



SEATING PLAN POLICY

This Policy includes the Junior School and Senior School

Links to other policies:

Staff Handbook

Every subject teacher must apply a seating plan to each and every lesson. Seating plans must be included within Staff Planners, and must also be available in the event of cover due to illness, or circumstances of authorised absence.

Seating plans help to manage behaviour; set learning expectations and ensures that we maintain an attractive, well presented teaching environment and that the whole site looks inviting and professional:

1. Students with sight difficulties or subject specific learning difficulties such as Dyscalculia should be sitting at the front of the class.
2. Students whom lack concentration or have a tendency to fall behind should be sitting where they can be easily monitored.
3. Students who do not work well together or whom have caused distractions should be moved to avoid and minimise disturbance.
4. Pupils should be asked to stand behind their desks at the end of the lesson, ready for dismissal by the teacher.
5. Teachers should check their classrooms before dismissing pupils to ensure that no damages have been caused.
6. Please report any pupil who has been caught damaging or drawing on desks and chairs etc.

Staff should also:

1. Ensure that your teaching environment is free from obstructions, that books and equipment are neatly stored, and that all damages are reported.
2. Ensure that doors are locked when the classroom is not in use, and that classroom windows are shut and the lights are out.
3. Monitor classrooms, corridors and associated areas for damages and graffiti.
4. Ensure that at the end of the working day all chairs are under the desks and the classroom is ready for lessons for the following day.
5. If you see litter please pick it up or ask a pupil to pick it up if they are closer, and place it in the bin. If students see the teachers doing this, then hopefully they will start caring more about their environment to.
6. If bags or coats etc are not under fully in the outside storage sheds, please put them in or ask another student to.

Reviewed By: Mr Jonathan Harrison, Headteacher, September 2020

Next Review Date: September 2021