



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:
Arrival at School	<ul style="list-style-type: none"> place my school bag on the appropriate port rack upon arrival at school access Breakfast Club if required go to the toilet before the 8:50am bell get a drink before the 8:50am bell move to class quickly and quietly upon hearing the 8:50am bell hand my mobile phone to the office 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 hold balls still while waiting for the 8:30am bell 	<ul style="list-style-type: none"> play responsibly (taking turns, playing by the rules) follow instructions
Port Racks	<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 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
Lockers	<ul style="list-style-type: none"> have my locker key if I do not have my locker key, ask form teacher for spare key before form class and remove ALL required equipment for the school day and place them in school bag. 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 keys safe 	<ul style="list-style-type: none"> access only my allocated locker
Laptops and iPads	<ul style="list-style-type: none"> only log onto approved/instructed online sites and games 	<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 	<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
Transitions (including class to class; class to break; school to home & vice versa)	<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 classrooms before starting each session
Eating Time	<ul style="list-style-type: none"> choose and eat healthier food first bring only fruit and/or vegetables for healthy snack break (P-4 students) 	<ul style="list-style-type: none"> sit in the right place for at least 10 minutes (P-6 students; see eating area map) take my lunchbox back to the appropriate place 	<ul style="list-style-type: none"> place my rubbish in the bin wait until the duty teacher has checked my area and said I can go (P-6)

	<ul style="list-style-type: none"> when I am eating I am sitting finish my lunch before I play 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 	<p>(in my bag or the fridge), immediately leaving to designated play area</p> <ul style="list-style-type: none"> sit at tables, not on tables 	<ul style="list-style-type: none"> for the first 10 minutes of eating time remain around B Block or be active on the oval (Yr 7-10) eating my own food and no body else's
<i>Tuckshop</i>	<ul style="list-style-type: none"> place my tuckshop order in the box at the 8:50am bell (P-6 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 am polite, using 'please' and 'thank you'
<i>Time Out, Solutions Room and Kids Club</i>	<ul style="list-style-type: none"> at the beginning of first break I sit down on the designated bench seat under A block (Prep – Yr 10) walk to library at the beginning of first break with duty teacher complete the required task 	<ul style="list-style-type: none"> follow all instructions from duty teacher when completed I return my lunch box to the fridge/bag and then go to the playground 	<ul style="list-style-type: none"> walk with duty teacher to the library take my lunch box with me and leave it inside the library door on the lino, against the wall
<i>Toilets</i>		<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
<i>Play Time</i>		<ul style="list-style-type: none"> follow the playground area rosters and break time routines play running games on the ovals or basketball court only kick balls only on the big oval 	<ul style="list-style-type: none"> play kicking and hitting sporting games on the big oval only
<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"> play in the appropriate sandpit walk only dig only small holes fill holes at the end of play time 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 	
<i>Sports Shed</i>	<ul style="list-style-type: none"> complete my duty when required 	<ul style="list-style-type: none"> wait for your turn in one line 	<ul style="list-style-type: none"> wait quietly

	<ul style="list-style-type: none"> only two rostered students on duty at one time 		<ul style="list-style-type: none"> am polite, using 'please' and 'thank you' return your own equipment promptly
<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 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 when waiting to use the drink taps, tank water 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"> save my files to the appropriate place check that I am printing in black and white unless a teacher has said that I can print in colour 	<ul style="list-style-type: none"> sit still on the chairs 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
<i>Bike Racks</i>		<ul style="list-style-type: none"> walk my bike, scooter or skateboard into the school to the racks place my bike, scooter or skateboard appropriately in the racks secure my bike, scooter, skateboard to the racks enter and exit the school using the office gate 	<ul style="list-style-type: none"> touch and take only the bike, scooter or skateboard that I brought to school wait for security chain to be removed before I collect my bike
<i>Bus Stop / Bus Travel</i>		<ul style="list-style-type: none"> move to the bus area (outside Library) quickly sit on the bench seats 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"> 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 from office take my laptop home 	<ul style="list-style-type: none"> 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 	

