

CHRISTIAAN DE WET



GEKOMBINEERDE SKOOL • COMBINED SCHOOL

PROTOCOL FOR THE CHANGING OF CLASSES

AIM:

This protocol aims to guide and direct the way that learners move between classes in order to ensure a swift and disciplined transition between periods and to minimise disciplinary issues in this regard while maximising teaching (academic) time.

GENERAL PROVISIONS:

1. Academic periods will start at 7h40 daily.
2. The length of the periods will be 35 - 40 minutes.
3. Each day will comprise of 8 periods.
4. Each day will have 2 breaks.
5. After period 3, Break 1 will be 20 minute.
6. After period 5 Break 2 will be 30 minutes.

| Period | Starting Time | Length (Minutes) |
|----------|---------------|------------------|
| Register | 7h30 | 10 |
| 1 | 7h40 | 40 |
| 2 | 8h20 | 37 |
| 3 | 8h57 | 37 |
| Break | 9h34 | 20 |
| 4 | 9h54 | 38 |
| 5 | 10h32 | 37 |
| Break | 11h09 | 30 |
| 6 | 11h39 | 37 |
| 7 | 12h16 | 37 |
| 8 | 12h53 | 37 |

RULES REGARDING CHANGES OF CLASSES

1. No toilet visits between classes, only during break.
2. Learners move in single file on the left side of the corridor to the next class.
3. No loitering.
4. Learners have 2 minutes to move from one class to the next.
5. Learners line up in front of the class and enter when the teacher so instructs.
6. Learners remain standing until the teacher greeted the class and informed them to be seated.
7. Learners sit down and immediately take out their books.
8. At the end of the lesson the learners leave the class in single file when the teacher indicates.

THE ROLE OF THE TEACHER

1. Teachers must be visible outside their classes awaiting the arrival of the learners.
2. Ensure order within your view.
3. SMT members or delegated staff to do duty at specific critical points as determined.
4. Ensure that learners line-up and enter your class orderly.
5. Stick to the routine for every period.

REMEMBER:

IF WE DO NOT DO THIS TOGETHER, WE ARE NOT CHANGING THE SITUATION.