



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Classroom Management

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 - South African Schools Act Section 9(4) Notice 285 - Reg. 6 (1)(2) and (3)

PURPOSE

To Comprehensively Educate the Child in the Classroom by:

- Changing from a “follow me” to a more constructive learning method.
- Creating a learner friendly environment.
- Focussing on effective learning methods and strategies.
- The establishment of a platform based on knowledge and skills.
- Developing classroom pride by means of a code of conduct and rules and teamwork.

CLASSROOM CODE OF CONDUCT

Everyone has the right to learn without interference from others.
Be punctual and prepared for the lesson (books/files/equipment).
Use appropriate language - encourage communication.
Show politeness and consideration - exercise self- discipline.
Take care of furniture and equipment.
Respect the property of others.

S.A. SCHOOLS ACT

- At all times stay within the framework of the S.A. Schools Act.
- The educator should strive towards avoiding ALL forms of discrimination.
- Diversity should be a paramount part of the classroom atmosphere, i.e. all cultures, religions and languages should be respected, protected and promoted.
- All the role players should be able to provide input to promote a healthy classroom environment (i.e. Education Department, educators, members of the school community, learners, parents and the private sector).
- The school (educator) should strive towards the establishment of better facilities, methods and conditions to promote learning.
- Create opportunities for the development of the child's talents and abilities.

IMPORTANT PRINCIPLES FOR EDUCATORS FOR CLASSROOM MANAGEMENT

Discipline is an important part of the day-to-day classroom management. Discipline is closely bound to teaching and instruction and good discipline can be ensured through good management and teaching skills.

Know your learners by name and establish a meaningful relationship with the learner

Be consistent in your expectations and application of discipline

Be punctual, organised and prepared for lessons. This promotes discipline.

Set realistic and achievable targets for your learners.

Motivate your learners through awards and encouragement

Create positive learning experiences for your learners by presenting well prepared and interesting lessons.

RESPONSIBLE PARTIES

Educators

- Are responsible for the professional management of the classroom and should:
 - Have sufficient sympathy and empathy to display a receptive, though firm, image.
 - Be able to facilitate, observe, mediate and organise.
 - Play the role of parent inside the classroom.
 - Lead the learner towards the establishment of an own vision; educate the child through a future orientated curriculum by developing his or her talents.

Learners

Should display self-motivation and self-enrichment by exploring knowledge and experience purposefully.

Principal

Is responsible for the day to day management and control of educational and all other activities at school.

Governing Body

Exercises overall control of the school and all its activities in the interest of the learners.

Parents

- Are welcome at school at all times.
- Parent evenings and open days should be arranged regularly.
- Parents should be involved at all times starting at home.

CLASSROOM ADMINISTRATION

- Both educator and learners should participate in the organisational management of the classroom.
- Duty roster should be displayed.
- Seating should be arranged for groups, as group work forms an integral part of the curriculum.
- Learners' work should be displayed in order to promote the curriculum.
- The class timetable and class rules should be prominent in the classroom.

Strategies for Effective Classroom Management

- Generate meaningful learning content.
- Create a relaxed atmosphere for effective communication and learning skills.

Discipline

- **Develop Classroom Pride by:**
 - neatness as regards the self, work and classroom.
 - uniformity in clothing has an effect on discipline.
 - being prepared to ensure safety.
 - regular school attendance.
 - punctuality and good behaviour.
 - showing mutual respect.

Support Services

Close cooperation between the educator, LSEN educator and the support team is crucial for making the child socially adaptable in the community.

