



# **Greenmeadows Intermediate School**

## **CLASSROOM ADMINISTRATION AND MANAGEMENT PROCEDURES**

### **Purpose**

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

### **Classroom management**

#### **Class "on task" time**

Teachers are expected to be in their classrooms and involved in managing children's teaching and learning activities at all times during class time.

It is not appropriate for teachers to leave the room to gather resources, make phone calls or mobile phone calls, visit the office or to be attending to administrative tasks during class time except in exceptional circumstances.

Children should not be involved in tasks not associated with their teaching and learning programmes during class time.

Teachers are not permitted to send children on errands out of the school grounds.

#### **Early dismissal and absence from class**

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.

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.

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.

#### **Classroom environments**

Teachers are expected to maintain an inviting and interesting classroom environment. Classroom displays are expected to:

- *Be relevant to recent or/and current study*
- *Be clearly and meaningfully labelled*
- *Represent the work of current students*
- *Be regularly updated*
- *Provide good models of work to inspire and encourage students*
- *Use colour, shape and a range of materials*
- *Be error free!*

## **Classroom tidiness and cleaning**

Teachers are required to ensure that:

- *Rooms are left tidy, with the floor area cleared*
- *Chairs are stacked at the end of the day*
- *Windows are closed*
- *Doors are re-locked if returning at irregular hours*

Teachers are expected to encourage children to take pride in their room and be involved in making it a nice and safe place to be.

## **Students' bookwork**

Teachers have an expectation that students' work is of a high standard. Exercise books are important. They reflect attitude, pride, effort and content of learning. All written work is an ongoing record of progress and achievement.

Class teachers are to mark student's work in their exercise books at regular intervals. Comments should be constructive and aimed at providing feedback relating to students learning and achievement.

### **General Guidelines and rules for presentation of work in exercise books:**

#### ***All covers and pages of books to be clean and tidy. (No graffiti on books!)***

- All work should be presented with care and effort.
- All written work to be in blue pen.
- All maths work will be in pencil.
- Date written as – Monday 24 January – on a clear line at the start of each days work. This includes topic work as well. All pages to be used consecutively.
- Name: First Name, Surname to be on the top right hand side of each double opening in exercise books and all single sheets (eg refill, photocopies, worksheets etc)
- No twink or other correction pen, no felt tip work in exercise books.
- Colour work – use pencils.
- Any marking by students to be in red.
- Teacher marking will be done in pen colour other than red or blue.

## **Student management**

### **Class Discipline Plans (refer to Behaviour Management Handbook)**

There is a school-wide behaviour plan which all teachers are expected to follow. This plan will focus on positive behaviour and includes consequences for inappropriate behaviour.

### **Class Discipline**

Teachers are expected to cope with the usual day to day problems that arise in their classrooms, following the school "Stepping Up" programme. Following the steps outlined in this programme will usually deal with most concerns.

If teachers are concerned about chronic misbehaviour or serious breaches of discipline, they should firstly discuss this with the child's parents. Team Leaders are always available to provide support and teachers are encouraged to discuss any concerns regarding student behaviour earlier, rather than later. This often avoids escalation of the behaviour.

If the situation is not resolved they should discuss this with their team leaders who may notify the Principal or AP/DP. Action taken may include talking to the pupil, talking to their parents, referring the matter on to visiting teacher or other community agency.

It is expected that staff support each other with challenging students. A collegial approach is expected.

## **Time Out**

Teachers are responsible for ensuring the supervision of any time out they provide for children under their care. Children are NOT to be sent to sit unsupervised outside the classroom.

## **Movement around the School**

Teachers are responsible for making sure their students move around the school in an orderly manner. (including when going to or returning from specialist lessons)

- Students to line up quietly in two lines
- Walk together, in line with teacher supervising near the back.
- Students quietly line up outside the classroom and wait for the teachers instructions.
- Classes or groups are not to be sent of to "meet the teacher" somewhere.
- Students are not to be left behind "to come along when ready".

Individual students or small groups must carry a class pass (wooden tag) when walking round the school. Only one student is necessary to carry messages.

## **Communication with Parents**

### **Reporting to Parents**

Parent Interviews are held involving the student, parents and teacher at the beginning of Term 2 and 3. These interviews provide valuable communication between home and school. It is vital that undertakings made during the conferences are followed up as soon as possible.

Written Reports are completed at the end of Term 1 and the beginning of Term 4.

### **Dealing with complaints from parents**

On any occasion where a parent approaches a teacher with a complaint, the details of the complaint should be recorded and dated regardless of the gravity of the complaint. Teachers are expected to respond promptly to any complaint made by a parent.

Teachers are encouraged to listen and respond in a positive way to parents with concerns. Sometimes they just want their concerns to be heard. Teachers should outline to parents the steps they intend to take to address concerns and notify Team Leaders if appropriate.

Any complaints of a serious nature should be directed to the principal immediately.

## **Classroom administration**

### **Art & Craft Supplies (Classroom)**

Each classroom is issued with a "teachers pack" at the beginning of the year. This pack contains a range of paper suitable for students and teachers display work and needs. Every effort must be made to use this supply sensibly. Newsprint should be used for brain-storming and planning activities rather than white cartridge paper.

Each team has a quantity of art supplies including paints, paper etc which teachers are able to help themselves to while stocks last.

Additional paper may be obtained from the stationary room – (while budgeted supply lasts) before school if necessary. Occasionally card, paper etc is donated to the school, this will be distributed on an equitable basis – Please make good use of all resources.

## **AV Equipment**

The school has a range of AV equipment for class use. This equipment is able to be borrowed from the Professional Centre on an 'as required' basis. A booking sheet system operates for some of the items eg Video Players. All AV equipment is to be returned at the end of each day for security/insurance reasons, unless special arrangements are made with the Resource Manager.

Correct usage and security of our resources is important. All staff should take care of the equipment. Students are not permitted to use tape recorders and like to play their own pop/rock music tapes etc. Any breakages and faults should be reported to the Deputy Principal promptly. Every effort will be made to ensure all equipment remains available for use.

## **Bells**

The school bells are set to ring automatically at the following times:

- 8.45 am Beginning of first teaching block.
- 10.10 am Morning Interval
- 10.30 am Beginning of second teaching block.
- 11.40 am Lunch Interval (lunch eating)
- 11.50 am Lunch Interval (free play)
- 12.10 pm Beginning of third teaching block.
- 1.20 pm Sports Interval (class sp)
- 1.50 pm Beginning of fourth teaching block.
- 3.00 pm End of school

## **Whiteboard/Blackboard Configuration**

**Teachers need to allocate space on the room whiteboard for the following:**

- The Date - *Thursday 7 February 2008*
- Daily Timetable
- Learning intentions for each block
- House Points
- Notices

## **Class Equipment**

Each class is issued with a range of stationery and other items at the beginning of the year. These items should be used and cared for and returned when requested at the end of the year. Equipment like staple guns etc should be kept away from students. Expendable items – eg staples, sellotape etc can be requested from the stationery room. Any items not required should be returned.

Maths equipment – an extensive range of maths equipment is issued at the start of the year, This equipment should be used, and cared for and returned when requested at the end of the year. Each year losses of approximately \$1500.00 occur Please try to reduce this.

## **CLASS RULES**

***We have a Generic set of 6 class rules. A copy is to be displayed in classrooms.***

## **CLASS RULES Cont'd**

- ALWAYS BE ON TIME AND HAVE THEIR GEAR
- ACT IN A POLITE MANNER AND CO-OPERATE WITH ALL PEOPLE IN THE SCHOOL
- SHOW RESPECT FOR ALL PEOPLE AND THEIR BELONGINGS
- LISTEN TO AND FOLLOW THE INSTRUCTIONS OF ALL STAFF
- ACT IN A SAFE, SENSIBLE AND KIND WAY AT ALL TIMES

## **Classroom Security (refer also School Administration Procedures for School Security)**

- All classrooms should be locked whenever the class does not occupy them.
- No students are to be left in classrooms while the teacher is not present.
- At the end of the day all windows must be closed and secure.
- When teacher leaves the room it must be locked.
- Cleaners will unlock and relock after they have finished.
- Teachers (and students) must not allow students into rooms that do not have their teacher present, ie. Do not unlock doors or allow access through interconnecting doors.
- No visitors are allowed into the classroom without permission from the office.
- *All visitors must report to the office before being allowed to visit a classroom.*
- All exit doors must remain free of obstructions at all times.
- Students should not be dismissed before the bell at intervals or the end of school.

## **Furniture**

Each class has sufficient furniture for all students; every care should be taken that this furniture must be kept free from graffiti at all times.

**Students should not be allowed to swing on chairs** – Some are showing signs of age and are being replaced progressively with a stronger design as funds allow. Desks and chairs are meant to have a life of 25 years according to the MOE depreciation guidelines; some of ours are lucky to last five.

From time to time some furniture may be damaged or not required in a particular classroom.

Please advise the Deputy Principal who will arrange to store, repair or otherwise. All school furniture appears on the asset register and has to be officially written off before being thrown out.

Furniture issued to a classroom should remain in that room unless there is good reason to move it. Furniture placement is listed on the school asset register for insurance/audit purposes. First up should not be best dressed.

Staff bringing personal furniture into their classroom do so at their own risk. The BOT will not accept any liability for loss or damage.

## **Home Study**

Home Study is a part of the learning process. Students are to be encouraged to do Home Study. This can take several forms – weekly sheets, reading, completion of class work, learning basic facts etc. Parents are asked to support their child by arranging a suitable time and space as well as providing encouragement and support.

Class teachers should ensure all Home Study given to students can be reasonably completed by them. Home Study should be marked and constructive feedback given.

Most parents and caregivers expect students to do homework regularly. The failure to provide this is one of the greatest causes of complaint about teachers received.

## **Interclass Sport**

Organized for the sport break by the teacher in charge of sport. The games will involve as many students as possible. Class teachers are to provide the opportunity and guidance to students to organize teams. Teacher support is appreciated by the students and leads to improved class spirit.

## **Mathematics Kit**

Each class has a mathematics equipment and resources kit. It is expected that the material in this kit be used appropriately for the teaching of mathematics. Staff are to implement strategies that reduce loss or damage of the equipment to a minimal level. The kits will be collected for checking updating and maintenance during the last weeks of Term 4 each year.

Items in mathematics equipment are listed on card for checking.

Additional equipment and activities can be borrowed from the Professional Center using the AccessIt system.

## **Recycling**

All flat recyclable paper and cardboard is to be kept in a box in the classroom. This will be collected by a monitor or taken to the Recycle Bin when full. Cardboard is sorted and bundled by the caretaker and students.

Any confidential or soiled paper is to be placed in the classroom bin for collection by the caretaker Block 4 each day.

We are not able to incinerate any rubbish. Students are to be encouraged to dispose of waste appropriately.

## **Rubbish**

Each class has a large coloured bin for general classroom rubbish, a box for flat paper suitable for recycling.

Coloured bins are to be left near the outside doors of all ground level rooms. Rooms 7 – 12 are asked to bring the bin to the ground floor foyer at 3pm. (place near the door but not where it could be knocked over) Bins will be returned to the classroom for the next day.

Flat paper for recycling is to be placed in the box. See recycling.

Cardboard boxes etc should be flattened and taken to the caretakers shed.

Rubbish should not be allowed to build up in cupboards on benches etc.

## **School Library**

The DP maintains a library booking timetable. During class sessions teachers are expected to be in the library with the class.

Trained Classroom librarians issue the books using the Access It programme. Teachers need to supervise the process.

Students may have 2 books out at a time for up to a two week period.

Teachers are not able to withdraw class sets from the library and should order these from the National Library Service.

Library stock is catalogued, issued and returned via a computer (Access It)

## **School Library Cont'd**

The library is open during the lunch hour for students who wish to change books, work on research etc.

## **Stationery**

Initial stationery is purchased in a pack during the first week of school. After this, students are able to purchase exercise books and other stationery from the Resource Room before school. Pens, pencils, rulers and erasers are available from the café during break times.

## **Teacher Classroom Supplies**

Teacher pack issued at the beginning of the year.

Additional supplies as required from stationery room. There is a budget limit.

## **Timetable**

The school timetable is devised by the Deputy Principal to ensure a structured coverage of specialised curriculum areas. Art, Music, ICT, PE etc.

Class teachers are responsible for structuring of their class daily timetable to allow for coverage of all curriculum areas . It is recommended that at least 70% of the school day is spent in structured academic areas.

Block 1 is designated Literacy - Block 2 Mathematics.

Technology is a blocked timetable is co-ordinated by the Deputy Principal. and the technology staff in conjunction with the master timetable. This has to allow for outside schools.