

# Classroom MOT

This audit should ideally be carried out with the guidance notes. *Do not accept this as a required task from SLT.*

## Light

Above desks	
Brightness	
Natural light	
Behind pupils	
All working	

## Sound

Ambient	
Movement	
Furniture	

## Doorways

Class Name	
Teacher	
Class List	
Timetable	
Fire Escape	
Glass clear	

## Tables

Perpendicular	
Max. Access	
Level	
Safe desks	

## Equipment

Key Eyelines	
Non-Essential Sidelined	
Support Tools	
Behind pupils	
Trays labelled	
Anchor charts	
Coats	
Bags	
PE Kit	
Personal	

## Books

Accessible	
Labelled	
Flight proced.	
Behind pupils	
Books stored	
Handing Zone	
Marking Zone	
Paperwork	

## Litter

Number	
Recycling	
Sharpening	
Teacher Piles	

## Pupils

Views	
Blind Spots	
All see boards	
All see CT	

## Legal

Registers	
Fire doors clear	
Windows locks	
Water	

## Guidance Notes

**Lights** - Are they above the desks? Any flickering bulbs? Any sources of natural light? Where do shadows form? Are they all working?

**Sound** - What ambient sound is there in your class, and can it be changed? What furniture or equipment makes a noise which could be reduced?

**Doorways** - Is your classroom clearly labelled? Does it have your class list, timetable and teacher name on it? Is there a fire escape sign on the back? Are the windows in the door clear?

**Tables** - Are these perpendicular to the teacher's desk? Do they all have best access to provisions and the teacher? Any wonky desks? Are they safe?

**Equipment** - Is essential equipment at the children's eyeline? Are non-essential items sidelined? What support tools are available? What is stored behind the pupils? Are trays clearly labelled? Where do they put their coats? Where do they put their bags? Where do they keep their PE Kit/musical instrument/Show and Tell toy?

**Books** - Are books easily accessible? Are they labelled? Are the procedures for giving out and collecting in books visible and understood? Where do children's books get stored? Where do they hand them in? Where is the marking pile? Who files marked work? Where does paper work live?

**Litter** - How many bins are in the classroom? How many more could you accommodate? Do you recycle - if so, is it clear? Do you avoid sharpening corners? Where do you hide stuff? Can you irradiate these areas?

**Pupils** - Have you sat in a pupil's seat? What is the view like? Where are the classroom blind spots? Can they see the board? Can they see you?

**Legal** - Where are register forms kept? Are the fire doors visible, clear from hazards and signposted? Are sprinkler systems and sensors active? Are windows locked?

Taking it further - What is the form missing? Let me know! @mrlockyer