



## **Creative Kids Early Learning Centre**

### **Classroom Environment Policy**

This policy is a guide to developing the classroom environment to ensure a shared understanding and consistency of approach across the whole centre. The classroom environment should support and enrich learning; it should be vibrant, welcoming, safe and an additional learning tool, which engages children and builds a class community. It should create a sense of ownership and be used to support and promote learning. With thought and planning, the classroom environment will be an important resource supporting teaching, learning and assessment.

#### **Aims**

- to ensure that all classroom environments are bright, stimulating and welcoming for pupils and visitors
- to celebrate pupils' achievements in all areas of the curriculum and boost their self- confidence
- to develop classroom environments so that they provide an interactive resource to support teaching, learning and assessment effectively
- to support pupils' learning by providing prompts, models, good examples and information which pupils can use in their lessons on a daily basis
- to ensure that regular reference is made to the prompts and examples provided, and to ensure that they are regularly updated, so that they do not become merely 'wallpaper'
- to develop pupils' ownership of their classroom by involving them in the use and development of their working environment
- to enable pupils, staff and visitors to gain insight into the work going on in classrooms - work in progress as well as finished work
- to support pupils' understanding of where they are in their learning and what they need to do next
- to create and maintain a positive classroom climate
- to be safe

#### **Classroom Displays**

Classroom walls and classroom display board

- Display numbers 1-20
- Display numbers 1-10
- Display letters upper case and lower case
- Display Basic colours ( red, blue, green, yellow, orange, pink, purple, brown, black, white and grey)
- Display Basic shapes ( circle, square, triangle, rectangle, oval, heart and diamond)
- Display Birthday corner which includes all children's birth date, photo, name of the child and months of the year
- Display Days of the week
- Self-registration display ( child's name and photo on class mini beast)
- Displays to reflect current topics and themes
- Regular display of children's work

- Classroom rules to be displayed (listening ears, gentle hands, talking hand, walking in a line etc)
- Double sided tape not be used on the wall
- Use the space on walls, windows and display boards to display children's work
- Do not overcrowd the walls, windows and display boards

### **Organizing your classroom**

- All resource cupboards must have pictorial labels (word labels are optional)
- Divide the room into smaller activity areas and maximise space for up to four children at a time
- At the minimum provide the following activity areas:
  - Block area
  - Dramatic play area
  - Manipulative table
  - Library/quiet corner
  - Art area
  - Messy play area
  - Literacy area
  - Numeracy area
- **The classroom arrangement should be changed every term so that the children don't feel the monotonies in their environment.**
- Provide an area with cubbies for storing each child's belonging
- Clearly label the cubbies with a photograph of the child and their first name
- Place a parent bulletin board outside your class which can be used for information about special classroom activities, parent events or articles of interest to parents
- Resource and materials to be accessible to children throughout the classroom
- **After cleaning at the end of the day, Classroom to be arranged in an orderly manner so that it appears ready to use the next morning. (no mats to be left folded and draped on the tables and chairs and tables to be organised properly)**
- No double-sided tape/ Blue TAC to be used on the wall

### **Health and safety**

- Regular risk assessment to be done and documented
- Sharp corners and edges to be covered or reported
- Clear network of paths for children to move around easily
- Any sharp or dangerous equipment to be out of the reach of children
- **All staff working in the classroom to have an unobstructed view of all areas from any point of the room**
- Safety check to be done every day before the arrival of children
- **HANDS SANITISATION USING 24 HOUR ZOONO ANTIBACTERIAL SPRAY IS A MUST AFTER A CHILD ARRIVES IN THE CLASS.**
- Electrical access points and equipment to be out of the reach of the children
- Regular checks on resources and for resources to be age appropriate
- **Classroom to be cleaned every day after the children leave and to be left in an orderly an arranged manner so that it appears ready to use the next morning.**
- Relevant hygiene products to be used for cleaning purposes
- Cleaning products to be kept out of the reach of children
- **All staff are responsible for the hygiene and cleanliness of their classroom**
- **Staff should understand the food handling codes and should maintain cleanliness and hygiene during the children's meal/snack times. (Food handling gloves to be worn by the carers, hand washing habits before and after food for the children and the staff, food storage before and after the meal, no throwing of food in the class waste bins, paper napkins placed at each table during meal times etc)**

### **Confidentiality Policy**

- Personal details (children's, family details, parents contact details etc) of the children should not be mentioned on the class notice board and instead should be filed in the teacher's personal class folders.
- Allergy list to be mentioned in the respective classrooms.