

# Start of Lesson Policy



## Aims

To ensure that all lessons around school commence in the same manner and that consistency is applied by all teaching staff throughout departments and faculties.

## Implementation

### Teacher

- Ensure that you are at your classroom door to welcome your students and begin your lesson promptly.
- Ensure that students are lined up outside the classroom - or in a designated area - and are ready to enter the classroom. In certain areas in school this may not be possible, and your class may enter the teaching room.
- When you are happy that your students are settled, they may enter your classroom.
- Students should ensure, where practical, that planners, pencil cases and any other equipment for the lesson are out on the desk. They can then engage in a starter activity, for example, as per the routines of the teacher's classroom.
- If uniform is missing please sign the missing uniform slip that the tutor has given to the student.
- Whilst students are settling themselves the register **MUST** be taken within the first ten (10) minutes of the lesson. Please ensure that any lateness is entered onto Bromcom.

### Heads of Department

Ensure that teaching and support staff in your department are implementing the policy and that you model good practice.

### Heads of Faculty

Ensure that Heads of Department are implementing the policy throughout your faculty.

## Monitored by

Heads of Department, Heads of Faculty, Mrs Millett, Mr Simpson

----- **End of Policy** -----

Policy author: Mr C Simpson  
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