



Classroom Practice—Policy

“By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also be guided by the Spirit. Let us not become conceited, competing against one another, envying one another”. Galatians 5: 22-26

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, Director of Studies, Heads of Departments / Faculty, Housemistresses and Tutors have an important role to play in the implementation of this policy. Staff should ensure that students and pupils DO NOT:

1. Stand or swing 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 the classroom after 4.00pm unsupervised – must go to the supervised study room.

Safety Instructions to Students and pupils

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 procedure.
8. Told not to put things on top of the radiators.
9. They are to ensure fire escapes are clear of bags, chairs and other obstructions.

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 Faculty for a lesson or the Housemistress 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 are regularly checked and must not be interfered with. They 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 Bursar.

Teaching

Teachers have a responsibility to arrive to lessons on time, and start their lessons promptly; no students or pupil 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 Director of studies.

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 and SLT, 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 given to the Head of Faculty in June and they pass them to the Director of Studies. A copy is placed on Knowledge Worker – shared area.



St Martha's

Faculty Quality Audit of Staff Planners and Markbooks

Faculty: _____

Department: _____

Teacher: _____

1. Lesson preparation

	Yes	No	Not always
a. Are lesson objectives and outcomes identified?			
b. Are lesson plans sufficiently detailed (starter, main, plenary)?			
c. Are schemes of work being followed and sufficient progress made with schemes of work / syllabus requirements?			
d. Is differentiation in evidence in lesson plans?			
e. Is relevant homework set and recorded?			

2. Assessment and recording

	Yes	No	Not always
a. Is register taken and dated for all classes? Electronic/paper			
b. Are homework and classwork grades recorded and in line with the school Assessment, Marking, Recording and Reporting policy?			
c. Are all classwork and homework grades dated and titled?			
d. If there are gaps in pupils' marks, are sufficient steps being taken to ensure submission of this work?			

3. General comments

4. Action needed by the Head of Department / Head of Faculty

Head of Faculty: _____ Date: ____/____/20____