

Every day and every lesson: classroom routines and expectations

Uniform	<ul style="list-style-type: none"> • Tutors are responsible for a morning uniform check • <u>Always</u> stop a pupil • Make sure that it is addressed before they move on • <u>No entry</u> to lesson without appropriate uniform • <u>No dismissal</u> from lesson without appropriate uniform
Lesson Start	<ul style="list-style-type: none"> • <u>Actively</u> monitor the corridor and address any behaviour that does not meet expectations: orderly and calm transitions • Be <u>highly visible</u> at the door and control entry: uniform check • <u>Warm welcome and praise pupils as they arrive</u> • Have a 'do now' activity ready, visible and accessible • Complete formal register – <u>insist on silence</u> • Pupils who arrive late (more than five mins after the start of the lesson): <u>always</u> a class teacher detention. If previous teacher has detained a pupil, make sure they have a 'Out of Learning' card
Lesson organisation	<ul style="list-style-type: none"> • We direct where a pupil sits in a lesson. <u>Pupils are always organised according to learning needs</u> (not friendship or pacification) • It is always accordingly to a <u>pre-planned seating plan</u> with a clear rationale. • Equipment out on the desk – including planner • Expected equipment: pens, pencils, ruler, calculator (for lessons where it is appropriate) and planner • Pupils <u>DO NOT</u> leave a lesson unless in exceptional circumstances. Any pupil out of a lesson <u>must</u> have a corridor pass or 'Temporary Out of Learning' pass.
Fundamental learner expectations	<p>STAR</p> <ul style="list-style-type: none"> • Sit-up • Track the speaker • Answer and Ask questions (no hands-up, unless <u>asking</u> a question) • Respect for the teacher and for your peers
Presentation	<ul style="list-style-type: none"> • Line-off (with ruler) previous work • Date in top-right and underlined <u>with a ruler</u> • Underlined title <u>with a ruler</u> • Diagrams / tables / graphs in pencil – use ruler where appropriate. • Write in <u>black</u> pen only • Mistakes <u>neatly</u> crossed out • Home learning is clearly labelled • When expectations have not been met – <u>do it again.</u>
End of lesson	<ul style="list-style-type: none"> • In good time – no rushing – calm, organised and orderly • Teacher checks + <u>pupils tidy</u> the room • <u>Stand behind chairs ready for dismissal</u> • <u>Uniform check</u> • <u>Visible</u> by the door • Dismiss in sections and <u>only</u> when instructed – calm and orderly • <u>Praise, reward and positivity</u> where pupils have met expectations • Remain by the door – <u>monitor</u> the corridor and arrival