

APPENDIX C - CLASSROOMS

The classroom is the main venue where learning and teaching take place in the school. It is the 'homeroom' of the class and reflects the unique identity of the students who use it. The Class Tutor and Class Committee are responsible for the proper use and management of the classroom but every student in that class takes 'personal interest and pride in classroom cleanliness and good order'

1. General Use

- a. The classroom is chiefly reserved for academic use and so the whole classroom environment must be conducive to learning and teaching.
- b. Class committee meetings and other class meetings should be conducted in the classroom since it is the homeroom of the class.
- c. The classroom should be made available for CCA or remedial use by other teachers who are non-Class Tutors. Teachers-in-charge of the activity will make the booking for the classroom and draw the keys to the classroom. Teachers-in-charge of the activity and the students are to ensure the classrooms are clean and in order after use.

2. Rules on Proper Use

- a. The Class Chairman or Vice-Chairman (Y1 – Y4) will draw the class key from the Key Management System (KMS) every morning and open the doors of the classroom. At the end of the day, the Class Chairman or Vice-Chairman will lock the doors of the classroom and return the classroom key to the KMS. All windows should also be shut.

No student may bring the keys out of the school.

If the classroom keys are missing, inform your HOL. The classroom can be opened by a school attendant or technician.

- b. All litter should be deposited in the waste baskets provided.
- c. The white-board is to be cleaned after each lesson and at the end of the day by the appointed duty boys.
- d. Furniture is to be arranged neatly at all times and chairs are placed under the desks when not in use.
Students should not sit or stand on the tables.
- e. The noticeboard is kept tidy and up to date. This is to be supervised by the appointed class committee members.
- f. Wet or damp P.E. attire is not to be hung to dry in the classroom and should not be kept overnight in school. It is kept away in a plastic bag to be brought home for washing.
- g. At the end of the day the last teacher in class should check that everything is in good order before dismissing the class.

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3. Safety & Conduct

- a. Safety precautions pertaining to the use of the power points and the projector must be observed.
- b. Correct procedures on the use of the projector must be observed. The projector screen must be rolled up when not in use and should be pulled down gently when needed.
- c. The projector should not be left in operation without staff present. It should be covered when not in use.
- d. All power points, lights and fans must be switched off immediately after use or when the class leaves the classroom.
- e. Ensure that the classroom is never left unlocked when the class is out unless there are members of the class committee present.

4. Maintenance

- a. The maintenance of the classroom is primarily the responsibility of those who use it.
- b. All damages should be promptly reported to the Class Tutor who will file a damage report with the office of the Facilities Manager.
- c. Cost of replacement/repair will be borne by the class if the damage is due to negligence or vandalism.

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Before each lesson, the Teacher and the Class Committee will ensure that the following takes place before the lesson begins:

Silence Tidiness Attire Respect

Before the start of each lesson

	Procedure	Action By
S ilence	<p>Class asked to stand once teacher enters the classroom.</p> <p>Once all have stood up, Call to one-minute silence with the Lasallian invitation to prayer: <i>“Let us remember we are in the Holy presence of God.”</i></p> <p>After one minute, end with Lasallian Closing Invocation with all students: <i>“I will continue, O my God, to do all my actions for the love of God.”</i> Prayer Leader : St Joseph’s All: Pray for us Prayer Leader: St. John Baptist de La Salle All: Pray for us Prayer Leader: Live Jesus in our hearts All: Forever!</p>	<p>Prayer Leader</p> <p>Prayer Leader</p> <p>Prayer Leader</p>
T idiness	<p>Checking of classroom cleanliness and neatness of board, floor, under the desks, placement of bags, etc. No PE attire to be displayed. Address any of the issues immediately.</p>	Teacher
A ttire	<p>Checking of hair, uniform, shoes, socks and neatness. Students should NOT be in their PE attire for lessons in the classroom. Address any of the issues immediately.</p>	Teacher
R espect	<p>Class is greeted and students’ response to be clear and audible.</p>	Teacher Students