Teaching and Learning Policy - Appendix 4
Key Stage Two Generic Classroom Model

Key Classroom areas:	General areas:
Display: - Children's work to be single backed. - Variety of children's work to be displayed. - Literacy and numeracy displays at the front of the classroom if possible. - Regularly updated to reflect current topics. - Interactive and stimulating. - Key vocabulary displayed. - Cross-curricular. 3D displays. - Information displays to be laminated. - All boards should be backed with a display border. - All work should be labelled with titles etc. - Displays changed regularly with the new topics **Learning Resources:** - Clearly labelled and accessible to children. - Class sets of basic equipment. - Presentation guidelines to be on the inside front cover of each book. - Targets written on bookmarks and kept updated. - Art equipment and materials to be stored centrally. - Specialist art/DT equipment to be stored centrally. - Reading records to be updated daily by children and monitored by staff. - Clearly organised and labelled - Easily accessible to the children - Learning resources are looked after by all children. - Monitors are assigned to care for certain areas. **Teaching Resources:** - Resources, where possible, listed and kept updated in central catalogue on the school server. - Each class to have class sets of texts. - Support for planning with relevant texts. - Resources and supporting texts to be stored centrally. - All planning to be updated and stored on the school server. - Clearly organised and labelled - Easily accessible to the children. - Teaching resources are looked after by all.	- There is a positive and calming atmosphere in the classroom. - Temperature of classrooms to be regulated. - One fan per classroom. - Classrooms to be well ventilated. - Projectors to be turned off when not in use. - There is a clear set of classroom rules in line with the schools behavior policy. - Each child and staff has a copy of the school Behaviour policy.. - There is a designated timeout area with clear timeout resources in each classroom. - There is a recycling bin. - Each child has access to fresh drinking water. - Learning and achievement is celebrated in the classroom. - Children are involved in the creation of their learning environment. - Planning and assessment files are easily accessible. - The room is well ventilated and there is adequate lighting. - The environment is word/number rich.
Book corner: - Range of books based on ability and age to be available and changed regularly. - Inviting and comfortable area. - Bright cheerful and calming. - The book corner is comfortable and inviting. - Books are displayed attractively to promote reading. - Books need to be well looked after and organised. **Classroom Furniture:** - Furniture fit for purpose. - Should be well maintained and looked after. - Suitable size for the children. - Well organised and inviting.	**Health and Safety:** - Staff to act as role models for good practice. - All equipment to be used appropriately by children and staff. - Children to be made aware of potential dangers. - Wires kept tidy. - Children well informed about equipment that they are allowed to use. - Children are well supervised whist using specialist equipment.
ICT: - Laptop and interactive whiteboard in each classroom. - Laptop and ipads available for class use. - Each class has access to a CD player. - Video camera shared between all classes. - All server computers should be linked to printer in the ICT suite. - People responsible for reporting faults. - ICT needs to be used to enhance learning. - ICT needs to be cross curricular	**The area outside the classroom:** - To be kept clear of obstacles. - Pegs are numbered and relate to register order. - Safe and secure. - Stimulating. - Everybody responsible for the looking after and the upkeep of school property. - The outdoor area is used to enhance the curriculum.