



Around the School

Greetings

K-P: student & teacher to greet one another:

- Look at the person
- Saying 'Good Morning' in a bright voice

Years 1-6

- Look at them saying; 'Good morning Miss/Mrs/Mr_____ using eye contact*, bright voice and happy smile.
- Student greeting when a staff member comes into another class and wishes to speak to either the teacher or class
- Everything out of students' hands
- Turn to face the person and look at them saying; 'Good morning Mr/Mrs.....

Before School

- All students to hook their bag outside their classroom then sit in front of the library prior to 8.30
- No play before school even if supervised by parents
- Students to prepare for the day once they are allowed in the classrooms at 8.35-pencil cases, rulers, books, notes, etc
- No student to enter the classroom without the teacher present, if before school the teacher leaves the room after 8.35 the students need to wait outside
- No lining up outside classroom at the start of each school day

Students Late to Class

- If a student arrives at school after 8.50am, they must attend the front office to obtain a late note
- Students to enter the classroom and wait for the teacher to stop speaking.
- When teacher stops speaking, student to say; 'Excuse me Mrs/Mr....., I apologise for being late' and wait for the teacher's response and hand over the note

Hats

- All teachers and students to wear an approved hat (students must wear a MCPS school hat) during all outside activities
- 'No Hat, No Play outside' students who are not wearing a hat may play under cover

Recess

- One bin to be placed near eating area, one bin to be placed on library veranda
- Reinforce taking home leftovers so parents know how much students are or are not eating
- Spillages to be cleaned up immediately by students, using paper towels
- Dust pans/brush and paper towel to be located in the library

Lunch

- No eating in the classrooms
- Sit in a more confined area to eat lunch-central garden and on the library veranda
- All food rubbish to be placed in the bin
- Students to put their hand up when finished eating but can only be dismissed if their area is free from rubbish

Extreme Weather

- Admin to make an announcement
- Eat in classrooms, rooms need to be left tidy with no food
- Areas to play; undercover, verandas or library

Lining Up

- Line up quietly in 2 straight lines
- No student to be playing/holding with sports equipment once the first siren has gone
- Hands in laps/ hands by your side when lining up
- Hats in bags and zip up bags
- Walking in pairs-students to keep up with the person in front of them
- Teach 'lining up' protocol and ensure students line up correctly

Toilets

- Students should be encouraged to go to the toilet during recess and lunchtime
- During class time, they may go alone in years 1-6 (except special needs)
- At recess and lunchtime, students should use the toilet closest to their play area
- Teachers to strongly encourage efficient movement to and from toilets by students

Messages

- 2 audible knocks on the door
- Student enters and walks to the teacher
- Knock on the classroom door not walk through the junior wet area
- Stands politely and waits to be acknowledged by the teacher
- Says; 'Excuse me Miss/ Mrs/Mr..... I have a message from.....'
- On leaving say; 'Thank you very much.....'

Printers Students

- Report breakdowns immediately and don't leave paper jams
- Report to administration when the last ink cartridge has been used

Behaviour

- Students who are on time out at recess/lunchtime must sit on the veranda outside the staffroom and dismissed by the class teacher

Assembly

- No talking during assembly
- Clap after all certificates have been handed out
- Sit with hands in laps, looking at the speaker
- No talking when standing or sitting for the National Anthem and any singing
- During National Anthem and singing hands by sides, standing tall and singing proudly

When receiving certificate/award students:

- Walk tall-be proud
- Show eye contact
- Give a firm handshake
- Smile
- Say thank you
- Stand tall and hold up certificate

School Uniform

- Adhere to the Student Dress Code
- Must wear proper school uniform at all times
- Sport shoes on sports day
- Shoulder length or longer hair tied up
- No loose jewellery

Staff Dress Code

- Professional attire
- Appropriate clothing for school activities
- No denim for anyone
- Appropriate footwear

IN THE CLASSROOM

Work habits

- Equipment ready before school (pencils sharpened before school, recess and lunchtime)

Sharpeners

- Years 1-6: sharpeners in pencil case with a container for pencil shavings
- Initially students taught how to sharpen
- Pencils to be no shorter than your thumb

Erasers

- **K-1** used with the teacher
- **Years 2-6** students taught how to use an eraser.

Errors

- Put a line through the error and rewrite whole word

Ruling Up

Year 1-6

- Written-rule line across the top of the page in red pencil/pen
- Ruled margin of 2 cms/ruler width
- Date top right and all work to be dated
- Double line at the top for name and date
- Maths-ruled line across the top
- Columns if developmentally appropriate for maths
- No graffiti in or on books
- All subjects-ruling up to be done with 2 lines across the top of each page in red
- All work to be done in pencil/pen
- Maths – to be numbered and spaced accordingly
- Columns to be used
- Incomplete pages need to be ruled off and new work to follow on, so all pages are filled

Activity Sheets

- All activity sheets need to include name and date. K-P need to have a date stamp or dated.
- They must be filed somewhere after completion or folded (files or display books)
- Use photocopying sparingly

Handwriting

- NSW font to be explicitly taught in accordance with year level requirements
- Very neat at all times-in books, papers, activity sheets
- NSW cursive with joins to be introduced in year 3
- Handwriting books for all (PP-3) on booklists, Years 4-6 on booklists

Desk Trays

- Tidied each Friday
- Students to use both sides of page in exercise books and pads
- Each class to have a scrap paper store so students are not using expensive photocopier paper for scribbling/planning
- Worksheets and loose paper to be organised/stored in either scrapbooks (junior primary) display folders or ring files. There should be no loose papers in drawers
- Classrooms to have a clear 'early finishers' system of meaningful activities

Water Bottles

- Water bottles are placed in a designated area
- Students not allowed to constantly drink during lessons and when teacher is speaking
- Water only in drink bottles

Tidying Up

- Desk tops must be left tidy and organised at every break
- Floor space under desks must be tidied before leaving the room and chairs pushed in
- Clutter free classrooms and they need to be organised
- Wet areas & kitchen needs to be tidied and tea towels washed

End of the Day

- All chairs to be stacked –including those at computer tables
- All computers to be logged off and IWB to be turned off
- Computers to be locked away
- Students responsible for picking up all items and paper/rubbish from floor
- Desks to be cleared
- Side benches need to be as clear as is practicable
- Students must not be dismissed before the siren is sounded
- Students must be dismissed promptly (K-P dismissed to parent/care giver)
- Dismiss students' group by group rather than one big mass
- Teacher to scan outside of classroom to ensure no bags/items left and if so bring inside and place on desks
- Teachers to turn off air conditioners/heaters and lock external class door and windows
- Sports gear to be brought into the classroom
- All IT equipment to be returned and plugged in
- Teacher's desk to be left neat and tidy

School Bags

- All school bags need to be zipped up when hung on bag hooks
- All students to carry their own bags to and from school

Classroom Layout/Design

- Organised so that the teacher can move around the class and desks
- Students from year 1-6 have a tray and drawer
- Student work on display needs to be marked
- Teaching resources of a high standard for displays
- Rotation of displays, equipment/resources
- NSW font for labels