



ARNON ATOMEA PROVINCIAL SECONDARY SCHOOL

**MAINTENANCE AND BEAUTIFICATION
COMMITTEE
WORKLINE and BEAUTIFICATION
PROPOSED POLICY**



SECTION 1: INTRODUCTION

School maintenance and beautification is one of the functional committee which has consisted of chosen teachers from both primary and secondary sector of Arnon Atomea Community High School. This Committee was established in year 2015 mainly to carry out the responsibilities on *Maintenance and beautification areas.*

SECTION 2: PURPOSE OF THIS COMMITTEE

- 2.1 Establish to carry out the activities such as planning, allocating and monitoring student's works.
- 2.2 Is responsible to improve A'A CH School to have a clean, healthy and beautiful environment which is conducive to the staffs and students learning and also the environment that will promote A'A CHS to become unique amongst other institution/ Schools.
- 2.3 To motivate A'A CHS students to become self reliance in the future.

SECTION 3: FORMATION OF THE COMMITTEE

- 3.1 The committee shall consist of members of both primary and secondary works committee to combine as one main functional body of School.
- 3.2 The committee shall have its chair person, vice chair person and secretary include the executive members
- 3.3 Chairman and vice chairman of the committee shall be chosen from either a work master from primary or secondary sector. If a chairman of the committee is from works committee of secondary sector, the vice chairperson shall be from the works of primary sector except the secretary shall be chose amongst any members of functional body.
- 3.4 The term of the committee shall be effective for one year in which an election shall take place to elect new executive members. Any or all members of the committee may be re-elected after one year.

SECTION 4: FUNCTION OF THIS COMMITTEE

- 4.1 Chairperson and Vice Chairperson of the committee are responsible people to call the members of the committee to attend a meeting concerning any matter arises.
- 4.2 The committee shall able to hold its meeting when there are more than half of the members attends. If it less than half of the members attend, the gathering shall be referred to another proposed day.
- 4.3 If the both Chairperson and vice chairperson are not presented at the meeting, thus the meeting has to be postponed to another date which will propose by the Chairman and secretary
- 4.4 If the Chairperson is not present at the meeting the vice chairman shall act on behave of the Chairman
- 4.5 The committee shall meet at once in a term which means that the committee shall hold its meeting four times in a year. It shall be summoned for an extra meeting if there is an agent matter arises to be discussed.

A. MAINTENANCE POLICY

SECTION 5 WORK SESSION

- 5.1 During work session students are not allowed to wear school uniform.
- 5.2 Students are not allowed to use abusive language, misconduct behavior and joke during work session
- 5.3 Work session is mandatory for all students thus students shall not escapes from work session
- 5.4 Student who had found not present during or absent from work session shall provide a medical report or other valid reasonable ground such as death, disability and special duties.
- 5.5 All working groups (teams) shall work according to time allocated. Students shall not leave before time until the bell ring.

SECTION 6: WORK SESSION TOOL

- 6.1 Requested items (bags, flowers, plants etc) for a working session shall be brought by the students from their home.
- 6.2 Requested tools (knives) shall be kept in school tool room.
- 6.3 Work line committee shall keep its own working tools such as spade, bar for digging, wheelbarrows and grass cutter for the school maintenance
- 6.4 List of working tools shall be kept by work master in a proper record to avoid misplace of tools by students.
- 6.5 Students who borrow tools their names shall be written against that particular tool and they shall return it safely in a good condition for stock record.
- 6.6 Working tools shall not be hired or borrowed by teaching staff or for private construction except for school beautification uses.

SECTION 7: RESPONSIBILITIES OF STAFF (Supervisors)

- 7.1 During work session the responsible staff of allocated working groups (teams) shall be presented to provide supervision and delegate work to the students.
- 7.2 At the end of each work session student registration shall be checked by responsible staff to perceive students absentees and escapees.
- 7.3 Work master shall be responsible to record all work done by each working group (teams) during work session and this shall be considered for an incentive.
- 7.4 Responsible staffs (supervisors) for each working group (team) shall be responded to assist any injury students during the work session.

B. BEAUTIFICATION POLICY.

SECTION 8: STAFF RESPONSIBILITIES (Supervisors)

- 8.1 During the work session, Supervisors of each working group (team) shall be responsible to allocate and direct the students to a certain area required for landscaping
- 8.2 Students shall be complied under the directives of supervision (teacher) during work session.
- 8.3 Any requested plants such as flowers for planting shall be brought by the students at home when required.
- 8.4 Any work of beautification which is not capable for chosen students shall be referred to the work groups or teams.
- 8.5 School development plan of an area shall be recommended to the works and beautification committee to work according to the areas which ahead of construction of new school buildings

SECTION 9: TOOLS AND ITEMS

- 9.1 List of working items and tools shall be kept by work master in a proper record to avoid misplace
- 9.2 Students who borrow tools during work session their names shall be written against that particular tool and they shall return it in a good condition for stock record.
- 9.3 Working items such pot flowers, watering canes, shall be provided by School and shall not be hired or borrowed by teaching staff or for the private uses.

SECTION 10: CLASS ROOMS

- 10.1 Each class teacher shall ensure his or her respective class cleans all time. A Student who does not perform his or her class duty without any valid reason shall be written down to punishment.
- 10.2 After three years class rooms shall be repainted
- 10.3 School shall responsible to employ specialist persons within or outside of school for painting of class rooms.
- 10.4 Students are not allow to write and draw unnecessary words and pictures on tables, on walls of a classrooms

SECTION 11: SCHOOL COMPOUND

- 11.1 School compound shall be fenced for safety of the beautified area buildings from damages and litters done by public (outsiders) include animals.
- 11.2 School gate shall only open during school hours, A duty teacher from both sector are responsible to unlock and lock the gates. Students and public shall be restricted from school area after school hours except for authorized person, excluding teachers.
- 11.3 Students and teachers shall walk along the walk path to avoid damaging of plants and flower bedding.