

EFFECTIVE CLASSROOM MANAGEMENT CHECKLIST



ASTANA
GARDEN SCHOOL

A POSITIVE PSYCHOLOGICAL ENVIRONMENT

- ☐ Greeting every student as they enter, make eye contact, smile.
- ☐ Laugh easily, have a sense of humour, make appropriate jokes in class.
- ☐ Give students the opportunity to share their experiences and feelings.
- ☐ Allow students to help with creating positive classroom environment.
- ☐ Encourage students to share about their home culture.
- ☐ Expect students to respect each other and address any disrespect shown.

AN EFFECTIVE PHYSICAL ENVIRONMENT

- ☐ Make sure you planned and prepared appropriate materials and equipment including the students with SEN or differentiated instruction.
- ☐ Organize a comfortable table setting and seatings according to the preplanned activities.
- ☐ Ask students to tidy up and clean their desks if necessary so that they are not distracted during the lesson.
- ☐ Notice and praise students whose tables are always clean and class/homework is neat and accurate.



EXPECTATIONS

- ☐ Check the attendance at the beginning of the lesson.
- ☐ Collect homework, work on errors, give general feedback.
- ☐ Be specific with instructions and check understandings.
- ☐ Present clear, achievable goals for students and check understandings
- ☐ Praise students for trying, even if mistakes are made.

RULES. NORMS AND PROCEDURES

- ☐ Develop classroom procedures, norms, rules and consequences (with the help of students), maintain and remind students of those.
- ☐ Use agreed on consequences for misbehavior
- ☐ Use agreed upon rewards for good behavior
Be consistent with the rules even to yourself.

MANAGING BEHAVIORS

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- ☐ Use agreed on consequences for misbehavior.
- ☐ Use agreed upon rewards for good behavior.
Be consistent with the rules even to yourself