

Classroom Management Procedures – September 2020

At the start of lessons

- Staff to use hand sanitiser before entering the classroom (they should use their own hand sanitiser which school can refill)
- Staff should use wipes to open and secure door to remain open (if not a fire door), wipe the teacher's desk and any equipment to be used such as light switch, remote controls, visualisers etc.
- Staff need to ensure that each classroom has a bin positioned close to the door.
- As many windows as possible should be opened, with handles wiped when being opened and closed.
- Staff should position themselves safely to monitor that students are using hand sanitiser and may wish to put a disinfectant wipe on each table before students arrive to speed things up. Ensure students enter the classroom appropriately, filling up desks from the back (or where appropriate) and wiping desks properly. Wipes to be kept on the student desk until the end of the lesson.
- Any sheets/books should be handed out before students enter the classroom and the lesson begins.
- Students should be reminded to bring all their own equipment and must not lend or borrow equipment at all. If students don't have a pen the teacher needs to be informed before they enter the classroom.
- A member of staff (HOF or TLR holder) needs to monitor that staff are present at the very start of each lesson and should step in to oversee students entering a classroom.

During Lessons

- The teacher should remain at the front of the classroom throughout the lesson, observing a 2 metre distance from students.
- Students should always remain in their seats.
- If a student needs the toilet, they may leave the classroom to go but must revisit the hygiene station before re-entering. Only one person may leave the classroom at a time during the lesson and the teacher must ensure that students have returned before allowing another student to leave.

At the end of the lesson

- When the teacher needs to mark books/work then a box should be placed close to the door. This may be collected by the teacher and marked after 24 hours for paper or longer for laminated covers. Books with laminated covers should be wiped with an anti-bacterial wipe before marking.
- Students to be dismissed from the front of the class or the area nearest the door.
- They should put any work in the box (if required), put their desk wipe in the bin positioned by the exit and leave the classroom in a single file.
- Students should be supervised as they leave, with the member of staff ensuring that students leave the room observing distancing rules and ensuring that students do not wait for others outside the classroom.
- As far as possible, staff should monitor students either going to their next lesson or leaving the building.

1:1 delivery within the classroom by teacher or TA

- All staff should endeavour to keep a suitable distance away from students.

- If 1:1 delivery cannot be made keeping a 2 metre distance then staff may choose to wear a face covering or mask.
- Other than for suspected Covid-19 cases, there is no recommendation regarding wearing PPE.

Behaviour Management

- Any breaches of social distancing guidance, failure to follow staff instructions designed to keep staff and students safe, or other health and safety concerns, should be recorded in SIMS using the new “BARTS Health and Safety Concern” dropdown option. Please also refer these to Houses/LT.
- Other behaviour incidents should be recorded in the usual way, although please remember that detentions are not running at the moment.
- Please refer to the “Behaviour Policy Annex” for further information.