



# Attendance Board

## HOT

## NOT HOT

Gavin

Stewart

Joanna

Jessica

Symon

Andrew

Chloe

Richard

Emma

↑  
You could have lunch  
choices here.

## ABSENT

Faisal

Jane

### Save time when taking register/roll call by using an Attendance Board

Teachers spend an enormous amount of time and energy taking register, sorting out which students are having school lunches and which are not. I have even seen schools where the children have to choose their preferred lunch at this time, "Morning Miss. Lasagne. Err no I mean curry. Err no I'll have baked potato." All of this using a one-at-a-time structure whilst the majority of the class sit passively. Fifteen minutes can quite easily disappear. **There is a simple solution.** Like anything that we do frequently the more efficient we can make this routine the more time we can save. The time saved can be reinvested back into creating a better class tone. For example using the time saved for classbuilding or teambuilding activities.

**Steps:** As the children enter the classroom in the morning/start of lesson they move their names, which are on clothes pegs at the bottom of the attendance board on the Absent section, to indicate they are in school. This works well in offices and factories as workers indicate whether they are 'in' or 'out'. Depending on the design of your board they can also make lunch choices at this time. You can still do head counts, name checks etc. Now you have time to focus on the real task at the start of the day; **preparing the correct mind state for learning!!**