



CLASSROOM MANAGEMENT & ADMINISTRATION PROCEDURE

RATIONALE:

To ensure classrooms are organised and managed in a manner that supports high quality teaching and learning.

GUIDELINES:

Classroom management

1. Class “on task” time

- a. Teachers are expected to be in their classrooms and involved in managing children’s teaching and learning activities at all times during class time.
- b. It is not appropriate for teachers to leave the room to make phone calls or mobile phone calls, visit the office or to be attending to administrative tasks during class time except in exceptional circumstances.
- c. Children should not be involved in tasks not associated with their teaching and learning programmes during class time.
- d. Teachers are **not permitted** to send children on errands out of the school grounds.

2. Early dismissal and absence from class

- a. The early release of students from class is not permitted except by special arrangement with the Principal. All teachers must comply with the standard bell time schedule. Students should be in a class supervision situation until they are formally released at the bell time.
- b. Where a student requests permission to leave school early for any reason, a note is required before approval can be given. In the absence of a note the verbal permission of a parent or caregiver must be sought.
- c. Where a class trip has been organised, it is the organising teacher’s responsibility to ensure that all parents taking transport return all children to school unless other arrangements have been made in advance. Where return is earlier than expected, the teacher is required to ensure appropriate arrangements are made.

3. Classroom environments

- a. Teachers are expected to maintain an inviting and interesting classroom environment. Classroom displays are expected to:
 - i) Be relevant to recent or/and current study
 - ii) Be clearly and meaningfully labelled
 - iii) Represent the work of current students
 - iv) Be regularly updated
 - v) Provide good models of work to inspire and encourage students
 - vi) Be aesthetically pleasing

4. Classroom tidiness and cleaning

- a. Teachers are required to ensure that:
 - i) Rooms are left tidy, with the floor area cleared
 - ii) Chairs are stacked or put of desks at the end of the day
 - iii) Bag and shoe cloakrooms outside their classrooms are left tidy with no shoes left in front of doors
 - iv) Windows are closed
 - v) Rubbish bins are emptied at the end of the day
 - vi) Doors are re-locked if returning at irregular hours
- b. Teachers are expected to encourage children to take responsibility and pride in their room.

5. Students' bookwork

- a. Teachers have an expectation that students' work is of a high standard by following the set of guidelines below.
- b. General Guidelines and rules for presentation of work in exercise books:
 - i) Work to be dated
 - ii) Miss a line before ruling off
 - iii) Written work should be done in pencil unless otherwise instructed
 - iv) All books are to be clearly labelled
 - v) Children should ensure that their hands are clean before any written work

6. Using electronic devices

- a. Teachers to ensure good habits are encouraged in access, usage and storage of devices.
- b. Students are encouraged to follow established IT usage conventions.

Review Responsibility: *Principal & Co-opted Staff*

Date Confirmed: 20 February 2020

Principal: *Karla Mitchell*