



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH



# CLASSROOM POLICY

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Reviewed : May 2020

Next Review : May 2021

Compiled by: SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO



## **CLASSROOM POLICY**

**Aims and principles of the policy:** To provide students a classroom environment conducive to learning.

1. All pupils will report to class by 7:30 a.m. on all working days. Any pupil arriving after 7:45 a.m. will meet the supervisor and seek permission before entering the class.
2. See that you have all your study material and stationery with you.
3. Be seated in your designated place and do not run around or play in the class.
4. If a teacher is late for the class or the teacher is absent and a substitute teacher has not arrived, report the same to the supervisor who will then make necessary arrangements.
5. Take care of your belongings, books, stationery, shoes, PE kit etc. You are responsible for your things.
6. P.E uniform should be worn only on the days scheduled for P.E.
7. Always be neatly dressed. See that your blouse is tucked into your skirt, tie in its place, hair secured with hairpins or a band (only black colour hair bands are permitted), shoes polished, socks tidy and nails cut.
8. During break time do not run around in the corridor or in the class room. Do not move to KG or senior school corridors. This will disturb the pupils of the junior classes. See that you are seated in your class immediately after the break.
9. Do not venture into undesignated venues at any time. Refrain from moving into the bus park area, labs, library, music room or art room unless accompanied by a teacher.
10. Keep your class room neat and tidy at all times. Do not litter the class room, corridor and the washrooms. Eating in class when a class is going on is not allowed.
11. Always move to and from the library, art room, P.E class, laboratory in a line.
12. Complete your class work on time and be punctual in submitting your note books for correction.

13. If any pupil is hurt or unwell, please move to the clinic with a teacher. Report the same to the Supervisor.
14. In case of bullying or harm to self or others , report the matter to the teacher present or the Supervisor immediately.
15. Do not exit the class without the permission of the teacher. Always carry the exit pass with you.
16. Phone calls can be made only in an emergency. Contact your supervisor who will help you with it. Do not go to the reception to make the phone calls.
17. Refrain from moving out of the class for buying materials from the store when a teacher is teaching in the class.
18. Take care of the school property. Do not damage lockers, tables, chairs, white board or any other material that belongs to the school. They have been provided to you for your convenience.
19. If you have lost anything, contact your class teacher who will then do the needful.
20. When you leave the classroom at 1:30 p.m. make sure that you have not left behind any of your possessions.
21. Switch off the fans, AC, lights and the projector before leaving the class.
22. Do not lean out of the classroom window.
23. When you hear the fire alarm bell, do not panic. Follow the instructions from your teacher very carefully.
24. Avoid being absent unless it is an emergency. 98% attendance is necessary to be outstanding.
25. Make the class environment positive and friendly.
26. Greet the teacher /guest who enters your classroom.
27. Respect everybody at all times.