

Standard Procedures for Lessons

- Sit down as soon as you are told to do so, immediately begin the **STARTER** task. This will usually be a **DO IT NOW** task.
- Always wear your blazer, unless you are given permission to remove it. If you take your blazer off, it must go on the back of your chair.
- Sit in the seating plan, or where your teacher instructs you to sit.
- No phones/earbuds at KS3 or KS4, under **ANY** circumstances.
- The uniform standard should be maintained at all times in lessons.
- All use of IT systems and on-line learning platforms must be appropriate and lesson focused, they must not be used for social communication.
- Go to the toilet at break/lunch, not during lessons.
- Fill up your water bottle at break/lunch.
- If you are given permission to leave, you **MUST** have your planner signed and take it with you.

BAGS

- Leave your bags outside when going into the canteen/assemblies.
- Put your bags under your desk during your lessons.

COATS

- Take them **OFF** as you enter the classroom.
- **ONLY** blazers should be worn in the canteen. **NO COATS ARE TO BE WORN IN THE CANTEEN.**



Standards for Written Work

- You will keep your work neat and tidy all times, like your initial perfect page. Keep sheets organised, use glue: **NO DOODLING**.
- The date and any title must be written and underlined using a ruler.
- Errors are crossed out neatly with a single line.
- All sentences start with a capital letter and end in a full stop.
- Peer marking and self-assessment (green pen) means clear **✓** or **X** and corrections/ammendments.
- All written feedback should be responded to, when required.
- Any typed work must be presented following the teacher's instructions.

Around School:

- Always be polite and respectful, e.g.
 - o Hold doors open for others.
 - o Say please and thank you to each other and all adults.
- Use a calm voice, especially when inside the building and talking to adults.
- Walk calmly and purposefully when you are inside the buildings.
- Follow the one-way system.
- Toilets are not a social space.
- Respect your environment, e.g.
 - o Put litter in a bin.
 - o Do not graffiti.

Equipment List:

You will need to bring these **EVERYDAY** to school.

- Planner
- Pens: black/blue & green
- Pencil and eraser
- Glue stick
- 30 cm ruler
- Protractor
- Pair of compasses
- Calculator
- Colouring pencils
- Highlighter

Optional Extras:

- 15cm ruler
- Colouring pens
- Set of highlighters
- Small hole punch
- Pair of safety scissors

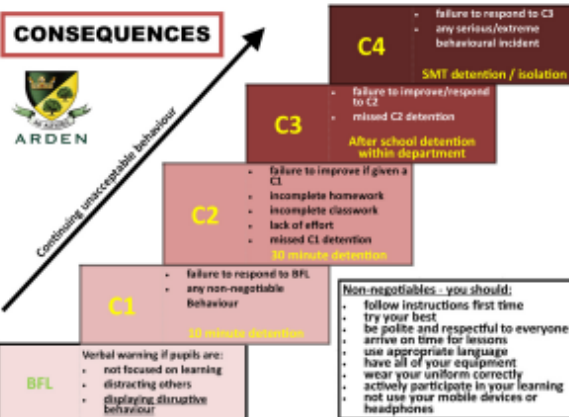


Uniform Expectations

- Natural looking hair colour.
- One silver/gold plain stud, with no gemstone, in each ear lobe.
- No other jewellery allowed.
- Minimum tie length of 7 stripes.
- Blazers **MUST** always be **WORN CORRECTLY**. Cardigans/jumpers are optional.
- Shirt or blouse **MUST** be tucked in.
- Shoes, not trainers. No trainers that are designed to look like shows are allowed.
- KS3 - No makeup allowed.
- KS4 - Subtle, natural looking makeup is allowed. No fake lashes or bright colours.
- Skirts **MUST** be unrolled with a visible letter 'A'.
- No nail varnish, gels, or false nails are allowed.
- Tights or ankle socks with a skirt.



CONSEQUENCES



Around School: 6th Formers

- Act as exemplary role models so younger students aspire to the highest standards of conduct.
- Wear professional business attire, suitable for the office.
- Wear your lanyard at all times.
- Scan in and out every time you enter or leave the school. Do not allow KS3/4 in or out of the gate as you open it.

Standard Procedures During Lessons: 6th Formers

- Remove coats in classrooms.
- Sit down as soon as you are told to do so, immediately begin the **STARTER** task. This will usually be a **DO IT NOW** task.
- Sit in the seating plan, or where your teacher instructs you to sit.
- Make sure you have all of the equipment you need.
- You will keep your folders and books organised. You will use a day/topic folder. All folders must be organised with labelled dividers.
- In lessons, phones should not be visible unless they are being used with the permission of the teacher. Your phone may be confiscated if you use them for other reasons in a lesson.