



5 TIPS TO ORGANISE your Classroom

1 Give everything a home
 After a relaxing holiday during the half term the last thing you want is your pupils shouting 'I can't find the...'. Get your classroom organised by using the Bankers box storage range to store essential everyday items. Use free printable organisation labels to make your new storage easy for your pupils to use and find what they need!

2 Clear your clutter
 Try using a Fellowes Shredder to clear your desk and classroom of any waste paper. Set the example to your students on the importance of being tidy and organised.

3 Create Binders
 Bind your important documents together to get organised. Create your own binded documents such as lesson plans, student information, filler activities or even emergency sub plans for cover teachers to keep the class organised even when you aren't there. Having different binders keeps the information you need in one place and de-clutters your desk, draws and classroom. Visit www.fellowes.com/ideascentre for FREE templates.

4 Be creative
 Laminate Free Printables from the Fellowes Ideas centre and to create lots of learning aids, signs and notices for your classroom. This will help to create displays and learning activities to organise your classroom and pupils. You could even use a laminator on a blank sheet of A4 to create whiteboards for your pupils to use and work on with a dry wipe pen, once the lesson is over wipe them clean and store away and avoid unnecessary paper clutter.

5 Renovate your desk space
 Organise your desk with Fellowes workstation accessories. Using desk accessories you can create an orderly workspace that makes you more productive.



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