

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Classroom Etiquette

A guide for teachers' approach to how and what to teach children about sharing the classroom

Remember you are the role model for the child at all times.

Speech

We encourage the use of quiet voices inside to take care of others' learning.

Children and teachers should always wait to join in, or interrupt, a conversation by placing their hand on the person they wish to talk to. The person who is being approached should place their hand on top (or otherwise acknowledge) the approach until they are able to respond. This needs to be explained to the children including why it is important.

Please instruct positively i.e. "please use a quieter voice to take care of others" not "please don't shout"

Teachers should role model conversations, cooperation, helping, and praising between themselves and remember at all times that their behaviour will be copied.

Children should be spoken to at their own level, from the moment they walk in.

Please extend children's language at all times by repeating back their comments with corrected grammar or extended vocabulary and making sure pronunciation is clear and precise.

Remember to respect the non verbal communications of children in the same way.

Encourage children to "use their words" when they can.

Moving

Children and teachers should always walk when inside - running, jumping, hopping, skipping and all manner of moving is fabulous outside.

The reason why we walk needs to be explained to children, this should be explained in positive language so that we take care we are safe.

Work mats should always be walked around, as should the book mats and Role Play. This is to show respect for those using the spaces as well as for the resources there.

Negotiating space is a learning objective in its own right and needs to be made explicit when discussing with children the route they take to another place and how they need to watch for others crossing their path.

Carrying items

Apparatus

Specific pieces of Montessori equipment have particular ways of being carried. As a rule of thumb only one item should be carried at a time and always in line with the body i.e. within the frame of the body. This should be explained to the children and is to keep them and others safe as well as to reinforce the process of choice, selection and preparation.

Trays should be carried with two hands at all times.

This policy is reviewed annually in the Spring term

The lead teacher on this policy is all SLT

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Remember you are a model so you should do the same with all apparatus.

Chairs

Chairs should be carried with one hand on the seat and one on the back.

Scissors

Should be carried by a fist around the closed blades which should point to the toes, by adults and children at all times.

Food

One item at a time, using two hands. Eg one bowl of macaroni cheese.

Cutlery, crockery and glassware

When children carry these they should be given one or more items depending on their hand size and ability.

Care of Equipment

Work trays

These should always be returned to the shelves prepared for the next child to use, eg sponge water. This needs to be explained to the children from the start, discussing how they like to find them and taking care of our friends.

Trays should be held on either side.

The same is true for other apparatus in all areas.

Work mats and table mats

These are to be rolled and unrolled by the children, to develop hand strength, which means they need to have it demonstrated and opportunity to practice. They are used to define work spaces, others should respect this and walk and work around them.

Small world

This needs to be respected, kept where it belongs, and prepared for others.

Role Play

A teacher needs to be overseeing the area in order to scaffold learning. Children will benefit from playing freely and from adult interactions.

Children need to be encouraged to build their vocabulary and imaginations with plenty of child led play and adult extension.

Please make sure that all the resources are stored and used with due respect. Children need to have this both modelled and explained.

Outside

The same rules apply so equipment should be treated with care and respect and returned to where it came from ready for other children. Children should be involved in the cleaning and tidying of all equipment as part of the daily routine.

Personal Hygiene

Faces and hands

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Children need to have this shown to them physically and explained why it is important for their health and other people's health.

Coughing

Children need to be taught to cover their mouths with an arm (because it won't spread from the hands), tissue (and thrown away) or hand (then wash them).

Toilets

Ask children whether they prefer potty, toilet or bidet. Help them to be self sufficient. Supervise and talk about hand washing. All this needs to be explained with reasoning.

Shoes and coats

Please encourage children to do as much of this as possible. We need to show the children how it is done repetitively until they have learnt. Children will gain a lot of self esteem from being able to do this themselves. We use "magic" way of putting on coats, laying on floor, stand by hood, arms in, flip over head. Parents are asked to supply shoes that facilitate independent changing.

Parents

Parents are welcome to come in at the start and end of the day. Parents are expected to show the same respect for others and equipment as everyone else and this is stated in the staff protection policy. Siblings are the responsibility of parents and are expected to conduct themselves appropriately for Artisans. Please answer questions you are confident in the answers to and offer to pass on other questions and / or find out the answers at a future point, we are a team because that is a richer source of experience and information so use it.

Group work

Group work is to be encouraged and fostered with very explicit teaching relationship building skills, turn taking and negotiating.

However, there will be times when it is inappropriate to work in groups or a child wishes to spend some time alone. In these situations please explain to all children why this is so and whenever possible arrange with them a time for them to join in.

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