



September 2016

ROUTINES AND EXPECTATIONS

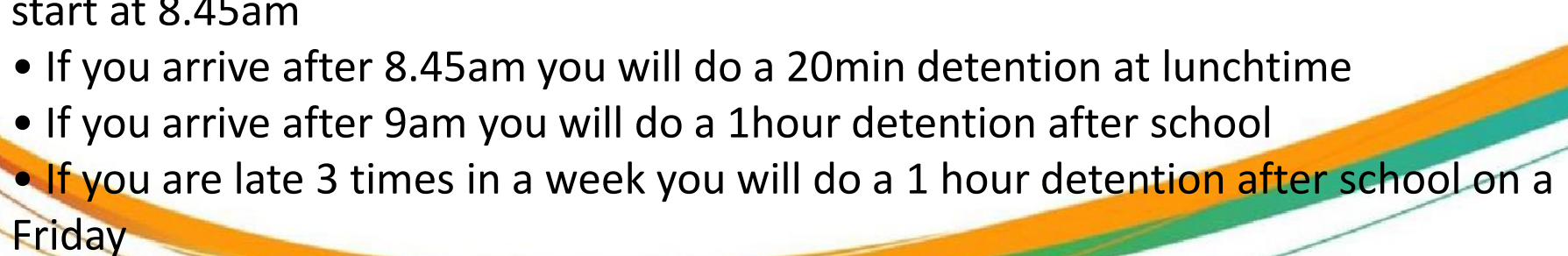


ATTENDANCE/PUNCTUALITY

ATTENDANCE

- Your target for this year is 97%
- Your attendance will be checked on a daily basis by your Form Tutor and Pastoral Manager.
- If you are absent, you must bring a note from home explaining why.
- If your attendance drops below 90%, you will be put on a monitoring programme and your Parent / Carers may be liable for prosecution.
- **Excellent attendance = Excellent outcomes!!**

PUNCTUALITY


- You are expected to be in your tutor room before the 8.45am bell
 - On assembly days you must be in the theatre by 8.40am ready for assembly to start at 8.45am
 - If you arrive after 8.45am you will do a 20min detention at lunchtime
 - If you arrive after 9am you will do a 1hour detention after school
 - If you are late 3 times in a week you will do a 1 hour detention after school on a Friday
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UNIFORM

UNIFORM

- Your uniform will be checked on a daily basis.
- If you are wearing incorrect uniform, you will be in House Reflection until you have resolved the issue.
- Coats must be **plain black**. If you wear a coat that isn't plain black it will be kept in the Pastoral office until 3pm.
- We will have the same expectations of all students Years 7-11
- **Main focus areas - footwear (plain black)**
 - **outdoor coats (plain black)**
 - **skirts (no clingy mini skirts!!!)**
 - **trousers (no jeans or skin tight trousers)**

JEWELLERY


- One pair of sleepers/studs
 - No visible body piercings
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EQUIPMENT/PLANNER

PLANNER

- Your planner will be checked on a daily basis
- You must get it signed by your parent/guardian every week
- Your form tutor will sign and check it every week
- You must record all homework in it
- There are lots of interesting facts in your planner, please take the time to read it and then use it for your lessons/homework

EQUIPMENT

- You must have a school bag with you everyday
 - Your form tutor will check on a daily basis that you have got at least a pen, pencil and ruler with you
 - If you have not got these items you will be expected to buy them either in tutor time or the beginning of your lesson
 - **Your form tutor or class teacher will give you a detention if you have not got the correct equipment with you. It will also be logged as a negative.**
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FOOD

Food

- All students are expected to eat in the canteen / West Hall or a supervised classroom.
- Students who are found eating on corridors will be taken to the central House Reflection room where they will spend the remainder of lunch time.

One of our main focus areas this year is to improve our environment and encourage all staff and students to refrain from dropping litter around the Academy site.

Following our rules regarding where we eat food will help us on our road to a litter free environment.



DRINK

Drink

- Following numerous reports on the impact of high energy sugary drinks on students' health and performance, we have decided to reinstate our policy of students being able to keep rehydrated by drinking only water in class and around the Academy.
- You may purchase bottles of water from the canteen, or refill your own from the available dispensers.


Students seen with fizzy drinks will have them confiscated, and they will be available to be collected at 3pm. Any drinks not collected at 3pm will be disposed of.



Chewing gum

It is vital we look after our building especially after the investment of more than £10 million in building work over the last two years.

Therefore, REMEMBER


- Chewing gum is now banned from the Academy site
 - Any student caught with chewing gum will be reported immediately to the nearest pastoral office
 - Chewing gum dropped on carpets or on the floor outside is classed as 'graffiti' because it spoils the environment. Students who fail to comply with our standards will be sanctioned in line with our Managing Your Behaviour document (see later).
 - We all need to understand and respect the reasons for this decision i.e. new build, new carpets, looking after the environment etc.
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Managing your behaviour

Behaviour Level	Responsibility	Sanction
Level 1 Incorrect uniform. Chewing gum - for first offence No school bag. No equipment eg PE kit, planner, pencil case Insufficient equipment Late to form period/ lesson Drinking/ eating in class	Form tutor/ class teacher	15 minutes detention for first offence in a week 30 minute detention for second offence in a week. House reflection for third offence in a week.
Level 2 Persistently engaging in level 1 behaviours Classwork/homework not completed Disturbing the learning of others Refusal to follow instructions Poor attitude to learning Silly behaviour Inappropriate language Inappropriate use of ICT equipment Using a portable media device inappropriately Poor corridor behaviour	Class teacher/ HoD / HoH	After school detentions (department) Change of seating plan Subject/ House report Letter home Red card Meeting with parent/ carer House reflection
Level 3 Persistently engaging in level 1/ 2 behaviours Possession of inappropriate ICT material Vandalism – minor Theft – minor Racism - minor Invading personal space of student or staff Smoking - including e-cigarettes Anti-social corridor behaviour Inappropriate behaviour on an academy trip Truancy – internal, shorter time period	Pastoral Manager/ Head of House	House reflection SLT detention. Banned from Academy trips Parents/ Carers informed House report

<p>Level 4 Persistently engaging in level 1/ 2/ 3 behaviours Bullying Fighting Extortion Confrontational behaviour Using a portable media device maliciously Posting offensive material on social media Any discriminatory behaviour Criminal damage Racism - major Theft - major Vandalism – major Intimidating behaviour Truancy – External/ longer time period</p>	<p>Pastoral Manager/ Head of House/ Assistant Principal/ DSL</p>	<p>3 or 5 day isolation placement Meeting with Parent/ Carer Meeting with PCSO COI report for two weeks</p>
<p>Level 5 Persistently engaging in level 1/ 2/ 3/ 4 behaviours Verbal abuse of staff / other students Endangering the health and safety of staff/ community/ students. Extortion with violence Assault Inappropriate behaviour in isolation Possession/ consumption of illegal substances/ alcohol</p>	<p>AP/ VP (Pastoral) / DSL</p>	<p>3 day fixed term exclusion followed by 3 days in COI Meeting with Parent/ Carer Meeting with PCSO COI report for two weeks Pastoral Support Plan implemented. Possibility of managed move explored.</p>
<p>Level 6 Persistently engaging in level 1/ 2/ 3/ 4/ 5 behaviours Possession / use of an offensive weapon Inciting / aiding and abetting others to bring into the Academy an offensive weapon. Possession of illegal substance with an intent to supply Excessive/ sustained acts of aggression Persistently endangering the Health and Safety of staff/ students/ community. Inciting severe racial/ religious/ discriminatory hatred Arson Sustained emotional/ physical bullying Inappropriate sexual behaviour Continued persistent refusal to follow the Academy’s Code of Conduct. Serious “one off” incident that may include any one of the above behaviours.</p>	<p>VP (Pastoral) / Principal</p>	<p>5 day fixed term exclusion followed by 5 days in the COI Meeting with Parent/ Carer Referral to appropriate outside agencies. Meeting with PCSO COI report for two weeks Pastoral Support Plan implemented.</p> <p>Engaging in these behaviours may lead to Permanent Exclusion</p>

Corridor behaviour

- We must all take responsibility for behaviour on our corridors
 - If you engage in inappropriate behaviour you are being selfish to others
 - You will be reminded on a daily, lesson by lesson basis about our expectations regarding behaviour on the corridor
 - walk on the left
 - walk in single file
 - walk in a quiet, calm, sensible manner
 - show respect to others at doorways
 - If you are seen engaging in inappropriate behaviour you will be reported to your Pastoral Manager, CCTV cameras will be checked on a daily basis
 - Please help to keep our corridors safe by following our simple rules
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ICT

- When you first log on to the system, your password from last year will no longer be valid.
- In Form time today, you will be issued with a new password for your account, **please record this in your planner.**
- You will use this to log in for the first time. Once you have done this, you must **IMMEDIATELY** re-set it to your own individual password.
- Remember your individual password should be confidential, and should **NEVER** be given to anybody else.

You will find in your planner some important and useful information about staying safe online. Please take the time to read through this information, ask questions if you are unsure about anything, and always keep yourself safe.

