

SOCIAL ROUTINES

Updated for September 2023/24



About the Social Routines

- These routines are to be used by all staff and all learners- they are for **everyone** to apply and follow.
- They are designed to make our school a **calm** and focussed place to be - both in lessons and in public areas.
- We know that sometimes you might forget some of the **Social Routines**- that is when we will re-teach them to you.
- Ignoring a **Social Routine** though is a problem - and will get you a consequence.
- On the positive side, being brilliant at following all of our **Social Routines** will make you successful.

Enriching minds, enabling success



SOCIAL ROUTINE #1

Arriving at school

1. Get off bikes before entering the school gates. Push them to the bike sheds.
2. **Before** passing through the gate, shirts should be tucked in. Hoodies and tracksuit tops are not school uniform and they must be put into bags before passing the gate.
3. Mobile phones and headphones must be put away by the 8:20 am bell.
4. Except for the canteen for breakfast club, students must remain outside the school buildings until invited in by staff.



SOCIAL ROUTINE #2

Moving around the school between lessons

1. Wait quietly with your form group or teaching group in the subject area.
2. You must queue silently and in single file when your form tutor or teacher arrives
3. Be smart- your uniform will be checked. Note: Hoods can only be up if you are outside **and** it is raining.
4. Classes will only be escorted to their classrooms when the teaching group is calm and silent.
5. Everyone moves quietly and calmly when escorted to their classroom.



SOCIAL ROUTINE #3

Lesson and form line ups

1. Go straight to **your** teaching or tutor group's line.
2. Line up in single file. Face forward and wait quietly with your shirt tucked in. Lesson 1 teachers will check your uniform and report issues to your Year Leader.
3. No groups can go to their lesson until everyone in that area is quiet and lined up properly.
4. Wait until your teacher indicates for you to leave and remain in your single file.
5. Remain in your line as you go straight to your classroom in a calm and quiet manner.

SOCIAL ROUTINE #4

Arriving at a lesson

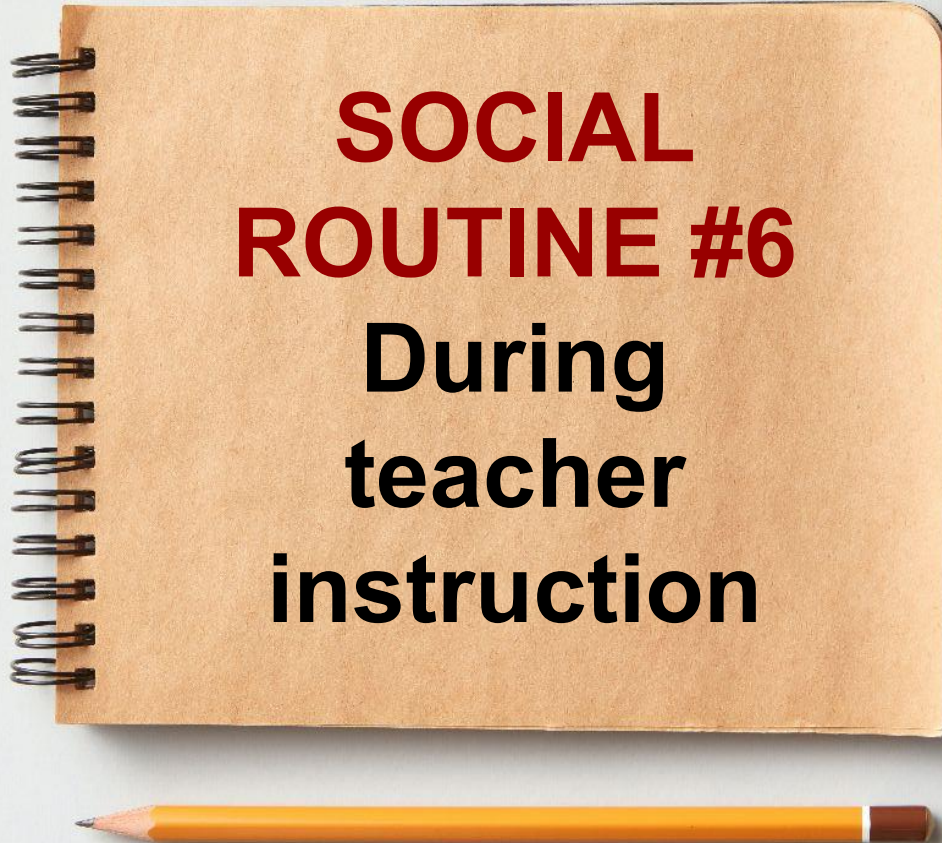
1. Arrive at your classroom quietly (**quiet voice**) and calmly
2. Line up outside the room in a single file
3. Ensure your shirt is tucked in.
4. When instructed by the teacher, either:
 - a) go into the room silently and stand in your place or,
 - b) go in silently and begin the task you have been given.
5. Listen in silence as the register is taken. Answer your name with 'Yes Miss', 'Yes Sir' or your teacher's chosen pronoun.



SOCIAL ROUTINE #5

Starting a lesson

1. Ensure the necessary equipment is out on your desk.
2. Listen to instructions in silence. Be alert, sit up and look at your teacher.
3. Start the task immediately.
4. If you are stuck, then raise your hand and ask your teacher for extra help.



**SOCIAL
ROUTINE #6**
**During
teacher
instruction**

1. Look at the teacher or the board and listen to them in silence.
2. Do not speak to others, or attempt to distract them from listening.
3. Show that you are actively listening by forming a mental summary of what has been explained to you. Be ready to share it if asked
4. Answer any questions when asked by your teacher.
5. Raise your hand if you have a question. Wait in silence until it is answered.



**SOCIAL
ROUTINE #7**

**During
independent
work**

1. Work in silence, unless told otherwise.
2. Neatest presentation in written work as possible.
3. Raise your hand to ask for help if you do not understand the work. Wait in silence for your teacher to respond.



SOCIAL ROUTINE #8

During group work

1. Take on the assigned role given.
2. Listen to the contribution of others in the group.
3. Ensure all members of the group are participating equally.
4. Only discuss the task you have been given, avoiding off task chat.



**SOCIAL
ROUTINE #9**

**Ending and
leaving a
lesson**



1. Pack up only when the teacher instructs you to do so.
2. Tidy away all equipment in the correct places.
3. Stand behind chairs in silence. Shirts must be tucked in and blazers on.
4. Wait to be dismissed row by row, and leave the room quietly.
5. Go straight to your next lesson's line-up area or your social area if it is breaktime



SOCIAL ROUTINE #10

Breaks & lunch

1. Put all litter in the bin.
2. If chairs in the dining hall are moved then they must be returned to their original places.
3. Activities take place in designated areas.
4. Calm movement around the site- avoiding running, pushing, shoving and loud voices. Polite language should be used at all times.
5. Shirts should be tucked in (unless during physical activity, but they must be tucked in afterwards) and ties should be worn.
6. No eating indoors except for the canteen.



SOCIAL ROUTINE #11

Dining

1. Enter the canteen as your year group is called. Queue up calmly.
2. Remain seated at all times. Running, moving tables etc will mean you will be told to leave.
3. Dining should be civilized: conversational volume voices to people on your own table only.
4. Hot food is only served on plates with cutlery. It can only be eaten when seated at a table in the dining hall.
5. All food waste must be disposed of in the correct bins.
6. Used plates and cutlery must be stacked in the designated area.



SOCIAL ROUTINE #12

Leaving school

1. Walk out of the school gates in a calm way.
2. Look both ways when crossing the road, and wait for cars to pass.
3. Walk bicycles out of the gate. Ride sensibly, following the rules of the road.
4. Do not gather in a group outside school. Leave the area of the school and meet elsewhere.
5. Do not use your phones or headphones until you have left the school site.