

## Classroom Management

### Routines

- Teachers must be at school between 8.30 a.m. and 3.45 p.m. **as a minimum**. For Training and Development purposes, the school day ends at 3.45 pm.
- Children enter classes at 8.40 to organise books, lunches etc. **(Teachers are to be in their rooms before 8.40)**. Please consider parents and children if it is raining.
- Lessons commence at 8.45 a.m.
  
- Lunch is eaten from 12.50 to 1.00 in the classroom.
- Staff and children are expected to make their way back to classes on the first siren. The second siren sounds 3 minutes after the first. by this time all staff and children should be at their classes. Children should line up quickly, after a break before entering the room.
  
- Classes moving to and from areas in the school must
  - be accompanied
  - be in line/group and be orderly
- Classes must be accompanied at all times e.g. to and from N.I.T. This should be negotiated with the teachers concerned.
- Teachers are only to release a child from class to leave with a parent/caregiver if an official Authorisation for Release is presented to the teacher. This form is completed by the parent/caregiver at the front office.
- Children must go in pairs to the toilet etc.
- Students are not to be in withdrawal areas without supervision. Only if they are in possession of a Responsibility Card approved by their class teacher.
- Students are not to be dismissed before the bell.
  
- Students who have not been picked up at the end of the school day will be sent to the front office. Front office staff will use contact phone numbers to find someone to pick up the students. Students who have not been picked up by 4:00 pm will be taken to the school's Out of School Hours Care facility and charged accordingly.

### Organisation

- Classrooms should be tidy, orderly and presentable at all times.
- **Time tables, routines, rosters** etc. must be clearly displayed on a notice board for relievers and other teachers.
- Class rules and consequences, mission and vision statements and values must be clearly displayed.
- Class materials should be organised and stored and clearly labelled.
- TRT proformas must be completed and displayed for times of absence.
- TRT folders are to be updated when new children enrol.
- Please discuss rewards in your first unit meeting within the context of our values. If you use rewards then please choose alternatives to food.

### Money

#### Budget

- Classroom teachers are given a budget at the beginning of each financial year.  
From this, costs are deducted for :-
  - classroom stationery
  - classroom consumables (e.g. cooking)
  - unit computer supplies
  - art and craft supplies
  - photocopying
  - excursions and performances

- A record of each teacher's purchases is kept and can be found on the X drive under Unit Orders.
- Teachers are encouraged to check these regularly.
- Class budgets can be pooled as a Unit budget. Units operate their budget in a collaborative and equitable manner.
- Included in the budget allocation, is money for **curriculum based** excursions and incursions.

### Collection

- Money collected for any purpose, (camps, swimming, fundraising etc), should be paid by students or parents directly to the front office at the start of the day.
- Consent Forms will be returned to class teachers at which time they should record such information in the back of the roll book or in a separate excursions book. eg

### Camp

Name	Paid	Consent
John Brown	✓	✓

- All consent forms for excursions must be retained until after the excursion has been completed and all medical/accident or other issues are finalised.

Please do not leave money in your classroom under any circumstances. No recompense can be made for any losses.

### Bank

Bank day is Tuesday for Bank S.A. and Wednesday for the Commonwealth Bank.  
Sudents bring money and bank book directly to the Finance Officer

### Canteen

A Canteen, situated centrally in the school, is provided for the use of the school community.

Each class is provided with :-

- one large plastic container
- a cloth bag, into which lunch orders are to be placed when the children arrive at school
- an ice-cream container to hold frozen items
- an order sheet, on which each person who orders writes their name

These items are not to be used for any other purpose.

- Lunch orders and money are to be delivered to the front office in the cloth bag by 9.30 a.m.
- monitors collect the lunch box and lunches at 12.50 p.m. **The lunch box then is returned immediately to the canteen.**
- Any discrepancy in lunch orders is to be reported to the canteen immediately.
- Children are not to wait to be served outside the canteen prior to 10.50 a.m. or 1.00 p.m.
- Lunches, which are sent to classes by mistake, are to be sent onto the class concerned, or returned to the canteen.
- If there are no lunches to be ordered for the day please advise the canteen by 9.30 a.m. by placing a note in the bag and deliver it to the office
- Any changes to class routine (e.g. excursion, camps etc.) are to be reported to the canteen manageress several days prior to the event.
- **Teachers should hand out all lunch items, checking the items against the order to avoid discrepancy.**

## Supervision

- Children should be encouraged to work responsibly and without close supervision. **However, this does not imply that a teacher can or should leave a class unsupervised.** If, in an emergency, you must leave your class unattended, make arrangements with another teacher or school services officer to supervise your class in your absence.
- It is expected that you be in your room when children enter at the start of the day and after recess and lunch breaks.
- During library and N.I.T. lessons, a staff member when travelling to and from the lesson should supervise your class. If your class is working in small groups in different areas of the school, make sure that they can be easily observed and monitored. Make regular checks that they are doing what is required of them and are supervised.
- Please ensure that all students working individually on computers have a **TASK CARD** explaining their purpose. This enables any adult to easily observe what the student should be doing.
- Children should go to the toilet, the Canteen the front office or on a message in pairs.
- Children should not be sent on messages during class time.
- Classes are not to be interrupted from their learning programs except in exceptional circumstances.

## Authority to Release

- Children can only be released from class to a non school based person without an Authority to Release forms, completed and signed by parent and front office.

## Children needing to see a leadership person

**All children will need to go in pairs and will need a note. Use the Request to see Leadership proforma in the Behaviour Handbook.**

## DENTAL CLINIC

- The on-site dental clinic provides dental therapy for all children on a regular basis.
- Students attend with parents for prearranged appointments.
- Authority to Release forms must be completed
- Injuries to teeth during the school day should be referred directly to the clinic via the first aid S.S.O.

## Cleaning

Each wet area has Spray and Wipe, Wipes, bucket, broom and mop. **Any spills and mess should be cleaned up as they occur.** This is the class teacher's responsibility.

Before the end of each day it is the classroom teacher's responsibility to ensure that

- children pick up any mess they have made including all papers
- chairs are left on desks

The cleaner's job will be made that much easier if :

- furniture arrangement permits easy access
- chairs are stacked nightly
- floor is as clean as possible.
- class monitors close windows

There is a feedback memo book in the front office for staff to report any requests, concerns, queries, feedback etc.

## **Correspondence**

Staff agreed on 16<sup>th</sup> May 2006 to send a class newsletter to parents by the end of week each term to outline their program of learning for the term. This was after a request from parents so that they can support them at home. Regular newsletters are encouraged. Please show your newsletter to your Line Manager for checking.

- When writing to parents, please be careful about the content and presentation of your letter. This helps to promote a good relationship between school and community. If you are writing about a matter which may be sensitive or cause repercussions, it should be discussed with the Line Manager before being sent home. All official correspondence must be endorsed by the principal, head of school or deputy.
- Letters to DECS should be written on appropriate VL forms( old ED 176) and endorsed by the principal, head of school or deputy.

Staff agreed on 4<sup>th</sup> December 2007 that each class would provide at least 2 lines about their class activities/program for each newsletter.

## **Staff Communications**

- The Staff Bulletin Board-is displayed on the staffroom computer and can be accessed through your sa.edu account. All staff has access to this and are encouraged to add information to it when required. Try to fit the entire message in the title box. If this is not possible, type in title and then “(more)”. The rest of the message is then placed in the message section and staff will know to click there to access it.
- All staff has access to their sa.edu e-mail account through any computer in the school. Leadership and staff often e-mail to staff so please check your e-mail regularly.
- A pigeonhole, located in the staffroom, is provided for each staff member to enable information and messages to be relayed to all members of the staff.
- All correspondence, messages and information from the front office will be deposited in your pigeonhole. Please check and EMPTY your pigeonhole DAILY during breaks - there may be information which affects you personally. Only emergency telephone messages will be delivered personally.
- Please turn off mobile phones during class time. These are not be used by teachers during lesson times and staff meetings.

## **Security / Energy Saving**

- An on line security system exists to protect school property after hours. The code to activate and deactivate the system is known only by the relevant people. Teachers will be given the code to both the administration wing and their teaching area. Please ensure that you activate the security if you are the last to leave an area.
- To assist general security, please ensure that classroom doors and windows are locked when you leave each day. Doors of all teaching units to be locked at recess and lunch. Students are not to be in buildings without supervision
- All locked doors are to be relocked after use and as you pass through at the end of the day.
- Doors must not be unlocked by pulling down the bolts.
- Hanging art work must be two metres from the alarm and not in entrance/exit ways.
- Turn off lights and air conditioners at the end of the day and during breaks. (In extremely hot weather turning off air conditioners may not be practical during the day.)
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## **Health Promoting School**

As a HPS staff are asked to model Healthy Eating practices in front of children.  
This means that drinks of coke etc are not to be had in front of children.  
Anything children cannot buy from the canteen should not be eaten in front of children please.  
Please check the Healthy Food Policy on the curriculum drive.

## **Policies**

- All school policies, minutes of committees, etc are found in the Curriculum Folder on the File Server. This can be located on any class computer on the Desktop when you log in. Open the Curriculum Folder/Curric/Policies to locate any policy required.
- these can be accessed on the School's Website - [www.hackhame.sa.edu.au](http://www.hackhame.sa.edu.au)

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