



STAFFROOM DUTY POLICY

RATIONALE

- The availability of a tidy, clean, well stocked and pleasant staffroom is the right of every staff member. Therefore, we must all work together to ensure that the condition of the staffroom lives up to these expectations.

AIMS

- To provide a staffroom that is well stocked, pleasant, clean and tidy.

IMPLEMENTATION

- The cleanliness, tidiness and smooth running of the staffroom is a shared responsibility.
- All staff will take part in the roster, which will involve a general clean and tidy of the staffroom including cleaning the tables, at the end of each school day, as well as packing and unpacking the dishwasher. There will also be a roster to clean the microwaves, fridges and stove/oven. The daily organiser will compile the rosters.
- Apart from the cleaning roster, it is clearly expected that all staff members will be responsible for cleaning and tidying their own dishes and spaces, including pushing chairs back in under the tables. All staff need to thoroughly rinse dishes before they are placed into the dishwasher.
- An appropriate staff member will be identified to coordinate staffroom purchases, including collection of money from each staff member.
- School Council will
 - ensure that the staffroom is equipped with good quality and appropriate crockery, utensils and electrical items; which are not to be used in classrooms.
 - provide a program budget for consumable cleaning items etc., for the staffroom.
 - contribute funds each year for tea, coffee, milk and sugar for special visitors.
 - provide a refrigerator for storage for staff supplies and a dishwasher, a chilled water filter, heating and airconditioning.
- At some point all staff use staffroom equipment, utensils, condiments, and/or store items in the fridge for use during the working day, at evening school events such as 3 way conferences, staff social gatherings, meals, and at the end of year celebration.
- Tea money rates are:
 - 1) \$5 per term; use of staffroom equipment, utensils, condiments, and/or store items in the fridge for use during the working day, at evening school events such as 3 way conferences, staff social gatherings, meals, and an end of year celebration.
 - 2) \$10 per term; use of items as listed, bring own tea/coffee/Nespresso (purchase from the office at \$1 per pod) use school sugar, milk.
 - 3) \$20 per term; use of items as listed above and coffee, tea, Milo, cordial.
 - 4) 40 cents a day for preservice teachers if they use any of the above.
- Students will not enter the staffroom without teacher supervision.
- Students are not to remove items from the staffroom, irrespective of the approval of a staff member. Equipment is not for general school use.
- The staffroom will not be used for parents meetings unless exceptional circumstances prevail and no other appropriate space is available.
- Union sub branch meetings will not occur in the staffroom.

EVALUATION

- This policy will be reviewed to reflect new regulations and best practice.

REVIEW CYCLE

- This policy was last updated in **July 2020** and is scheduled for review in **July 2023**.

Endorsed by School Council in July 2023.