

BEHAVIOUR & EXPECTATIONS

TUTOR/PREP CHECKS

ATTENDANCE & PUNCTUALITY

- Attendance concerns referred to and followed up by Assistant Heads of Year.
- Students who are regularly late to morning registration or Pastoral lessons without valid reasons to be given break time detention with Tutor/AHOY/HOY. If a student is still consistently late an after school detention to be issued with Tutor/AHOY/HOY/Leadership Team.

EQUIPMENT CHECK

Correct equipment required

- Pencil case containing black pens, pencil, ruler, planner, pencil sharpener, eraser, coloured pencils as well as a scientific calculator and school planner.

If a student does not have the correct equipment:

- Tutor makes a note in the student's planner and re-checks the next day. Issue pen/pencil to the student
- If a student does not have a planner the Tutor issues a temporary planner
- Planner to be signed by parent/carer and Tutor **every week** on Year Group's nominated day
- Tutor may issue a break time detention if the planner is not signed/used correctly
- Persistent refusal to have planner signed will result in after school detention with AHOY.

UNIFORM CHECK

If a student is not wearing the correct uniform:

- Tutor writes a note in the planner with a deadline set to resolve the issue(e.g. no tie - the following day, incorrect shoe/trousers – may need until the weekend to resolve the matter)
- Persistent uniform issues – contact parent/carer and if the issue cannot be resolved refer to Assistant Head of Year.
- Assistant Head of Year – arrange parent/carer meeting to resolve issue (if necessary supported by Head of Year).

MOBILE PHONES

Students are **NOT** allowed mobile phones out on school site – they must be switched off and kept in the bottom of their bags or lockers. If a student is found by a member of staff with their phone out it should be confiscated and sent to Student Reception for the child to collect at the end of the school day.

SUPPORTING COMMUNICATION BETWEEN THE SCHOOL AND PARENTS/CARERS

It is vital that Tutors check their red folders in the Staff Lounge daily so that students receive letters and information asap as this is a vital channel of communication with parents/carers.

BEHAVIOUR & EXPECTATIONS

CLASSROOM TEACHER

START OF THE LESSON

- Greet students at the door and check their uniform (students to make necessary adjustments as they enter the room so not to delay learning)
- ClassCharts seating plan to be displayed (without the codes)
- Students to stand behind chairs
- Planner/equipment needed for the lesson out on desks
- Collect in any homework that is due

END OF THE LESSON

- Ensure all students have written their homework into their planners
- Pack away and tidy
- Students stand behind chairs
- Check uniform
- Dismiss students quietly

ATTENDANCE & PUNCTUALITY

1. Students should arrive to all lessons on time – if a student is late use the late code on the register in SIMS
2. If a student is repeatedly late for your lesson (3 times) follow point 1 and issue a break time detention
3. If a student is causing concern regarding attendance at your lesson contact their Tutor to see if this is a pattern (e.g. the student may not like Tuesdays!)
4. If the student continues to cause concern refer to Head of Department for a departmental sanction.

Students should remain in the classroom unless:

1. They have a time out card/note in their Planner
2. They have a toilet pass
3. They are desperate for the toilet – then a note must be put in their planner and they take their planner with them

Students should not be asking to go to the toilet straight after break/lunch. They should not be late to your lesson because they were at the toilet.

Students are not to be allowed to leave lessons to use resources/computers unsupervised in another room/part of the school.

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CLASSROOM TEACHER

CORRECT EQUIPMENT

If a student does not have the correct equipment:

1. Teacher makes a note in the student's planner – *make a note on ClassCharts*.
2. If a student regularly does not have the required equipment (3 lessons) follow point 1 and issue a breaktime detention.

ATTITUDE TO LEARNING

A positive attitude to learning is required and should be actively encouraged.
If a student's attitude is giving cause for concern please follow the guidelines below.

Poor attitude to learning/lack of effort/low level disruption/uniform

First time - issue a warning.

Second time - issue a warning and make a note in student's planner.

Third time – issue a break time or after school detention depending on the severity - *make a note on ClassCharts*

- if a student needs to be sent out of the lesson to settle/refocus make a note in their Planner (unless they have a time out card). They should be outside of the lesson for no more than 5 minutes. Departments are encouraged to operate their own existing buddy systems.

Disrespectful behaviour towards staff/refusal to complete work or follow instructions/high level disruption of learning

1. Issue an after school detention – *make a note on ClassCharts. Contact parent/carer if an on-going issue.*
2. If needed send a trusted student to get the Head of Department to come and talk to or remove the student from the lesson. Follow point 1 (with class teacher or Head of Department/Assistant Head of Department)
3. If a student refuses to follow the instructions of the Head of Department or if a student leaves a lesson without permission send an email to Mandy Allen – Student Reception (**do not** send a whole staff email or Leadership email) as she will alert the relevant staff
4. Other sanctions may follow depending on the outcome.

Homework

1. The first time a student fails to hand homework in issue a warning and make a note in the planner.
2. The second time a student fails to hand homework in make a note in the planner and issue a break time detention.
3. The third time a student fails to hand homework in issue an after school detention.

Abusive and inappropriate language is not acceptable around the school

1. If you hear a student use this type of language when talking to another student – give a warning, if heard again issue an after school detention

2. If a student uses this type of language directly at a member of staff send for a member of the Leadership Team (via email to Mandy) who will remove them from your lesson – a serious sanction will be issued and parents contacted.

BEHAVIOUR & EXPECTATIONS

CLASSROOM TEACHER

Aggressive/threatening behaviour is not acceptable around the school

- If you see a student displaying aggressive/threatening behaviour towards another student – please seek further assistance if needed

Smoking (including e-cigarettes)

If you see a student smoking – refer them to their Head of Year who will issue an after school detention. Repeat offenders – parents/carers to be called in for a meeting with the Head of Year and member of the Leadership Team.

AFTER SCHOOL DETENTIONS

There are two letters for after school sessions.

1. After school detentions (not to be set on a Wednesday)

- a. These are to be issued for the inappropriate attitude(s) to learning reasons previously given.
- b. If a student fails to turn up to the detention this will result in a rearranged detention as agreed with the subject teacher and/or Head of Department.
- c. If the student fails to turn up to the rearranged detention this will result in a two hour detention the next evening with the HOY/Leadership Team.
- d. Repeat offenders' parents/carers will be required to attend a meeting to discuss the issues with HOY/Leadership Team.

Staff need to be in the Dining Hall to collect their detainee(s) within 10 minutes of school finishing.

2. Controlled Assessment catch-up

These are to be issued for students who are not completing the expected amount of controlled assessment work in lessons. Students go straight to the member of staff for these sessions.

For safeguarding purposes any student on an after school detention or controlled assessment catch-up session must be supervised at all times.