



# Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

50 Waituna-Tapuae Road RD9 Feilding 4779 T: (06) 328 6805 E: principal@waitunawest.school.nz

## Property Management Policy - NAG 4

### **RATIONALE**

All property at the school must be properly maintained to ensure a good working environment for pupils and staff.

### **GUIDELINES**

1. A caretaker and cleaner will be employed at the school.
2. Staff members, the BOT Chairperson and the BOT Property will have keys to the school.
3. The cleaners/caretakers together with staff members (who ever is last to leave the school premises) will be responsible for ensuring all buildings are locked.
4. The cleaner/caretakers daily, weekly, term responsibilities are written into their contract.
5. Any damage within the grounds will need to be brought to the attention of the Principal and BOT Property Representative.
6. The grounds will be kept clean, tidy and safe and also attractive so that pupils and the community can feel pride in the appearance of their school. Working bees will be carried out each term and will be on a roster system.
7. Community agencies eg. Police, Fire, Health and Community workers will be invited to work with pupils with a view to promoting positive attitudes and encouraging responsible behaviour.
8. The Principal will do a routine check of the school buildings and grounds each term as per monthly online reporting requirements of Argest/MOE.

### **SIGNED**

Board Chairperson \_\_\_\_\_

Date: \_\_\_\_\_

School Principal \_\_\_\_\_

Date: \_\_\_\_\_