

the  
**ANCONA** school

**POWERED BY THE GENIUS OF CHILDREN**

# Classroom Observation Guidelines



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Your observation will last for thirty minutes. Before entering the classroom, please turn cell phones and recording devices off.

### ***Students***

Ancona students are accustomed to having visitors in their classrooms, and they will generally go about their day without regard to observers. Occasionally, a student may approach you to ask questions or show off her work. Please feel free to answer if you are approached. We do ask, however, that you remember that you are here to observe. Please do not approach the students or initiate conversations with them. You can appreciate the care we take to protect the student's learning experience.

### ***Teachers***

Please keep in mind that the teacher is working, and his/her primary responsibility is to the students. Although teachers will usually take a moment to greet visitors, most will not have time to talk. Even if the students leave for another class, the teacher has his/her own work to do to prepare for another class, answer messages or just take a break. Although individual teachers may occasionally offer to chat, please do not expect that the teacher will have a conversation with you. The Director of Admissions or another member of the admissions team will happily answer all of your questions.

### **Observing**

You can get the most out of your observation by focusing on a few key questions. Often, it is helpful to watch just one child or one small group over time. Or, you might focus on the teacher's activities. Consider the following:

- What is the ambience of the classroom? Positive? Friendly? Purposeful? Lively?
- What is the ebb and flow of activities? Who initiates? What role does the teacher play?
- How do the students interact with the teachers and each other? Respectfully? Thoughtfully) Seriously? With a sense of humor?
- How does the teacher interact with the students? Are the students motivated? Engaged in their work? Excited about learning?
- If you see a group, how does it work? Are they collaborating? Are different ideas respected?
- Do you see evidence of structures that help students: To think? To organize?
- Are the students engaged in: Individual projects? Small instructional groups? Cooperative groups? Use of technology? What is the balance of time among these choices?
- Do you see evidence of: Learning? Problem-solving? Thinking? Challenging work?

### **Contact:**

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or call 773.924.2356 ext. 227