



ROUTINES MATRIX

At Dirranbandi P-10 State School we are **RESPONSIBLE** for our own behaviours and learning

	When I am an ACTIVE LEARNER I:	When I am SAFE I:	When I am RESPECTFUL I:
<i>Arrival at School</i>	<ul style="list-style-type: none"> place my school bag on the appropriate port rack upon arrival at school attend Breakfast Club if required 8:15am go to the toilet at the first bell (8:45am bell) get a drink at the first bell (8:45am bell) line up outside class at 8:50am bell with equipment for the session hand my mobile phone/devices to the office on arrival make sure pencils are sharpened and other equipment is ready place my homework/notes in appropriate place 	<ul style="list-style-type: none"> use the crossing area to cross the road place my lunch in the appropriate fridge sit quietly under A Block until the 8:30am bell if early / if not attending Breakfast Club hold balls still while waiting for the 8:30am bell go to the office for a late pass if arriving after 9am 	<ul style="list-style-type: none"> play responsibly (taking turns, playing by the rules) follow instructions
<i>Port Racks</i>	<ul style="list-style-type: none"> place my bag neatly in the right place be sure to take all of my equipment and belongings home at the end of the day, including clothing, notes and homework 	<ul style="list-style-type: none"> place all of my equipment and belongings, including my hat, IN my bag zip my bag closed 	<ul style="list-style-type: none"> leave appropriate space between my bag and another's touch my bag/belongings only
<i>Lockers</i>	<ul style="list-style-type: none"> remember my locker combination if I do not remember my locker combination, ask form teacher the combination before form class. take all my necessary equipment for my classes at the beginning of each session 	<ul style="list-style-type: none"> keep my locker door closed, locked and key removed keep locker combination safe 	<ul style="list-style-type: none"> access my allocated locker only
<i>Laptops and iPads</i>	<ul style="list-style-type: none"> only log onto approved/instructed online sites and games listen to whole class play list music when approved by staff 	<ul style="list-style-type: none"> store my password safely and privately carry a laptop or iPad safely with a firm grip return equipment to the correct location listen to audio at an appropriate volume 	<ul style="list-style-type: none"> am following the Internet Agreement form close down any inappropriate content that is found during searches and report this to staff immediately (videos, music etc)

	When I am an ACTIVE LEARNER I:	When I am SAFE I:	When I am RESPECTFUL I:
Transitions <i>(including class to class; class to break; school to home & vice versa)</i>	<ul style="list-style-type: none"> leave my workplace neat and tidy 	<ul style="list-style-type: none"> take my hat to outdoor lessons and breaks walk sensibly use the appropriate pathways 	<ul style="list-style-type: none"> wait patiently to be dismissed from class take only my lunch from the fridge or my bag line up outside designated area or classrooms before starting each session with all equipment move quickly to my next class
Eating Time	<ul style="list-style-type: none"> choose and eat healthier food first bring only fruit and/or vegetables for healthy snack break when I am eating, I am sitting if I do not have lunch, report to the office if waiting for lunch, wait on the designated benches and do not leave the school grounds 	<ul style="list-style-type: none"> sit in the right place for at least 10 minutes P-2 eastern end A Block; Yr 3-6 western end A Block; Secondary B Block & table on small oval leave my lunchbox in the esky in my seating area during play time collect my lunchbox at the end of eating sit on seats at tables 	<ul style="list-style-type: none"> place my rubbish in the bin for 10 minutes of eating time remain seated in designated area eat my own food and no body else's
Tuckshop	<ul style="list-style-type: none"> place my tuckshop order in the box at the 8:50am bell (P-4 students) OR order my tuckshop before the 8:50am bell (Year Prep-10 students) all food is to be ordered through the bag system 	<ul style="list-style-type: none"> collect my lunch from my teacher (P-2) 	<ul style="list-style-type: none"> wait quietly, in line am polite, using 'please' and 'thank you'
Time Out, Solutions Room and Kids Club	<ul style="list-style-type: none"> will be collected by the duty teacher at beginning of the break and go to Conference Room complete the required task 	<ul style="list-style-type: none"> follow all instructions from duty teacher when completed I return to the playground 	<ul style="list-style-type: none"> walk with duty teacher to the library accept the consequence respectfully and discuss with teacher in Solution Room or Timeout
Toilets		<ul style="list-style-type: none"> wash my hands with one pump of soap for at least 30 seconds use 1-2 paper towels to dry my hands, then place paper towel in the bin dispose of items in the appropriate bin leave food and water bottles outside the door sit on the toilet 	<ul style="list-style-type: none"> water is for washing hands only use toilets as they are meant to be used leave the toilet cubicle and area in a clean and tidy manner report any issues to staff immediately
Play Time		<ul style="list-style-type: none"> follow the playground area rosters (when applicable) and break time routines play running games on the ovals or basketball 	<ul style="list-style-type: none"> play kicking and hitting sporting games in designated areas (P-3 near Sport Shed/Yr 4-10 big oval)

	When I am an ACTIVE LEARNER I:	When I am SAFE I:	When I am RESPECTFUL I:
		court only <ul style="list-style-type: none"> • P-Yr 3 students can kick or hit rubber balls under shade adjacent to Sport Shed. • Yr 4-10 students kick balls only on the big oval 	<ul style="list-style-type: none"> • follow the organised playtime rosters if applicable • play games by the set rules
<i>Sandpits</i>	<ul style="list-style-type: none"> • put my shoes and socks on before leaving the sandpit area 	<ul style="list-style-type: none"> • walk only • dig only small holes • fill large holes at the end of second break • keep all body parts above the sand • only play with sand and sand play toys • check the area around me so that I am not covering someone else in sand 	<ul style="list-style-type: none"> • pack away sand toys into container at the end of second break
<i>Library</i>	<ul style="list-style-type: none"> • only enter if a staff member is on duty 	<ul style="list-style-type: none"> • line up on the left side of the walkway/entrance 	<ul style="list-style-type: none"> • am quiet • use a browsing paddle (Prep – Yr 2)
<i>First Bell</i>	<ul style="list-style-type: none"> • stop play • get a drink / refill water bottle • use the toilet 	<ul style="list-style-type: none"> • walk sensibly back to my classroom • carry any equipment, including footballs and handballs, in my hands 	<ul style="list-style-type: none"> • wait patiently for my turn to use the bubblers and toilets
<i>Second Bell</i>	<ul style="list-style-type: none"> • am lined up ready to begin learning • have all equipment for lessons in that session (Yr 7 -10) 		<ul style="list-style-type: none"> • wait quietly
<i>Computer Lab</i>	<ul style="list-style-type: none"> • check that I am printing in black and white unless a teacher has said that I can print in colour • save my files to the appropriate place 	<ul style="list-style-type: none"> • sit still on the chair at the computer • only touch the hardware when required to • report any problems with hardware/software or printer to staff 	<ul style="list-style-type: none"> • sit/line up in designated area until supervising staff member collects you • enter the computer lab only if a staff member is on duty unless I am an ambassador • ask the teacher if I can print and only print when given permission • log off when instructed, or at the first bell at breaks • use an 'inside voice'

	When I am an ACTIVE LEARNER I:	When I am SAFE I:	When I am RESPECTFUL I:
<i>Bike, Scooter, Skateboard Racks</i>		<ul style="list-style-type: none"> walk my bike, scooter or skateboard in and out of the school to the designated storage area place my bike, scooter or skateboard appropriately in the designated area secure my bike in the designated storage area. enter and exit the school safely using gates 	<ul style="list-style-type: none"> touch and take only the bike, scooter or skateboard that I brought to school
<i>Bus Stop / Bus Travel</i>		<ul style="list-style-type: none"> move to the bus area (outside Library) quickly sit on the bench seat area in front of the library veranda keep the library stairway clear tell the duty staff if I am not catching the bus remain seated on the bus 	<ul style="list-style-type: none"> wait quietly for my name to be called respond to my name being called wait until instructed to move to the bus walk to the bus greet and thank the bus driver
<i>Office Area</i>	<ul style="list-style-type: none"> only access the office area when required 	<ul style="list-style-type: none"> sign in/out through office when arriving after 9am/leaving early 	<ul style="list-style-type: none"> if office is unattended, ring the bell once and wait wait quietly and orderly for staff
<i>End of Day</i>	<ul style="list-style-type: none"> take my lunch box, water bottle, swimmers, jumpers, track pants and other belongings home collect my mobile phone / device from office 	<ul style="list-style-type: none"> sit on seating provided walk as I exit the school use the crossing area to cross the road safely go directly to Homework Centre, after school sport programs, my home or the place that I am to go to 	
<i>Pool</i>	<ul style="list-style-type: none"> bring my bathers, towel, rash shirt and sunscreen get dressed quickly and quietly and promptly go to the undercover sitting area when I am dressed and ready to learn 	<ul style="list-style-type: none"> wear sunscreen and a rash shirt enter and exit the pool immediately on teacher instructions follow instructions immediately walk whilst in the pool area keep my hands, feet and objects to myself 	<ul style="list-style-type: none"> leave my clothing, shoes and socks in a neat pile in the dressing shed ask questions of the teacher politely get dressed quickly