

# SOCIAL ROUTINES



## About these 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.

# **SOCIAL ROUTINE #1**

## **Arriving at school**

1. Get off bikes before entering the school gates.
2. Mobile phones and headphones must be put away.
3. Shirts should be tucked in, hoodies put in to bags.
4. Enter the building through the canteen if it is before 08:30 AM.
5. Keep all external doors closed until after 08:30.

# **SOCIAL ROUTINE #2**

**Moving around  
the school  
between lessons**

1. Wait quietly with your form group or teaching group in your year group 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 entire year group is calm and silent
5. Everyone moves quietly and calmly when escorted to their classroom

# **SOCIAL ROUTINE #3**

## **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. Remain silent at all times
5. 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.
6. Listen in silence as the register is taken. Answer your name with 'Yes Miss' or 'Yes Sir'.

# **SOCIAL ROUTINE #4**

## **Starting a lesson**

1. Ensure the necessary equipment is out.
2. Listen to instructions in silence. (If they are long and/or complicated then you could write some of them down)
3. Start the task immediately.
4. If you are stuck, then raise your hand and ask your teacher for extra help

# **SOCIAL ROUTINE #5**

**During teacher  
instruction**

1. Look at the teacher and listen to them in silence.
2. Do not speak to others, or attempt to distract them from listening.
3. Answer any questions when asked by your teacher.
4. Raise your hand if you have a question. Wait in silence until it is answered.

# **SOCIAL ROUTINE #6**

**During  
independent work**

1. Work in silence, unless told otherwise.
2. Neatest presentation in written work as possible.
3. Ask for help promptly if you do not understand the work.

# **SOCIAL ROUTINE #7**

- **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 #8**

- **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 with shirts tucked in and blazers on.
4. Wait to be dismissed and then leave the room quietly.

# **SOCIAL ROUTINE #9**

## **Breaks/Lunch**

1. Put all litter in the bin.
2. If chairs in seating areas 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, loud voices and using polite language at all times.
5. Shirts tucked in (unless during physical activity- they must be tucked in afterwards) and ties on.

# **SOCIAL ROUTINE #10**

## **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 large groups outside school.