UNIVERSAL PRIVATE SCHOOL

Student Guide

I take responsibility for my space | Tidy Your Space Initiative

Dear Student, your school is your second home - and your space is your responsibility!

Each day, a few small actions show respect for yourself, your classmates and your school. Your contribution makes a real difference.

My daily Tidy Your Space checklist

1. I organize my desk and school supplies.
2. I return books, shared materials and toys to their places.
3. I put my litter in the correct bin.
4. I care for classrooms, corridors and shared school spaces.
5. I cooperate with classmates and complete a task that suits my age and abilities.
6. I wash my hands after the activity.

How can I help at my grade level?

School stage	Examples of my role
Kindergarten	Put away toys and materials, tidy my table and pick up my own litter.
Cycle 1	Organize books and shelves, help with classroom recycling and wipe boards with teacher supervision.
Cycles 2 and 3	Complete the classroom routine and take turns leading as Classroom Captain.

My values in action

- **Respect:** I care for school property and the spaces we share.
- **Integrity:** I do the right thing, even when nobody is watching.
- **Humility:** I help with simple tasks without thinking they are beneath me.
- **Discipline:** I follow positive routines every day.

Safety comes first: I never touch cleaning chemicals, broken glass, sharp objects or hazardous waste. If I see something unsafe, I tell a teacher immediately.

My pledge: I take responsibility for my space. I keep it tidy, respect my school and cooperate with my classmates every day.

My Space, My Responsibility - My School, My Values.