**Key stage 3**

**3.1**

Cleaning tables – E

Pouring drinks – J

Putting away communication books – A

Holding the door – D

Class register – W

Taking the dinner register to the kitchen – O

Washing up – R

Putting the diaries away – M

Getting breakfast items for class – M

Un stack chairs – R and C

**Class 3.2**

Take the dinner register

Wash up after snack

Help gather the chairs for circle time

Help get equipment ready for lessons

Help prepare snack (getting plates and cups)

Carry the resources for lunch to the dining room

Clean the tables

Remove symbols from the visual timetable and put new ones up.

**Class 3.3**

Tidying

Making drinks

Taking dinner register to the kitchen

Holding doors open.

**Class 3.5**

(Class jobs allocated daily to enable every class member an opportunity to complete)

Clean tables

Take register

Stack chairs

Collect work from printer

Give out plates

Give out cups

Sweep up

Wash up

Collect post

Class 3.6

(Class jobs allocated daily to enable every class member an opportunity to complete)

Toast monitor

Sweeping

Tidying up

Washing up

Drying up

Staff helper

Clean tables

Dinner register

Reception register

**Class 3.7**

Fire register am – A

Fire register pm- S

Take fire register around to different locations when needed – M

Timetable – L

Washing up – L

Pour drinks for peers – A

Give diaries out – D

Class calendar- L

Take dinner register to the kitchen – S

**Class 3.8**

(Class jobs allocated daily to enable every class member an opportunity to complete)

Tidy class

Wash up

Make drinks

Empty bins

Clean windows

Sweeping

Take register.

**Class 3.9**

Classroom Responsibilities

Collecting Printing.

Taking the dinner register.

Completing the fire register.

Completing the timetable.

Washing up

**Key stage 4**

**Class 4.1**

Make drinks for lunchtime –J

Sort out timetable symbols –

Tidy up

Return dinner order to dining room –

**Class 4.2**

Make drinks for lunchtime – J

Star of the day reminder – R and S

Sort out timetable symbols – A and A

Tidy up after lunch – E and T

Return dinner order to dining room – N

Complete fire register – I

Sort out home school diaries – F and j

**Class 4.3**

Taking dinner register to the dining room

Tidying up after lessons.

Class 4.4

Stack chairs

Clean tables

Wash dishes

Fire register

Sweep the floor

**Class 4.5**

Help to stack Chairs - B

Give out diaries - K

Staff Helper - J

Fire register am - S

Fire register PM - N

Clean tables - H

Washing up - A

Timetable - S

Register to reception – M

Making drinks \_ L

Hold fire register when outside- H

Register in the dining room – N

**Class 4.6**

Deliver dinner registers

Refill printer paper

Play workers at lunch time

PE set up support

Dining room clearing and cleaning.

**Key stage 5**

**Class 5.1**

Dinner list to be taken to the kitchen – J and R

5.1 wallet to office

Taking pads to the laundry

**Class 5.2 jobs**

(Class jobs allocated daily to enable every class member an opportunity to complete)

Making drinks

Sweeping the floor

Wiping the tables

Taking the dinner register

Teacher helper

Washing up

Tidying up

**Class 5.3**

**Children alternate the jobs in class.**

Take letters to reception

Take the dinner register to the dining hall

But resources away after lessons

Tidy away after break

Carry the lunch boxes to class after lunch

**Class 5.4**

Register – G

Receptionist- L

Chair monitor – R

Resource monitor – K

Class manager / clean tables -C

Dinner student support – M

Resources monitor – D

School council and fire register – N

School council and office, stationary sorting -R

Fire register – A

Computer monitor and chair manager -H

Class manager (spray and clean tables) – J

Resources monitor – T

**Class 5.5**

Drying dishes – A

Washing dishes – M

Preparing timetable – H

Taking dinner register – T

Fire register – B

Tidying up- D

Fire register – S

Wipe tables – I

**Class 5.6**

Go to reception with post

Fire register

Take dinner register to the kitchen

Wash up

Collect post and deliver to classes

Give out diaries

Answer class telephone

Carry lunch items to the dining room.

Cleaning the class and tidying at end of the day is completed as a team.

(Class jobs allocated daily to enable every class member an opportunity to complete)

**Class 5.7**

**Children alternate between jobs.**

Dinner Register   
Cleaning tables

Sweeping floor

Day of the week

Date

month

weather

Fire register

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