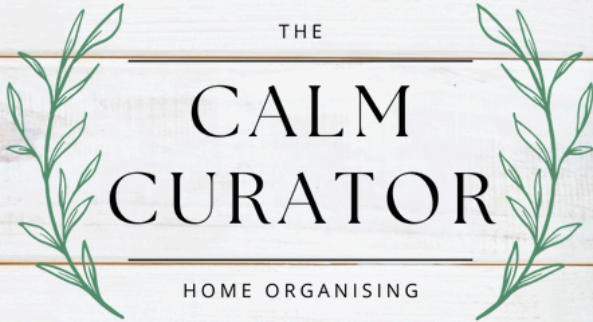


A HOW-TO GUIDE

Reclaim your classroom!

IN 10 EASY STEPS



Emily Griffiths
@THE_CALM_CURATOR

INTRODUCTION

A little bit about me and The Calm Curator

The Calm Curator is my brainchild after spending over 20 years juggling jobs in marketing, events, project management, and making spaces look good. But it's more than just a career path; it's deeply personal.

I have been through some difficult times, losing my parents has been one of them. That experience made me really understand how overwhelming clutter can be. It's not just about physical mess; it messes with your mind too. So, I wanted to turn this insight into something positive.



I truly believe that a clutter-free home can be a catalyst for positive change, and I'm eager to help others find the peace and contentment that comes with simple living.

It's about progress, not perfection!

Emily Griffiths

How to Organise Your Classroom in 10 Easy Steps

Having an organised classroom is incredibly beneficial for a busy teacher for several reasons:

Step 1: Plan Your Layout

Top Tip: Sketch a floor plan before moving any furniture. This visual aid will save time and effort, allowing you to experiment with different layouts on paper first.

Step 2: Declutter

Top Tip: Use the "Three Box Method" - one for items to keep, one for items to donate or recycle, and one for items to throw away. This helps in making quick and effective decisions.

Step 3: Establish Zones

Top Tip: Designate specific areas for different activities, such as a reading corner, a science area, and a creative zone. Clearly defined spaces help students understand expectations and navigate the room efficiently.

Step 4: Optimise Storage

Top Tip: Label everything. Clear labels on boxes, drawers, and shelves make it easy for students to find and return materials, fostering independence and responsibility.

Step 5: Arrange Desks Strategically

Top Tip: Consider both sightlines and traffic flow. Ensure that all students can see the board without obstruction and that there is enough space for easy movement around the room.

Step 6: Create a Teacher's Area

Top Tip: Keep your workspace clutter-free with organisers for stationery, paperwork, and teaching materials. A tidy desk sets a good example and helps you stay organised.

Step 7: Develop a Display Strategy

Top Tip: Rotate displays regularly. Keep them fresh and relevant to current topics of study. Involving students in creating displays can enhance engagement and ownership.

Step 8: Implement a System for Daily Supplies

Top Tip: Use a "Check-In/Check-Out" system for materials like tablets, calculators, or special resources. This ensures accountability and keeps track of valuable items.

Step 9: Designate a "Lost and Found" Area

Top Tip: Regularly clear out the lost and found box and encourage students to take responsibility for their belongings. A visible and accessible location for this box is essential.

Step 10: Establish Classroom Routines

Top Tip: Consistent routines for entering the classroom, submitting homework, and packing up at the end of the day create a structured environment. Use visual aids like charts and timetables to reinforce these routines.

STEP ONE

Plan Your Layout

Before diving into the physical rearrangement of your classroom, take some time to plan the layout meticulously. Start by sketching a floor plan on paper, detailing where you envision placing desks, storage units, and activity areas. This preliminary step allows you to experiment with different arrangements without the hassle of moving heavy furniture repeatedly. Consider the needs of your students, ensuring there's enough space for both group activities and individual work. Aim to create a balanced environment that supports a variety of learning styles and activities..



TopTip:

Sketch a floor plan before moving any furniture. This visual aid will save time and effort, allowing you to experiment with different layouts on paper first.

STEP TWO:

Declutter



Decluttering your classroom is essential for creating a more organised and efficient space. Begin by employing the "Three Box Method": one box for items you intend to keep, one for items to donate or recycle, and one for items to throw away. This method helps streamline the decision-making process and ensures that every item is considered. Be ruthless in your assessment—if something hasn't been used in the past year, it's likely time to let it go. A clutter-free classroom not only looks better but also reduces distractions and enhances the learning environment.

TopTip:

Use the "Three Box Method" - one for items to keep, one for items to donate or recycle, and one for items to throw away. This helps in making quick and effective decisions.

STEP THREE:

Establish Zones

Creating designated zones within your classroom can significantly improve the organisation and flow of activities. Clearly defined areas such as a reading corner, science station, and creative zone help students understand where different tasks should be performed. This zoning not only enhances the classroom's functionality but also supports varied learning experiences. Ensure that these zones are well-marked and equipped with the necessary resources, making it easy for students to transition from one activity to another smoothly.



TopTip:

Designate specific areas for different activities, such as a reading corner, a science area, and a creative zone. Clearly defined spaces help students understand expectations and navigate the room efficiently.

STEP FOUR:

Optimise Storage

Effective storage solutions are key to maintaining an organised classroom. Invest in clear storage boxes, drawer units, and shelves to keep materials sorted and accessible. Labelling each storage unit is crucial—whether you use words, pictures, or a combination of both, labels help students quickly find and return items, fostering a sense of responsibility and independence.

Regularly review your storage systems to ensure they continue to meet the needs of your classroom and make adjustments as necessary.



Top Tip:

Label everything. Clear labels on boxes, drawers, and shelves make it easy for students to find and return materials, fostering independence and responsibility.

STEP FIVE:

Arrange Desks Strategically

The arrangement of desks plays a vital role in the dynamics of your classroom. Aim to position desks so that all students have a clear view of the board and you can easily move around the room to assist them. Consider different configurations such as rows, clusters, or a horseshoe shape, depending on your teaching style and the activities planned. Ensure there is enough space between desks for students to move comfortably without causing disruptions.

TopTip:

Consider both sightlines and traffic flow. Ensure that all students can see the board without obstruction and that there is enough space for easy movement around the room..



STEP SIX:

Create a Teacher's Area



Your personal workspace within the classroom should be a model of organisation and efficiency. Equip it with all the necessary tools, such as organisers for stationery, trays for paperwork, and dedicated spots for teaching materials. Keep this area clutter-free to set a positive example for your students and to make your daily tasks more manageable. A well-organised teacher's area also helps you stay focused and reduces the time spent searching for materials.

TopTip:

Keep your workspace clutter-free with organisers for stationery, paperwork, and teaching materials. A tidy desk sets a good example and helps you stay organised.

STEP SEVEN

Develop a Display Strategy

Classroom displays should be both educational and inspiring. Create a strategy for rotating displays regularly to keep the content fresh and relevant to current lessons. Incorporate student work into the displays to foster a sense of pride and ownership. Consider using interactive elements where possible, such as questions, challenges, or feedback areas, to engage students actively. Well-maintained and purposeful displays can greatly enhance the learning environment.



TopTip:

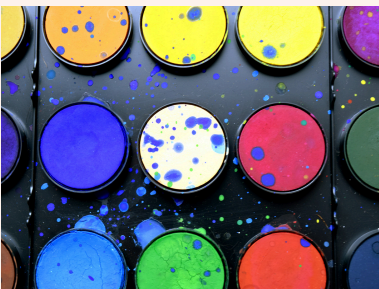
Rotate displays regularly. Keep them fresh and relevant to current topics of study. Involving students in creating displays can enhance engagement and ownership.

STEP EIGHT:

Implement a System for Daily Supplies



Managing daily supplies efficiently can streamline classroom operations. Establish a "Check-In/Check-Out" system for items like tablets, calculators, or special resources. This system ensures accountability and helps you keep track of valuable items. Clearly outline the process for students and make it easy to follow. Regularly review the system to ensure it's working effectively and make adjustments as needed.



TopTip:

Use a "Check-In/Check-Out" system for materials like tablets, calculators, or special resources. This ensures accountability and keeps track of valuable items.

STEP NINE:

Designate a “Lost and Found” Area

A designated "Lost and Found" area helps manage misplaced items and teaches students responsibility for their belongings. Choose a visible and accessible location in the classroom and regularly remind students to check it. Encourage students to take responsibility by involving them in clearing out the box periodically. This practice helps maintain order and reduces the number of lost items over time.



TopTip:

Regularly clear out the lost and found box and encourage students to take responsibility for their belongings. A visible and accessible location for this box is essential.

STEP TEN:

Establish Classroom Routines

Consistent routines are the backbone of an organised classroom. Develop clear procedures for everyday activities such as entering the classroom, submitting homework, and packing up at the end of the day. Use visual aids like charts and timetables to reinforce these routines, making it easier for students to understand and follow them. Regularly review and practice these routines to ensure they are ingrained in the classroom culture.

TopTip:

Consistent routines for entering the classroom, submitting homework, and packing up at the end of the day create a structured environment. Use visual aids like charts and timetables to reinforce these routines.



Final Thoughts

Why Is Classroom Organisation so important for Teachers?

Classroom organisation is about so much more than just having Pinterest and Instagram looking classrooms. Disorganisation costs you extra time and money!

Two things that teachers need to protect and save as much as possible.

You got this!

**If you think I can support you, please get in touch.
Visit the Calm Curator website**

WWW.Thecalmcurator@gmail.com

