

Workshop Procedures

Entry Procedure

1. Line up outside the workshop
2. Dress code (safety) check
3. Retrieve jobs and proceed to workstations, waiting for instructions.
4. Outline the machines and tools to be used today in line with progress goals.
5. Set expectations for the lesson.

Instruction/demonstration rules

6. Students must be positioned near the demonstration, not at their assigned benches.
7. Form a U shape as directed.
8. No one to stand behind anyone. No view is to be obstructed.
9. No one is to have anything in their hands.
10. Students must stand in position, no moving around.
11. No talking.

Design Classroom Procedures

Entry Procedure

1. Line up outside the classroom
2. Dress code check
3. Grab your water bottle
4. Enter the room and stand at the assigned workstation (year 7)
5. Sit when directed and turn screens on / log on
6. Set expectations for the lesson

Instruction/demonstration rules

7. Screen off, turn around and face the teacher
8. No talking while the teacher is talking