

The Abbey CLASSROOM POLICY

1. Policy Statement

Abbey classrooms must be safe environments which should be appropriately equipped and conducive to learning. Classes must not be missed or cancelled during the course of a period without prior permission from The Master or Second Master.

2. Procedure

- Class teachers must make sure that their classrooms are tidy and that pupils' work is displayed. Displays must be of a high standard (work mounted) and regularly changed.
- A stimulating environment sets the climate for learning and an exciting classroom promotes independent use of resources and high-quality work by pupils.
- It is important that teachers' desks do not become untidy or cluttered, as this sends the wrong message to pupils.
- Fire notices and the School's Anti-bullying Plan should be clearly displayed.
- If any damages takes place and repairs are required, then it is the responsibility of the class teacher to make an entry in the Caretaker's file in the Abbey Office.
- Staff teaching at the end of the school day should ensure that all windows are locked and heating and lighting, and all electrical items, e.g. PCs/televisions, are turned off. Portable electric fires are not to be used in classrooms.
- All electrical items used within the school must be tested by the school electrician and a certificate will be issued. This can be arranged through the Assistant Bursar.
- Nothing should be used to keep doors open.

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Date: April 2009

Review Frequency: Annually

Review Date: April 2010

Checked by M R Streat 10/10/09