

Mokopane English Combined School	POLICY & PROCEDURE		
	Classroom Policy		
	Effective Date	3/2/2015	Next Review Date
Authorised by:	Principal	Pages	

CLASSROOM POLICY

Teaching and learning must take place in a peaceable, orderly manner. It is essential to strive for and maintain mutual respect. Lead by example. Learners must be informed of the classroom policy, and this message is to be repeated at intervals or when necessary.

All children of a schooling age have the right to a basic education and safe environment. With this right comes responsibilities.

During class changing, teachers should wait outside the classroom door to monitor the flow of corridor traffic to ensure the orderly movement between classes.

Learners should enter the class in an orderly manner when ordered by the teacher.

Exercise books and text books must be placed on the table as well as the necessary stationery. Books must be covered and neat, and stationery must be marked with the learner's name. If a learner has lost his/her text book, it should be replaced or paid for.

Learners must be quiet while the teacher is speaking or explaining a lesson. If a learner wants to ask a question, he/she should raise his/her hand and wait for the teacher to give him/her the opportunity to speak. No shouting or commenting will be tolerated.

Learners should be made aware of the emergency escape plan and map which should be displayed near the door.

Learners receive the Code of Conduct each year and should therefore behave in a responsible manner and avoid discipline actions at all times.

The school has a "zero tolerance" towards bullying and any bullying incident will be dealt with in a very serious manner.

Classroom doors should be locked during breaks, before school and after school and learners should not be allowed to sit inside a classroom without a teacher's supervision.

Cell phones must be handed in as per policy

Learners should be kept busy in a constructive way to ensure that there is the minimum noise and disruption inside the classroom. The order is to be maintained by the teacher through his/her own behaviour, well-planned lessons and activities, and importantly, awareness of differences among individual learners to prevent boredom.

Respecting ones fellow learners, teachers, school and environment is very important Teachers should remind the learners on a daily basis to straighten their tables and chairs before leaving the room.

Chewing gum is prohibited

In case of an absent teacher, the class should follow the set invigilation time table and all the rules and regulations for normal schooling are applicable. No learners will be allowed to go to the field without supervision of a teacher.

Learners should keep to the invigilation schedule announced during assembly and not decide which teacher they prefer to sit with during invigilation.

When a teacher is invigilating learners, no games or disruptive behaviour will be allowed. Learners can do homework or read from their library books or readers.

Continuous transgressors should be issued with yellow warning letters as described in the code of conduct for learners. Discretion should be used with the issuing of yellow letters, taking in consideration the seriousness of the offence.

Responsible behaviour should be recognised and rewarded. Positive and negative reinforcement of behaviour helps to create a positive classroom environment.

Tasks such as organising chairs and tables, handing out worksheets and general assistance should be allocated on a rotational basis in order to engender a sense of responsibility among all learners.

Bathroom visits should be monitored and learners should be encouraged to use the bathroom before school, during breaks and after school. Primary school learners use the downstairs bathrooms and High school learners use the upstairs bathrooms.

Class work must reflect the term plan.

Weekly planning must be submitted to the HOD/Principal in advance every Friday to be monitored and signed.

Subject meeting reports must be submitted quarterly to the respective Head of School

Class work must be monitored, marked, signed and dated as often as necessary, at least once a week, to continue with the subsequent work.

Book checks must be done at least once a quarter and the report filed in the office as evidence of monitoring and assessing of quality education.

Class visits will be conducted at least twice a year to assess the Key Performance Areas of teachers.

Class registers must be updated on a daily basis on SASPAC

Teachers should manage their classrooms at all time to ensure effective teaching and learning and the minimal disruption and discipline problems.