



St Anne's Catholic Primary School

Classroom Organisation and Management Policy

1 Introduction

We aim to provide a safe, secure, attractive and exciting learning environment which supports each child in achieving his / her potential. In order to achieve this aim, each classroom needs to be attractive, safe, orderly, disciplined, well organised and appropriately resourced. Care needs to be taken to promote equality of opportunity, in terms of role models provided through resources and through a broad, balanced and well-differentiated curriculum.

2 To provide an attractive environment

- 2.1 All boards should be neatly covered before displaying children's work.
- 2.2 Displays should show evidence of children's best efforts.
- 2.3 All displayed work should be carefully mounted. Exceptions may be made in the case of working walls.
- 2.4 Displays must be labelled and key vocabulary should be displayed using Communicate in Print (CiP). Where appropriate, labels within the display should challenge, question or allow for reflection.
- 2.5 The breadth of the curriculum as well as equal opportunities issues should be evident over a period of time.
- 2.6 Displays should be changed to reflect curriculum focus, where appropriate.

3 To provide a safe environment

- 3.1 Fire exits and through ways must be kept clear at all times and fire notices should be visible.
- 3.2 The floor must be kept clear.
- 3.3 Chairs should be placed under tables when not in use.
- 3.4 Door windows should not be obscured.
- 3.5 Equipment/furniture should not be placed where it could cause an accident.



- 3.6 Children should move around the classroom in an orderly and calm fashion.
- 3.7 Classes must always be supervised by an adult. At wet breaks this may involve an adult being based between two classes.
- 3.8 All equipment must be used in a safe and controlled environment; potentially dangerous equipment should be kept securely.
- 3.9 Children should be taught how to use scissors and any other equipment which could be potentially hazardous, e.g. compasses, needles, etc.
- 3.10 All pen lids should have a hole in them.

4 To provide an orderly environment

- 4.1 All equipment should be stored in a place of its own.
- 4.2 Children should know where everything goes and take responsibility for the classroom.
- 4.3 All children should be responsible for putting their own work away.
- 4.4 No toys should be brought into school without adult permission.

5 To provide a disciplined environment

- 5.1 Children should know what is expected of them at all times.
- 5.2 The atmosphere in the classroom should be calm and conducive to learning.
- 5.3 Children should be taught to look after all equipment and have pride in the classroom.
- 5.4 Mutual respect should be in evidence at all times.
- 5.5 Whilst in class, children should be engaged in tasks set by the teacher.
- 5.6 Teachers must be aware of every child in their class at all times.



6 To provide a well organised and appropriately resourced environment

Every class should have the following areas:

- 6.1 An attractive, inviting and tidy book area reflecting a range of reading materials, with a relevant display to encourage children to read (YN-Y6);
- 6.2 A well-resourced writing area with trays of rough, lined and plain paper, pencils, erasers, sharpeners, felt tips, coloured pencils etc, which are assessable to the children (EYFS only);
- 6.3 A clearly defined maths display (YR-Y6);
- 6.4 Topic/Science display with appropriate resources and interesting items on display (YR-Y6);
- 6.5 Well resourced art area with a range of paints, pastels, brushes, glues etc;
- 6.6 Religious focal point which should provide a place to turn during class prayers/reflection/meditation;
- 6.7 A “working wall”.

7 Equipment and resourcing

- 7.1 Each class has been provided with a computer and relevant software (iPads) which should be used as a tool for learning across the curriculum.
- 7.2 All drawers, storage trays etc. should be clearly labelled and assessable to the children where appropriate.
- 7.3 It is the responsibility of each class teacher to ensure that the class environment is safe, orderly, tidy, well disciplined and resourced to facilitate quality teaching and learning.



Date agreed by governing body on 21/06/2022	Signature of Chair or Vice Chair
Date agreed for review Summer 2025	Frequency of Review Three Years
Responsibility for Review A&C Committee	