



PBL FOCUS PREPARED

Know and follow correct routines, processes and procedures

Learning Intent

Students will **explore** the routines, processes and procedures and how to follow them correctly.

Success Criteria:

- ☐ **Recall** routines, processes and procedures
- ☐ **Identify** how to follow routines, processes and procedures correctly

1. Using port racks correctly

What this looks like:

- ✓ Putting bags in port racks
- ✓ Not leaving anything lying around on the floor around the racks
- ✓ Not placing anything **on top of** port racks



Exceptions:

- There are some port racks that are not visible to the teacher, therefore in some cases, your teacher will allow you to bring these into the classroom.
- ✓ These need to be placed in a ***designated space*** and not on or under your desk or hanging off the chair.
- ✓ Please check with ***each teacher*** to see their expectations.

Important!!!

If you choose to bring valuable items to school, it is not the school's responsibility to keep it safe.

Items needed for school activities or for travel to and from school, have spaces you can use:

- ✓ Bikes/ scooters etc. at the bike racks (and use a lock)
- ✓ Musical instruments at the music room
- ✓ Mobile phones- must be handed in at the office before school and collected after. Phones seen during school hours will be confiscated.

Why do we need to store school bags in port racks?

- ✓ Workplace Health and Safety (Trips and falls)
- ✓ Low vision student/teacher consideration
- ✓ Belongings are safe from falling or being pushed off the top



2. Signing In/Out: Following the correct procedure for signing in or out of school

Reasons you might be signing in:

- ✓ You are late
- ✓ You had an appointment and arrive at school after PC
- ✓ Other

Reasons you might be signing out:

- ✓ You are eligible for a flexi and have approval to sign out of school after your scheduled lessons
- ✓ You have an appointment
- ✓ You have a lunch pass
- ✓ Other

2. Signing In/Out: Following the correct procedure for signing in or out of school

Why is signing in/out important

- ✓ Safety – knowing where you are.
- ✓ If there is a fire – If you have not signed in but are at school, you won't be on the roll and no one will be looking for you. Vice Versa, if you have signed out, but haven't left then no one will go looking for you when there is an emergency.

3. No food in rooms

- Increasing number of students eating food in rooms or having drinks other than water

What's the big deal?

- ✓ You have plenty of time at lunch to eat your food
- ✓ It becomes a distraction to learning – yours and others around you
- ✓ Big mess for the cleaners
- ✓ Attracts ants/pests into the classrooms
- ✓ Can make the rooms smell really bad





4. Be on time to class

Why is being 'on time' important?

SCHOOL

- SAFETY
- YOU WILL MISS

IMPORTANT INFORMATION

- FRIENDS WILL NOT RELY ON YOU

FUTURE

- LOSE YOUR JOB
- UNPROFESSIONAL
- AFFECTS OTHER PEOPLE

“I want
to hire
employees
who are
always
late.”

Said no boss ever.

Expectations:



- ✓ IT IS AN EXPECTATION THAT YOU ARE ON TIME TO CLASS AND LINED UP IN TWO LINES WITH YOUR PEERS BEFORE THE TIME THE SECOND BELL GOES.
- ✓ **Not leaving class until teacher has dismissed you....Do not leave 2 minutes before the bell or when you feel like it.**
- ✓ UPON ENROLMENT YOU SIGNED AN AGREEMENT THAT YOU WOULD BE ON TIME.

Recap: Following routines, processes and procedures

1. Store your bags correctly in port racks
2. Follow the correct sign in/sign out process
3. Don't eat food in the classroom
4. Be on time for class