

Handout 4 – Class Contribution Agreement and Two-Week Review

Select four to six routines.

Add a clear responsibility and identify where each routine will be tested.

Accessibility and safeguarding requirements cannot be removed by majority vote.

□ 60–90 seconds of quiet thinking time before the floor opens.	□ At least two contribution routes for relevant discussions/tasks.
□ Pass-and-return without public explanation or penalty.	□ One person finishes before another responds; interruptions are redirected.
□ Rephrase/check an idea before challenging it.	□ The recorder captures written, visual and spoken ideas and checks accuracy.
□ The group/facilitator explains what happened to suggestions and why.	□ Roles rotate so one person is not always spokesperson, recorder or organiser.
□ Prompts and key vocabulary are visible and available in accessible formats.	□ A private route exists for concerns that are not safe to raise in the group.

Our agreed routines

[illegible]

Two-week implementation log

Date/activity	Routines used	Contribution routes used	What helped	Barrier still present	Adjustment next time

Anonymous starting and follow-up pulse

Circle one number for each statement.

1 = not yet true for me;

5 = very true for me.

Use the same statements before the session and after the two-week trial.

Do not collect names.

Statement	1	2	3	4	5
I have more than one safe and realistic way to contribute in class/group activities.	○	○	○	○	○
When I contribute, other people usually show that they have understood my point.	○	○	○	○	○
Our class/group explains what happens to ideas and suggestions.	○	○	○	○	○

Two-week review questions

- Which routine was used consistently? What made it practical?
- Which contribution routes were genuinely valued and which were ignored?
- Did students receive a response to ideas, or were ideas only collected?
- Did any routine create pressure, delay or confusion? How should it change?
- Which remaining barriers require teacher, working-group or school-management action?
- Which routines will continue, who is responsible and when will they be reviewed again?