

Use this template for each routine you are building or rebuilding. The goal is an explicit teaching plan — not just a description of what the routine is, but how you will teach it, practise it, and maintain it.

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## Routine 1

Routine name (e.g. 'Classroom Entry', 'Starting Independent Work'):

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Which moment in the day does this routine cover?

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Why is this a priority? (What is currently going wrong?)

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### The Routine — Step by Step

Write the exact steps in sequence. Each step should be specific enough that a substitute could run it.

Step 1:

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Step 2:

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Step 3:

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Step 4:

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Step 5:

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Step 6:

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### Teaching Plan

How will you model this routine? (What will you show, using what materials?)

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How will students practise it? (When, how many times?)

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What feedback will you give during practice?

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When will you re-teach it? (After holidays, when it drifts, etc.)

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## Maintenance Plan

How will you acknowledge when the routine is running well?

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What is your signal that the routine is starting to slip?

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What will you do when it slips? (Exact re-teaching plan):

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## Routine 2

Routine name (e.g. 'Classroom Entry', 'Starting Independent Work'):

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Which moment in the day does this routine cover?

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Why is this a priority? (What is currently going wrong?)

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## The Routine — Step by Step

Write the exact steps in sequence. Each step should be specific enough that a substitute could run it.

Step 1:

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Step 2:

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Step 3:

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Step 4:

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Step 5:

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Step 6:

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## Teaching Plan

How will you model this routine? (What will you show, using what materials?)

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How will students practise it? (When, how many times?)

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What feedback will you give during practice?

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When will you re-teach it? (After holidays, when it drifts, etc.)

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## Maintenance Plan

How will you acknowledge when the routine is running well?

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What is your signal that the routine is starting to slip?

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What will you do when it slips? (Exact re-teaching plan):

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