

OUR BEHAVIOUR CURRICULUM

SYSTEMS and PROCEDURES

ENTERING SCHOOL

- Pupils enter the school via the front or side gate. Typically, pupils start arriving from 8:00am. All pupils remain outside until the line-up procedure begins (excluding a small group with early entry permission).
- Senior Leadership Team will circulate the front of school in hi-vis jackets and be visible by the bike shelter and road crossing.
- Pupils not in correct uniform will be directed to the Welcome Window to borrow uniform or request a pink slip.
- If there is poor weather, the pupils will enter the school straight away and not proceed with the line-up procedure; pupils must move immediately to their mentor rooms where they will be met by their mentor. Coats must be removed on entrance to the school building. Pupils will enter using front of school doors, playground doors or restaurant doors according to the floor their mentor room is on.

LINE UP PROCEDURE

- The gate at the top of the drama studio stairs is opened at 8:24am.
- All mentors are expected on the playground by 8:23am.
- Pupils enter their line-ups from 8:25am. Mentors should be organising pupils in one straight line, checking uniform is correct and ensuring pupils are ready for the school day.
- HOY and DHOY will oversee line-ups for their year group and will be unavailable for meetings between 8:20-9:05am.
- HOY will deliver key messages for the school day to their year group.
- Pupils who have an assembly will be dismissed directly from the playground to the auditorium.

LATE PROCEDURE

- The gate to line ups is closed and locked at 8:30am.
- Any pupil arriving after 8:30am will report to the Welcome Window
- Pupils will be sanctioned with a -1 LATE under EXCELLENCE
- Pupils will remain in the Welcome Window until earliest 8:45am
- Pupils arriving after 8:55am will remain in the welcome window until 9:05am.
- Pupils will be expected to engage in a punctuality conversation with SLT or the Education Welfare Officer (EWO).

MENTOR TIME

- Pupils enter the building, remove any coats, and move swiftly to their mentor room.
- Duty staff will be positioned on their stations to greet pupils.

- Uniform and equipment checks are completed by the mentor and planners are checked. Planners must be signed once a week by mentors, parents/carers and the pupil.
- Mentors award +1 point for UNIFORM under EXCELLENCE for all mentees in correct uniform.
- Form tutor expectations on uniform:
 - Pupils are checked for blazers, tie, top buttons fastened, shirts tucked in, shoes.
 - Any excessive jewellery items are removed.
 - Mentor issues a -1 for UNIFORM under EXCELLENCE for incorrect uniform.
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- All pupils to place planners and equipment on their desks as they enter their mentor room. These should remain out on desks for the duration of form time.
- Mentors award +1 point for EQUIPMENT under EXCELLENCE for all mentees with correct equipment.
- Mentor expectations on equipment (bare minimum):
 - A pencil case
 - At least one writing pen
 - At least one pencil
 - A ruler
 - A calculator
 - Pupils will have an opportunity to purchase missing equipment during mentor time.
 - Mentor issues a -1 for EQUIPMENT under EXCELLENCE for missing equipment (check after they've had an opportunity to purchase it).
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CORRIDOR MOVEMENT

- Pupils must move with pace and purpose to their next lesson.
- All staff will be on their doors to meet and greet pupils.
- Support staff will step out of offices to encourage the continual movement of pupils to their next lesson.
- SLT and pastoral support will be circulating the corridors according to our transition duty rota to support with the swift movement of pupils.
- Pupils should move with regard to the following expectations:
 - Respect for the school environment.
 - Polite and respectful language when communicating with staff and peers, at an appropriate volume
 - Consideration for the safety of others.
 - Walking at all times
 - Uniform smart

LEARNING ROUTINES

Learning Routines - Entry

Staff will:

- Be on their door (one foot in, one foot out) to meet and greet all pupils at the start of every lesson
- Hand out a Knowledge Recall activity (unless one is already displayed on the board).
- Welcome pupils
- Take the register promptly adding an L mark for any pupils that arrive after the bell.

Pupils Will:

- Enter the room calmly and on time and go straight to their allocated seat.
- Get equipment and planners out on the desk.
- If on report, hand this to the teacher
- Complete Knowledge Recall task **in silence**

Learning Routines - During lesson

Staff Will:

- Add ARE point for all present pupils who are ready to learn (on time with correct equipment and uniform).
- Use our 5-step approach to behaviour management * see separate guidance on the 5 steps
- Use Satchel One to reward and sanction behaviours according to our school values: Aspiration, Respect and Excellence.

Pupils will:

- Demonstrate our three school values: Aspiration, Respect and Excellence

Aspiration	Respect	Excellence
<ul style="list-style-type: none"> • have high expectations of ourselves and others • be positive and enthusiastic and willing to try new things • work hard so we can improve and succeed • rise to the challenge • persevere, showing resilience when it gets tough • read, write and speak impressively • think hard and find solutions • learn from our mistakes • set ourselves short term and long-term goals • work together to make our school an amazing place 	<ul style="list-style-type: none"> • recognise that we are both equal and individual • speak calmly and politely • respect the personal space and property of others • take care of the building, equipment and environment • actively listen • appreciate the views, beliefs and cultures of others • show empathy when dealing with sensitive issues 	<ul style="list-style-type: none"> • attend regularly and arrive on time • be reliable and well organised • be smartly dressed in full Academy uniform • be fully equipped for lessons • meet work deadlines • work hard to achieve a personal best every time • respond positively to feedback • celebrate our successes

BREAK TIME

- Staff will walk their classes to the barrier on the floor of their classroom at the start of break time.
- Staff will be on duty stations promptly. If absent, staff will make their duty leader aware as soon as possible.
- Pupils must only eat food in the restaurant.
- Pupils must remain in one of the designated areas – restaurant, playground, sports hall, front of school or field.
- Duty staff will monitor ball game activities and ensure all pupils playing ball games are in their allocated areas.
- Pupils may use the individual toilets on the first, second and third floors at break time.
- Pupils will be let back into the building from 11:27am.
- Staff will be on their classroom doors by 11:30am to welcome pupils as they return from break.

LUNCH TIME

- Staff will walk their classes to the barrier on the floor of their classroom at the start of lunch time.
- Pupils will enter the restaurant calmly and join one of the three lines to select their food.
- Pupils with a packed lunch will go straight into the restaurant and choose a seat.
- All pupils will remain seated whilst they eat their food - duty staff will enforce this whilst patrolling the restaurant.
- All food must be eaten in one of the three designated areas (outside the caretakers, the restaurant or the balcony) – no food is permitted on the playground.
- Pupils are expected to clean up after themselves, putting all litter in the bins and ensuring any spillages have been wiped up - duty staff will enforce this whilst patrolling the restaurant.
- At the end of lunch pupils will make their way straight into the building via first floor doors and move swiftly to their lesson.

TOILET PROCEDURES

- Pupils should not be using the toilet during lesson time. This is to ensure they are not missing valuable learning time and disrupting the flow of the lesson.
- Toilets are available for pupils to use at break time, lunch time and at the end of the school day.
- Staff should use their professional judgement if pupils are desperately needing the toilet during lesson time.
- Staff must sign the pupil's planner for any pupil leaving class to go to the toilet and log this on satchel as 'TOILET'.
- Pupils with a toilet pass are permitted to use the toilets as required.

END OF DAY DETENTIONS

- Teachers will be notified by pastoral support of anyone in their lesson that is required at after school detention that day. Teacher to alert pastoral support of anyone on the list who is absent from the lesson.
- At 3:00pm the teacher will ask pupils required at detention to remain in the classroom whilst all other pupils are dismissed.
- Teachers will walk pupils required at detention to the year group office.
- Teachers will email Year Team the names of any pupil that has chosen not to attend the detention.
- Teachers are expected to attend the key stage hub for a restorative conversation with any pupils they have set a detention for (set the previous day).
- Year Team will make telephone contact with home immediately to request the pupil is returned to school. If no contact can be made the Year Team will send a follow up email.
- If pupil is returned to school – no further action.
- Failure to return to school will result in a -1 MISSED DETENTION log. Missed detention logs will be monitored and repeated incidents of missed detentions will result in a Reflection sanction.