



PBL PREPARED

**FOLLOW THE CORRECT ROUTINES,
PROCESSES AND PROCEDURES**

WHAT IS THE FOCUS

- Learning intent:
- Students will understand how to follow the correct routines, processes and procedures at ESHS.
- Success Criteria:
- Students will be able to demonstrate the focus by following the correct routines, processes and procedure at ESHS.
- Specialised Vocabulary
Compliance, routine, processes and procedures.

WHY IS THE FOCUS IMPORTANT?

- At ESHS we have a number of routines, processes and procedures that we follow to keep staff and students safe.
- By following routines, processes and procedures at ESHS we are developing positive habits that we can apply in a variety of real world contexts.



Think Positive

WHAT ROUTINES DO WE HAVE AT ESHS?

- Classroom
- Playground
- Break times
- Transitions between classes
- Bookwork Expectations
- Uniform



CLASSROOM ROUTINES- ENTERING THE CLASSROOM

- Line up in two lines outside your classroom by the time the second bell sounds
- Enter the classroom with appropriate behaviour and under instruction from your teacher
- Stand quietly behind your chair
- When your name has been called take your seat in a quiet and respectful manner



CLASSROOM ROUTINES- EXITING THE CLASSROOM

- When instructed by your teacher, following lesson review or checking for understanding phase, stand quietly behind your chair
- Ensure there is no rubbish around your desk and ensure your chair is pushed in neatly
- Wait quietly behind your chair until the bell sounds and you are dismissed by your teacher
- Leave the class in a calm and polite manner, being mindful of others and students who may be exiting classes nearby



PLAYGROUND ROUTINE

- What routines do we have for the playground and why are they important?



ROUTINE SCENARIO 1

- John and his friends are playing tag in the SAILS area during first break. The students are running around and acting in an unsafe way.
- Are the students complying with school routines?
- How could they change their behaviour so they are complying with school routines?



WHY ARE ROUTINES IMPORTANT?

- Discuss why these routines are important and how they keep students and staff at ESHS safe?

ROUTINE IS Key!

WHAT PROCESSES DO WE FOLLOW AT ESHS

- Completing assessment drafts
- Completing assessment tasks by the due date
- Come prepared to every class with materials and student diary.
- Completing class work
- Participating in classes



WHY ARE THESE PROCESSES IMPORTANT?



- Discuss why these processes are important for preparing students for life beyond school.

PROCESSES SCENARIO 1

- You have to submit your training manual to your employer to finalise your apprenticeship. You do not get the manual completed on time and your employer decides that your lack of time management is not what the company needs and they decide to let you go.
- What kind of reference do you think this employer would provide?
- How does getting to class on time prepare you for the workforce?



WHAT PROCEDURES DO WE HAVE AT ESHS?

- Emergency Procedures
- Evacuation- Fire Drill
- Lockdown Procedure
- Classroom Procedures
(Courtesy)



WHY ARE THESE PROCEDURES IMPORTANT?

- During Evacuation and Lockdown it is important that students listen to and comply with adult instructions to ensure their safety and the safety of their peers.
- Following the COURTESY acronym ensures we keep our classrooms neat and tidy and conducive to learning.
- Discuss why ESHS have strict procedures in place in relation to Emergency and Classroom procedures?

PROCEDURES SCENARIO 1

- You hear the tone and voice= LOCKDOWN
- What do you need to do to ensure you are safe and other students are safe?



WHAT HAPPENS WHEN YOU FOLLOW THE ROUTINES, PROCESSES AND PROCEDURES AT ESHS?

- When you follow routines, processes and procedures you are making positive choices that help facilitate positive student outcomes.



REVIEW

- By following school routines, processes and procedures, students are demonstrating that they are prepared and are ready to learn

By following school routines, processes and procedures, students are developing the skills that will help them when they enter the workforce.

