Learning Environment Policy

Date updated:	March 2018
Lead person(s):	Head of Education
Review date:	March 2019

Policy Aims

The aims of this policy is to provide guidance and information on the expectations regarding learning environments within school. This policy outlines the information and learning tools to be displayed in each learning environment, as well as the roles and responsibilities of the staff teams working within the learning environments.

Policy Rationale

Sunfield recognises the need for individualised learning areas for all pupils within the school, and the amount of variation which can occur within each learning space, as a result of individual pupil needs. However, there is an expectation that specific information, communication and learning tools are displayed within every learning environment, and that there is a shared understanding of the roles and responsibilities of each member of staff working within learning environments.

The following information **must** be displayed in every learning environment:-

- Safeguarding poster with up to date details of safeguarding board members and contact details
- Safety network posters for each pupil
- Fire evacuation plan and evacuation point
- Individual pupil targets –this should be displayed in a format that is accessible to them
- A visual timetable outlining the structure of the school day, displayed in a format which is accessible to the pupils. For some students this may be a 'now/next' schedule, for others it may be information for the full day

Each classroom must have individual folders for each pupil with the following information within it:-
- Positive Behaviour Support Plan (PBS)
- Individual Learning Plan (ILP)
- Communication Passport
- Sensory Pen Portrait
- Sensory Diet
- Pen Portrait

All learning environments **must** also have appropriate communication aids available at all times. This includes appropriate methods to support pupils to request a drink (if the kitchen area within the classroom needs to be kept locked for Health and Safety reasons), and clear signage for the toilets.

Any display boards within the classroom/learning environment must be kept up to date and in good repair. Display boards must be updated termly.

It is the responsibility of the class teams to report and health and safety issues within the learning environments to the Maintenance Team, Health and Safety Officer, and Head of Education. Class teams are also responsible for ensuring that all resources and equipment are in good repair and fit for purpose. This includes furniture and soft furnishings, as well as resources for learning activities.

Whole School Areas

Areas used by the whole school (such as the Cookery Room, Resources Room, Games Room or Common Room) are overseen by the Senior Teaching Assistants, but remain the responsibility of everyone in terms of maintaining these shared areas and keeping them tidy. These areas will be monitored on a fortnightly basis to ensure that they are kept in good repair.

How this policy will be implemented

Fortnightly checks on shared areas monitored and recorded by allocated STAs (tick and signature sheet).
Learning walks (template includes classroom environment)
Half termly environment audits carried out by Head of Education/QA team