## 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

### 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 the 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 paperwork 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? Are there any 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?

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