Djanogly City Academy

APPENDIX 1
ROUTINES FOR LEARNING

1) Ensure you arrive on time and with the correct equipment.	**Be organised** – Ensure you arrive on time and bring the correct equipment. **Be proactive** – If you arrive early, go over work covered in the previous lesson, respond to the teacher's feedback or begin your Do Now. **Be engaged** – From the moment you enter the class room make sure you are focused and ready to work.
2) Actively help to maintain a positive learning environment. (ref STAR – STEPS and SHAPE)	**Be engaged** – Listen carefully to other people. If you would like to make a contribution or ask a question always raise your hand. **Be supportive** – If a peer is struggling with a piece of work offer to help them.
3) Aim to reach your target grade in every lesson by completing work to the best of your ability.	**Be resilient** – Learning should be challenging. Don't be afraid to make mistakes as this is part of the learning process. **Be proactive** – When you do get stuck make sure you have done the following before you ask the teacher for help: 1) Give the problem careful consideration 2) attempt to solve the problem yourself using materials in the lesson. 3) Ask the scholar sitting next to you for help. If these three strategies prove unsuccessful raise your hand and ask the teacher for help. **Be organised** – Before you leave the lesson make sure you have filed or stuck in any sheets and take your homework with you
4) Aim to show respect for all involved in the life of the Academy. (ref STAR – STEPS and SHAPE)	**Be polite** – Listen when other people are talking and take their opinions and advice on board. **Be thoughtful** – think carefully about how your actions may impact upon others.
5) Seize opportunities to consolidate and further your knowledge.	**Be reflective** – reflect upon what you have learnt and re-visit any areas you have struggled with. **Be organised** – complete all prep well in advance of the deadline. Make sure that it is your best work and that you have checked it carefully before handing it in. **Be engaged** – take up any opportunities which will broaden your knowledge and accelerate your learning e.g. extra-curricular clubs and trips.