**September Guidance - Best Classroom Practice**

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| **Key Area** | **Information / Guidance** |
| **Classroom Environment** | Windows should be opened in the morning to allow for air to circulate.  The classroom door should remain open where possible, allowing for air circulation.  Sanitation stations should be visible and accessible in all teaching areas, these areas should include sanitiser, paper towels and an anti-bacterial spray. |
| **Entry to the classroom** | Students should not queue outside a room, entry from the corridors should be swift in order to avoid groupings of students.  Students should sanitise frequently. |
| **Seating Arrangements** | Students are to be sat in single bank desks (2 to a desk) facing the front.  Seating plans are essential and must be adhered to.  Students are to put their coats on the back of chairs and bags under desks as the cloakrooms are not to be used.  Practical subjects may choose to place bags and coats in a different area for health and safety reasons. |
| **Equipment / Resources** | Students should have their own equipment - list in journals and checked by form tutors weekly.  If students need to ‘borrow’ equipment, the equipment is ‘given’ to them and does not need to be recalled by the staff member. Students should not share their equipment. Eg. passing of a ruler.  Text books can be used and shared but must be wiped / cleaned on a regular basis.  The use of a visualiser is encouraged as this limits the sharing of resources.  Staff are able to distribute materials to students during the lesson if required.  Calculators are to be collected if borrowed, students are able to use their own phones if required.  Students are able to use phones (teachers discretion) for research purposes only.  \*Please refer to subject specific risk assessments on specialist equipment. |
| **Toilet Requirements** | Students are permitted to go to the toilet - one at a time.  Their journal must be signed and taken with them to their designated toilet.  Year 7 students are on the top floor,  Years 8/9 are on the middle floor  Years 10/11 ground floor.  \*Do not let more than one student out at a time. |
| **Printing** | Printing is not to be undertaken in lessons. Students are not to collect work from the printers, instead, if printing is required it is to be emailed to the staff member for them to carry out the printing. |
| **Assessment** | Self-assessment can be undertaken in lessons through the sharing of model answers and with teacher support.  Peer marking and the swapping of work / books should not occur. |
| **Marking and Feedback** | Exercise books should be collected in order to allow for marking and feedback from the teacher. Students are still requiring feedback on a regular basis in order for progress to take place.  Staff members should wash their hands after marking books. |
| **Exiting of the classroom** | Students are to clear their work areas, desks are to be empty ready for cleaning.  Students are to collect their belongings (coats and bags), stand behind desks and wait to be dismissed.  When dismissing students try to avoid dismissal on mass, instead use rows / questions answered / positive contribution to the lesson etc.  Sanitising should occur frequently. |