

Equipment that is used regularly, such as scissors, crayons and magazines should be in easy reach of learners.

Label each piece of equipment. Make sure that the labels are printed neatly and that each one is accompanied by a clear matching picture.

SOME STORAGE IDEAS

Milk bottle containers

Wash 2 L plastic milk bottles. Draw a cutting line on the bottle. Use a pair of scissors to cut off the top and front of the bottle. Store the containers on a shelf. These are great space savers and ideal for storing beads, bottle tops and small building blocks.

Lockers

Each child will need a small space to store their personal items such as coats, jackets and bags. Stacked vegetable trays make good storage as do cup hooks screwed into a piece of skirting board drilled into the wall. Label lockers with your learners' names.

Storing learners' artwork

A simple washing line attached across two opposite corners of the classroom is a good way to store and display artwork. Attach artwork using pegs.

Storing posters

Space-saving trouser hangers are great for storing posters that are not being used. Use clothes pegs to attach the posters to each rung of the hanger.

Storing scissors

Make small 2 cm slits into the lid of a shoebox. Place the lid back onto the box and slide the scissors into each slit. Place it where learners can reach it.

Storing cleaning materials for tidy-up time

Have a range of cleaning materials in an area where learners can use them. A broom, dustpan, feather duster, rags and sponges should always be on hand.



Waste disposal

You will also need a dustbin for waste and a cardboard box for paper recycling. A plastic laundry basket is good to store lost items of clothing in.