



KIRWAN STATE HIGH SCHOOL

ENTRY AND EXIT ROUTINE

It is an expectation at Kirwan SHS that all students enter and exit all classrooms in the following manner and to wear their full uniform with pride at all times. Teachers are required to be business like, demand perfection and be consistent in ensuring these procedures are followed at all times.

Line up and Greeting

1. Line up in two straight lines.
2. Take your lesson materials out of your bag when you arrive at the classroom. Turn your mobile phone off and put it in your bag unless otherwise directed. Remove your earphones and put them in your bag.
3. Greet your teacher.
4. Have a uniform slip (if required) ready to show your teacher.

Enter the Room

1. Enter the room quietly, following teacher instructions.
2. Move to your assigned seat.
3. Put your lesson materials on your desk and your bag under your desk.
4. Listen to teacher instructions to begin the lesson.

Exiting the Room

1. Pack up lesson materials when directed.
2. Stand behind chair, straighten desk and tidy your immediate area
3. Leave room when directed - your teacher will dismiss groups to ensure an orderly exit and put rubbish in the bin on your way out.
4. Stack chairs at end of the day.