

## Classroom Etiquette

A guide for teachers approach to how and what to teach children about sharing the classroom  
Remember you are the role model for the child at all times.

### Talking

We encourage the use of quiet voices inside.

Children and teachers should always wait to join in or interrupt conversation using "excuse me" as appropriate. This needs to be explained to the children including why it is important.

Please instruct positively i.e. "please use a quieter voice" not "please don't shout"

Teachers should Role model conversations between themselves and remember at all times that their behaviour will be copied.

Children should be spoken to at their own level, from the moment they walk in.

Please extend children's language at all times by repeating back their comments with corrected grammar or extended vocabulary and making sure pronunciation is clear and precise.

### Moving

Children and teachers should always walk when inside – running, jumping, hopping, skipping and all manner of moving is fabulous outside.

The reason why we walk needs to be explained to children, this should be explained in positive language.

Work mats should always be walked around, as should the book mats and Role Play. This is to show respect for those using the spaces as well as for the resources there.

Negotiating space is a learning objective in its own right and needs to be made explicit discussing with children the route they take to another place and how they need to watch for others crossing their path.

### Carrying items

#### Apparatus

Specific pieces of Montessori equipment has particular ways of being carried. As a rule of thumb only one item should be carried at a time and always in line with the body i.e. within the frame of the body. This should be explained to the children and is to keep them and others safe as well as to reinforce the process of choice, selection and preparation.

Trays should be carried with two hands at all times.

Remember you are a model so you should do the same with all apparatus.

#### Chairs

Chairs should be carried with one hand on the seat and one on the back.

#### Scissors

Should be carried by a fist around the closed blades by adults and children at all times.

#### Food

One item at a time, using two hands. Eg one bowl of macaroni cheese.

#### Cutlery, crockery and glassware

When children carry these they should be given one or more item depending on their hand size and ability.

### Care of Equipment

#### Work trays

These should always be returned to the shelves prepared for the next child to use, eg sponge water. This needs to be explained to the children from the start, discussing how they like to find them.

Trays should be held by the handle either side.

The same is true for other apparatus in all areas.

#### Work mats and table mats

These are to be rolled and unrolled by the children which means they need to have it demonstrated and opportunity to practice. They are used to define work spaces, others should respect this and walk and work around them.

#### Small world

This needs to be respected, kept where it belongs, and prepared for others.

#### Role Play

This needs to be with a teacher at all times so check the rota.

The children need to be encouraged to build their vocabulary and imaginations here with plenty of child led play and adult extension.

Please make sure that all the resources are stored and used with due respect. Children need to have this both modelled and explained.

### Outside

The same rules apply so equipment should be treated with care and respect and returned to where it came ready for other children. Children should be involved in the cleaning and tidying of all equipment as part of the daily routine.

### Personal Hygiene

#### Faces and hands

Children need to have this shown to them physically and explained why it is important for their health and other peoples.

#### Coughing

Children need to be taught to cover their mouths with an arm (because it won't spread from the hands), tissue or hand (then wash them).

#### Toilets

Ask children whether they prefer potty, toilet or bidet. Help them with clothing and cleaning themselves. Remind about hand washing. All this needs to be explained with reasoning.

#### Shoes and coats

Please encourage children to do as much of this as possible. We need to show the children how it is done repetitively until they have learnt. Children will gain a lot of self esteem from being able to do this themselves. We use "magic" way of putting on coats, laying on floor, stand by hood, arms in, flip over head.

### Parents

Parents are welcome to come in at the start and end of the day and a vital part of the relationship. Parents are expected to show the same respect for others and equipment as everyone else and this is stated in the staff protection policy. Please only answer questions you are confident in the answers to and offer to pass on other questions and / or find out the answers at a future point.

### Group work

Group work is to be encouraged and fostered with very explicit teaching relationship building skills, turn taking and negotiating.

However, there will be times when it is inappropriate to work in groups or a child wishes to spend some time alone. In these situations please explain to all children why this is so and whenever possible arrange with them a time for them to join in.

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