceptability of their area.
   - The whole House assembles at the beginning of the next break, (lunchtime after recess or recess the next day after lunchtime) and following instruction from the Deputy Principal, a supervised clean up will be conducted. The Deputy Principal, Dean, House Leader and Yard Duty Teacher for this time will conduct the Assembly and Clean up.

Regarding litter in the classrooms and corridors:

1. All teachers are expected to ensure that the classroom and corridor are kept in a fit state. It is the expectation that teachers in the classroom will have students pick up litter before and after each class. This would include the corridor area immediately outside of the classroom.
2. At the end of lunch the assigned Tutor Group will clean up their allocated area by 1.40p.m.
3. At the end of each day (or last to use the room) before exiting the classroom, furniture is to be aligned correctly and chairs put on top of desks/tables.

Clean up Duty:

Will be maintained to cope with the low level of the litter not necessitating the above measures.
PERIOD 5 LITTER DUTY PROGRAM ALL HOUSES

STUDENTS:

(i) Students are to be responsible for collecting the gloves and bag by 1.33pm, then completing the task by 1.45pm.
(ii) Students are to collect a “Litter Duty Pass” from House Secretaries, when the task is complete prior to 1.45pm (Students arriving in class without a “Litter Duty Pass” receive another 15 minute litter duty from subject teacher).
(iii) Students are to be held accountable for their “Clean Up Duty” being commenced and completed on time; they may begin their duty earlier.
(iv) If a student is attending sport or some other activity on his assigned day, it is his responsibility to swap with another student in his room.

TUTOR TEACHERS:

(i) Tutor teachers will be advised in Week One, Term One, by the Environment Officer which dates their class is on Clean Up Duty.
(ii) Tutor teachers to split class list into groups so that all students appear twice in the duty week. (refer to “model class list”)
(iii) Tutor teacher advises the students at commencement of the week of their responsibility, and displays a class list in Home Room.
(iv) Tutor teacher explains clearly the areas to be cleaned by the class.
(v) Teacher provides a class list to the House Secretary by Monday of Duty Week showing which students are to attend, each day.
(vi) Tutor teacher checks the list regularly during the duty week to determine those doing their duty.
(vii) Tutor teacher issues a 15 minute litter duty, (to be done during lunchtime) to students who don’t attend their designated Period 5 Clean Up Duty.
(viii) Tutor teacher informs students that it is their responsibility to do their duty, within 15 minutes.
(ix) Tutor teacher collects the “Litter Duty Pass” from students (next morning) to check the return time to classes.
(x) Tutor teacher issues a 30 minute Litter Detention for second and subsequent offences for non-compliance of Clean Up Duties.
(xi) Where possible, Tutor teacher must be seen in the designated area, for 10 minutes, in Period Five to assist the supervision of Clean Up Duty.

HOUSE SECRETARIES:

(i) House secretaries issue gloves and a small carry bag to each student on Clean Up Duty, during the 3 minute break between Lunchtime and Period Five commencement, ie. 1.30pm – 1.33pm. No other equipment to be issued.
(ii) House secretaries mark off the student’s names from the class list, provided by Tutor teacher, at 1.30pm daily.
(iii) House secretaries issue “Litter Duty Pass” to students who have completed their task, up to **1.45pm ONLY**. No Litter Duty Passes are to be issued after 1.45pm.
OTHERS:
(i) House Leaders, Environment Officer or Deans of College to advise the relevant Tutor Group Leader if an area is not cleaned appropriately. The Tutor Group Leader then follows up the relevant students who are to complete the task (15 minute Litter Duty again next Recess Time ie. 10.40am – 11.05am.)
(ii) Environment Officer to supervise an area, 1.30pm – 1.50pm each day, where possible, to coordinate activities in heavily littered areas.
(iii) Environment Officer to advise House Leaders and/or Dean of College when areas remain uncleaned for a period of time.
(iv) Environment Officer to organize relevant maps, gloves, bags, bins etc to facilitate the Litter Duty Program.