

### **Behaviour and Discipline**

The teacher in charge of a class should, at all times, ensure that students behave in a way that is safe and unlikely to create hazards of any sort for either themselves or for others. Classroom management is the responsibility of the subject teacher. In addition, Heads of Departments and Tutors have an important role to play in the implementation of this policy. Staff should ensure that students or pupils do not:

1. Stand on chairs, tables etc.
2. Lean out of windows
3. Run or dash, or throw objects across the room. Use any equipment without permission.
4. Leave the classroom or teaching area without permission.
5. Be in a classroom after 5:15pm unsupervised.

### **Safety Instructions to Students**

Staff should ensure that students and pupils are:

1. Aware of any special hazards
2. Given clear instructions in the event of an emergency.
3. Instructed in safe methods of working.
4. Instructed not to sit on window sills, heaters, or any other place where hazards can reasonably be foreseen.
5. Instructed in the use of personal protective equipment where appropriate (e.g. eye protection, overalls etc.)
6. Instructed in the use of any safety equipment provided for students' use.
7. Instructed as to fire escape procedures.

### **Safe Systems of Work**

Staff should ensure that:

1. Classrooms are tidy and uncluttered. Furniture is well positioned. Doorways and gangways must be kept clear as these are fire evacuation routes.
2. Classrooms are left tidy after each lesson, particularly if another member of staff is teaching in that classroom afterwards.
3. No room change should take place without informing the Cover Coordinator, as well as the Head of Department for a lesson or the Head of Pastoral Care for registration.

4. All electrical equipment is switched off after use.
5. All electrical equipment used is safe and is annually tested and labelled by the person appointed. Plugs and flexes should be visually checked. Leads must be carefully sited so that students or pupils do not trip over them.
6. Safety equipment e.g. fire extinguishers must not be interfered with and should always be stored in the correct position e.g. not used to hold doors open.
7. All personal protective equipment must be in good condition and replaced as required.
8. Any special risks associated with a particular subject are correctly assessed, having regard to the age, aptitude and ability of the students and that these risks are reduced to a reasonable and acceptable level.

Any defects, which may be a hazard, should be reported to the Operations Manager.

### Teaching

Teachers have a responsibility to arrive to lessons on time, and start their lessons promptly; no students should be dismissed before the bell for the end of the lesson.

The teacher is responsible for planning lessons, keeping an accurate record of those lessons, student and pupil attendance and marks. Should there be changes to class lists, the subject teacher must liaise with their Head of Faculty who will inform the Head of Teaching & Learning. The teacher should ensure that the following items are included in their staff planner:

- the learning objective
- the learning outcome
- the starter activity
- the main part of the lesson
- the plenary
- the homework set

Should teachers have their lesson plans available in a different format (whilst including all the elements mentioned above), they should make a reference to the relevant lesson plan in their staff planner, e.g. Unit 3 Lesson 5, and have those lesson plans available for staff planner monitoring.

Staff planner and mark books monitoring will be conducted by Heads of Faculty, using the form on the following page.

Schemes of Work and Departmental Handbooks are reviewed and updated annually by teachers in charge of subjects, helped by members of their department. Updated Schemes of Work (including learning objectives, learning outcomes, possible activities, possible homework, resources, differentiation, cross-curricular links) and Departmental Handbooks are submitted to the Head of Teaching and Learning.

### Related policies and documents

This policy should be read in conjunction with the following policies and documents:



# ROEDEAN MOIRA HOUSE CLASSROOM PRACTICE POLICY POLICY 2018-2019

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards  
Departmental Handbook  
Complaints Policy (Pupils)  
Complaints Policy (Parents)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: