

School Management Skills Briefing



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Hello everyone! Hope your holiday was relaxing. A big thank you to all schools who attended the workshop on the 1 March 2002 at the Royal Natal Yacht Club conducted by Ellen and Mariana. They enjoyed working with you and I hope that you are using the skills they have given you.

Sandy has really been enjoying working in the schools. If there are any questions or workshop suggestions please contact me. We will soon be completing the workshops in all schools.

Val

Hints For De-escalating a Conflict

1. Take a deep breath to stay relaxed.
2. Focus on the person, with both of you standing or sitting.
3. Speak softly and slowly.
4. Keep your legs and arms uncrossed. Do not clench your fists or purse your lips.
5. Keep reminding yourself: "We can find a win-win resolution to this." And remind the other person of this too.
6. Give "I messages."

Laying the Foundation for Positive Classroom Behaviour

Classroom behaviour is one of the trickiest issues teachers face today. Disruptive behaviour results in lost curriculum time and creates a classroom environment that is not always conducive to learning. Many educators rank classroom discipline/control as a number one challenge.

Here are a few time-tested suggestions that can help you build positive classroom behaviour.

Think About Your Approach

Take some time to think about the strategies you plan to use to encourage positive classroom behaviour.

Visualise Possible Challenges

Imagine possible classroom challenges and review your strategies for dealing with them. Having clear-cut strategies will help keep you grounded when these challenges do arise.

Make Your Expectations Clear from the Beginning

Make sure the learners know what you expect from them. The classroom rules you present should be positive, specific and concise.

Model Positive Behaviour

Occasionally, you may have to remind yourself to follow your own rules.

Encourage, Encourage, Encourage

When you praise learners who are excelling, don't forget to encourage those who are trying, but struggling.

Show Respect

Showing respect for your students includes listening to their needs and preserving their dignity.

Be Consistent

Be sure to address learner behaviour in a consistent manner. Be wary of shifting strategies when misbehaviour occurs.

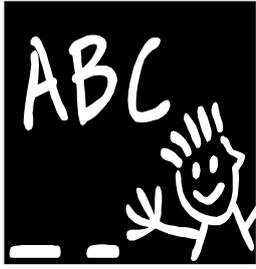
Keep Learners Busy and Challenged

Busy learners are far less likely to exhibit disruptive behaviour.

Listen to Learner's Suggestions

When building your foundation, you may be able to draw from learners' and educators' past classroom experiences.

Creating an environment in which learners know and follow the rules is challenging, but not impossible. With a little patience and perseverance, You can lay a foundation for respect and positive behaviour in your classroom that lasts all year.



New Management

A new manager spends a week in his new office with the manager he is replacing. On the last day the departing manager tells him, "I have left three numbered envelopes in the desk drawer. Open an envelope if you encounter a crisis you can't solve."

Three months down the track there is a major drama, everything goes wrong – the usual stuff – and the manager feels threatened by it all. He remembers the parting words of his predecessor and opens the first envelope. The message inside says "Blame your predecessor!" He does this and gets off the hook.

About half a year later, the company is experiencing a dip in sales, combined with serious product problems. The manager quickly opens the second envelope. The message reads, "Recognise!" He does, and the company quickly rebounds.

Three months later, at his next crisis, he opens the third envelope. The message inside says "Prepare three envelopes !!!"

10 Tips for Talking With Your Learners About Tough Issues

1. Start early.
2. Initiate conversations with your learners.
3. Listen to your learners.
4. Address any fears.
5. Create an open environment.
6. Communicate your own values.
7. Try to be honest.
8. Be patient.
9. Use everyday opportunities to TALK.
10. TALK about it again. And, again.

CORPORAL PUNISHMENT

What the experts say

"Corporal punishment of children actually interferes with the process of learning and with their optimal development as socially responsible adults. We feel it is important for public health workers, teachers, and others concerned for the emotional and physical health of children and youth to support the adoption of alternative methods for the achievement of self-control and responsible behaviour in children and adolescents."

Dr Daniel F. Whiteside

"Punitive measures whether administered by police, teachers, spouses or parents have well known side effects: (1) escape – education has its own name for that: truancy, (2) counter attack – vandalism on schools and attacks on teachers, (3) apathy – a sullen do – nothing withdrawal. The more violent the punishment, the more serious the by-products."

B F Skinner, Ph.D.

What are your views on corporal punishment?

STOPPING SCHOOL VIOLENCE

Watch for Signs.....Take Action

Know signs that children are troubled and know how to get them help. Look for signs such as:

- Lack of interest in school.
- Persistent disregard for or refusal to follow rules.
- Depression or mood swings.
- History of bullying.
- Self isolation from family and friends.
- Seeing self as always the victim.
- Talking constantly about violence or weapons
- Bringing a weapon (any weapon) to school.
- Involvement with or interest in gangs.
- Obsessions with things like violent games

The more of these signs you see, the greater the chance that the child needs help.

Contacts for help: Childline 031-303888, Children's Society 031-3129313, IPT 031-3058422

Sources of information used in this briefing:

Ways For De-Escalating A Conflict – *Learning Peace, The Resolving Conflict Creatively Program*
William DeJong, Ph.D.

Laying the Foundation for Positive Classroom Behaviour

Pearson Education Development Group



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