



*St. Nicholas' PS*

*Classroom/School Routines*

*Policy & Procedure Paper*

## Beginning of the School Day

*The following procedures must be adhered to;*

### Morning

- *All staff should be in their class entrance at 9am prompt in order to supervise pupils they are responsible for.*
- *Doors will open at 8.55am and 8.50am when the weather is inclement.*
- *Self registration should be in place and pupils should also mark their intention for lunch through the Interactive whiteboard.*
- *Teachers should gather letters and money at this time and place it in the area of collection.*
- *Pupils should complete start up tasks while coats, shoes and lunches are being organised.*
- *The last adult in should ensure the external doors are closed over at 9am.*
- *Cloakrooms should be tidy and no jackets, bags or shoes should be left in the corridor. A check should be completed after 9am by CT or class monitors. This should continue throughout the day.*

### Afternoon

- *Pupils should come straight into class. Class teachers should then check that all pupils have returned after lunch and alert the office if this is not the case.*

### During the school day

- *In order to fulfil GDPR there should be no lists of groups etc on walls of classrooms.*
- *Children who cannot go out to play at breaks should sit outside the Main office with a snack.*
- *Children should not leave their classrooms unless absolutely necessary.*
- *Children working in flexible areas should be reminded to work quietly and be respectful of other classes who are working nearby.*
- *Children should be encouraged to visit the toilet during breaktimes and lunchtimes. Any child leaving the class to go to the toilet in class time should be noted by the class teacher in case of a fire alarm.*
- *Children will not be permitted to leave the classroom during wet plays or return to the building to collect snacks on dry days.*

- *There should be clearly marked and easily available paper and books for the children to use during wet play. Age appropriate DVD's may be made available for pupils to watch.*
- *Children should be sent on errands in pairs. Errands should not be for Social Events or Union Business.*
- *Teachers should ensure all children have left the building at playtimes, lunchtimes and at the end of the day.*
- *Children should not be sent to the office except in an emergency*
- *Ensure letters are issued promptly so not rushed or forgotten at the end of the school day.*

### *End of Day Procedures*

- *All ICT equipment should be placed back properly in the bus and returned to station for 2.50pm. The bus should be plugged in for charging*
- *All desks should be cleared in order to aid cleaning.*
- *There should be no shoes, jumpers, bags left on seats.*
- *Teachers should organise the children to go out to the cloakroom, **a group at a time** to change their shoes and collect their jackets.*
- *Children should be packed and lined up ready to leave together at the end of the school day.*
- *Bus children should leave their class at 2.50pm.*
- *Teachers should accompany classes to the gates to ensure that all children are dismissed.*
- *Teachers should close external doors after 3pm.*
- *All windows and Blinds should be closed when the teacher leaves the room at the end of the day*
- *The class laptop and projector/screen should be switched off*
- *Teachers' desks should be cleared with registers put away in locked drawer.*
- *Teachers' Planners and diaries should be on desk before leaving at night*
- *All cloakrooms should be left tidy and all hangers should be within the cloakroom or class area.*

