# The Reset Routine: A Proactive Classroom Management Guide

*Calm, consistent routines that protect learning time.*

## Why this guide

A predictable start and a few low-effort interventions prevent 80% of disruptions. Use this guide to set routines, redirect non-compliance without power struggles, and script difficult moments.

## 1) First 5 Minutes: a consistent opening

**Goal:** Every learner is engaged within 60 seconds.

**Setup checklist**

* *Greet at the door* (names if possible). Quick scan for mood/materials.
* *Do Now visible* (on screen/board) and **doable in 3–5 min**.
* *Timer running* before students enter.
* *Materials ready* (tray per table or bins).
* *Attendance* during Do Now; circulate.

**Starter bank (pick one)**

* Retrieval questions (2–3 quick Qs from last lesson)
* Model & label (copy a correct example; highlight key step)
* Silent sort/match (cards on desks; students match pairs)
* Estimation or prediction prompt

**Transition script (10–15s)**

“When the timer ends: pencils down, eyes front. We’ll check #2 together.”

## 2) Non-verbal interventions that don’t stop teaching

Use *private, brief, consistent* signals before verbal redirection.

| Signal | Use | Example |
| --- | --- | --- |
| **Proximity** | drift closer | Keep teaching while you move |
| **Pause** | 2–3s silence | Wait for attention to return |
| **Name on board** | remind expectations | no commentary |
| **Cue card** | visual reminder | “Phone away” card on desk |
| **Tap & point** | to instruction | point at Do Now / rubric |

**Rule:** If a non-verbal works, don’t add a lecture.

## 3) Co-creating expectations (15–20 min mini-lesson)

**Goal:** 3–5 positive, observable rules.

* Ask: “What does great learning *look/sound* like here?”
* Build a T-chart from student examples.
* Finalise rules and *examples for each rule*.
* Post the chart; revisit weekly (2 minutes).

**Rule examples (observable)**

* “Phones in bags unless asked.”
* “One voice at a time.”
* “We start with Do Now.”

## 4) When a moment escalates: short scripts

**Defiance →** keep direction clear, emotion low

“I hear you. We’ll talk after **[time]**. For now, the direction is **[X]**.”

**Disengagement →** get them started

“Let’s do the first one together—then you try the next.”

**Side-talk →** redirect the behaviour, not the person

“Voices off. Track the speaker.”

**Safety line** (if needed)

“We’re pausing. Step outside the door; I’ll join you in 30 seconds.”

## 5) Corrective routine (2–4 min) instead of confrontation

1. Name the routine: “Reset: track, tools out, voices off.”
2. Micro-rehearse (10–15 seconds).
3. Re-start instruction immediately.

## 6) Track just enough data (1 page)

* **Start-of-lesson on-time %** (weekly trend)
* **Redirects** (✔ for non-verbal, V for verbal)
* **Follow-ups** (1–2 names + actions)

## 7) Family communication (ready-to-send mini-notes)

**Positive:**

“Quick update—X led the group discussion today with thoughtful points. Great progress in speaking with confidence.”

**Concern (neutral):**

“X missed today’s starter and needed two reminders to begin. Can you ask them to look for the Do Now immediately next lesson?”

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*Zaza Draft quick win:* paste your class routines here → generate reminder slides & cue cards in one click.