**GOOD FOUNDATION PREPARATORY SCHOOL,NAMUGONGO – JJANDA**

**ROLES OF THE TEACHERS ON DUTY**

**The teachers on duty should;**

1. Make sure all the school activities are conducted at the right time
2. Enforce time management of both learners and teachers
3. Ensure general sanitation of the school i.e. kitchen, compound, litter bins, toilets, urinals, bathrooms, classrooms, dormitories,corridors etc.
4. Ensure personal hygiene and smartness of pupils
5. Organize edutaining assemblies
6. Supervise pupils at meals to ensure order at the kitchen and to make sure all children get food/tea/porridge or anything served
7. Ensure that the quality and quantity of food served is proper
8. Make sure that children drink safe water
9. Be in charge of the first aid of pupils
10. Involve and supervise the prefects in carrying out routine work
11. Follow up cases of indiscipline and counselling the pupils accordingly
12. Ensure good customer care before all people that enter school
13. Ensure the safety of pupils in and outside the environment
14. Ensure that children do not run on the school compound
15. Compile daily records and a weekly report
16. Record daily attendance of the pupils and submit the attendance book in the office of the Head teacher
17. Ensure that English is the only means of communication to, at and from school
18. Promote the good name of the school throughout their communication in the week
19. Ensure that there is order when dropping pupils and picking them in the afternoon
20. Ensure safety of all school property
21. Ensure that there is no noise at break intervals
22. Ensure that children are assisted to cross the road in the afternoon/evening
23. Ensure that children are escorted to church every Sunday
24. Ensure that there is order in the TV room on Saturday and Sunday( NO Luganda movie/film should be watched) The TV room should always be left clean
25. Ensure that children have supper in an organized manner(pupils should be allocated rooms to sit in while having supper)
26. Ensure that juice time (4:00p.m) on Sunday is handled in an orderly manner.
27. Ensure that nap time is orderly.

NB:

* Weekly duty starts on Monday and ends on Sunday
* All /both teachers on duty must be on duty on both Saturday and Sunday
* The teachers on duty must report to school before 6:00a.m. and leave at 9:00p.m after preps.

**TEACHERS SHALL REPEAT DUTY IF ANY OF THE ABOVE IS NOT OBSERVED**