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## Advice Sheet 4

### ***ARRIVAL TO AND EXIT FROM CLASSROOM: ROUTINE***

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What is our procedure for pupils arriving to the classroom? Do we allow pupils to enter class one by one or do we want all pupils to line up outside the classroom door and only enter when we arrive or open the door from the inside? This can be an effective way of getting order at the start of a lesson, and also allows the adult to greet each pupil individually as they file in to their places. However, it may also be a catalyst to problems that may otherwise be avoided – pupils may engage in name-calling, teasing, throwing things in the line while waiting to be admitted. If we are using a 'line up outside the classroom door' procedure we need to:

- (a) be clear about the purpose of using this procedure and
- (b) communicate to the pupils why this procedure is being used and what is expected of them in the line.

We also need to consider what procedure we wish to implement once pupils enter the classroom. Do we want pupils to:

- (a) stand behind their chairs / tables until asked to sit by the teacher?  
or:
- (b) sign the attendance roll before going to their assigned seat?  
or:
- (c) sit in their places quietly and await instruction from the teacher?  
or:
- (d) sit in their places and organise all the materials / books etc. that are usually required for this subject?  
or:
- (e) sit down and begin / continue working / reading immediately?

Perhaps this will vary from day to day and from lesson to lesson. We may need to tell pupils at the end of one lesson what to do when the next lesson commences (this could be after the break or it could be the same class on the next day / next week). Again, what is most important is that we communicate with the pupils what it is that we wish them to do.

Similarly, we need to establish a routine for pupils exiting the classroom, at the end of each lesson / class period, before each break, and at the end of the day. Again, if we plan and implement a specific routine here with which pupils become familiar, then potential problems can be avoided. Do we want pupils to:

- stay in their seats / stand behind their chairs or tables / line up inside the door until bell goes?
- have lunch / drinks finished before they leave the classroom or take food and drink with them?
- put away all books / materials / bags or leave them on the table before they exit? *etc. etc.*

**For more:** <http://www.awalley2001.com/procedures.html>

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