

Academy rules and behaviour guide

September 2017



General behaviour

Charter is built upon mutual respect. We say “sir and miss” to teachers. We say “thank you”. We say “excuse me”. We say “please”. We smile when we greet people, both inside and outside school.

At Charter teachers and pupils are on the same team and teachers are your team captains. All pupils know that they must do exactly what the team captain says. At Charter we give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices. Charter teachers are tough on bad choices because we want to make you a better person in the long run. We teach you to break your old habits and learn new empowering habits that will make you successful in life. Charter teachers care enough to be strict.

Every time a teacher gives you a demerit or a detention they are reminding you of the behaviour we really want and the behaviour we can't allow you to hold on to. If we allow you to hold on to old habits of laziness, selfishness, rudeness, excuse-making, sulking, and feeling sorry for yourself, we are not helping you grow up into responsible, successful adults.

If somebody drops something, you help them pick it up. If someone trips up you check to see they are alright. You don't laugh at people. You help them.

If you hear about anybody being unkind to another Charter pupil you tell a teacher immediately. If you don't tell your teachers then the unkindness will continue and increase.

At Charter we work hard and we are kind to one another.

S.T.E.P.S

1. Sir or Miss - every time
2. Thank you - every time
3. Excuse me - every time
4. Please - every time
5. Smile - every time

Sir or Miss

Pupils always refer to teachers as Sir or Miss. It's a sign of respect. It's polite.

Pupils never forget to say Sir or Miss at the end of their sentences. All teachers will treat all pupils with respect and be extremely polite. All pupils will treat all teachers with respect and be extremely polite at all times. The Sir or Miss at the

end of a sentence is like a full stop. When we refer to The Charter Full Stop, we are referring to the Sir or Miss that pupils habitually add to the end of their sentences when talking to teachers.

Thank you

In school we hold doors open for one another, we let people pass in front of us, we don't barge past, we politely let people pass. If somebody drops something we help them pick it up, we pass books along carefully, efficiently, politely, in silence. We queue for lunch politely and efficiently, in single file and eyes front, we line up to enter classes, we never talk when lining up, we have our eyes front, we know that every single second counts. These are all signs of mutual respect. Charter is built upon teachers and pupils treating each other with respect. We are a team working together.

Excuse me

We never push past or interrupt people. If we want to get past we say "Excuse me!" very politely. Then we wait patiently if necessary. Similarly, if we want to talk to somebody, a teacher for example, we say, "Excuse me. Do you have a minute? Could you help me with something?" We don't take others for granted. We are polite.

We are especially polite and respectful in corridors, on the stairs and when queuing. We remain in single file, eyes front. We don't talk. We do what we have to do very smoothly and efficiently. We are polite to classmates, pupils we don't know, and to all members of staff. That includes office, canteen and cleaning staff. There are no exceptions. Charter is built on mutual respect.

Please

Charter pupils and teachers show an "attitude of gratitude" every day and in every interaction they have. We say Sir/Miss, Thank you, Excuse me and Please very naturally.

Smile

We always smile. We are polite and welcoming. When we greet somebody we smile, when a teacher says hello to us in the corridor we reply with an upbeat, "Hello Miss!" or "Morning Sir!" and we smile.

We shake hands too. We are professional. When we go for interviews, whether that's for college, for university, for jobs, people are immediately struck by our

firm hand shake, our good eye, the way we smile, the way we project, the way we articulate.

SHAPE

At Charter we speak in full SENTENCES.

We make sure our HANDS are away from our faces as we speak.

We ARTICULATE. We never mumble.

We PROJECT. That means we speak clearly and loudly for the whole class to hear.

We look people in the EYE. We make confident EYE contact.

Mobile phones

Pupils are not allowed mobile phones at Great Yarmouth Charter Academy.

If a pupil's mobile phone is seen or heard anywhere on the school site it will be immediately confiscated. We will keep your phone until the end of the half term. That could be up to six weeks.

Uniform and appearance

We take pride in our school and our pupils, and we think it is important that is reflected in how our pupils look as they go about their studies.

Our uniform is aimed at giving pupils a professional and purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging.

Our uniform consists of:

- Black blazer with the Great Yarmouth badge on the pocket
- Plain white shirt or blouse with collar
- School tie, tied correctly with five stripes showing
- Plain white, grey or black socks; or flesh, grey, or black plain unpatterned tights. Knee socks are not allowed
- Plain grey box pleat skirt; or plain grey trousers in slim, standard, or comfort fit
- Flat black leather-type shoes with enclosed toe and heel
- Belts where worn should be plain black or grey with a small buckle

Pupils are not allowed to wear the following:

- Hooded tops of the type that are often referred to as 'hoodies'
- Trousers with very tight fitting legs, jeans, leggings, jeggings, jogging or tracksuits, pin-stripe or cords
- Skirts above knee length or excessively tight skirts

We recommend that pupils have a sturdy backpack. Ideally this should be black or navy and free from logos and branding.

If pupils are found to be wearing incorrect uniform or inappropriate clothing we will contact parents to resolve the issue. Pupils may be sent home to change and we may issue sanctions if the uniform is not as listed above, or if it is worn incorrectly.

Full school uniform should be worn correctly on the way to school, throughout the school day, and on the journey home.

Standard PE kit

Every pupil is expected to get changed for PE even if they cannot participate fully in the practical aspects for example through illness or injury, as they can take on the role of an official, coach or helper for the lesson. All kit must be clearly marked with the pupil's name and form.

Jewellery must not be worn during PE lessons as it poses a health and safety risk and can be lost or damaged.

Our PE uniform consists of:

- Red polo shirt
- Black shorts
- Black or red sports socks
- Football boots
- Training shoes with a non-marking sole. Black soled shoes cannot be worn unless they have a non-marking sole
- Swimming trunks or shorts; or one-piece swimming costume (bikinis or similar are not acceptable)
- Towel

Pupils may also chose to wear optional black jumper/tracksuit top and black tracksuit bottoms.

Where to buy uniform

The academy uniform is available from Harrison's Schoolwear, at 86 High Street, Gorleston. Please see their website for further details:

www.harrisons-schoolwear.co.uk

Other suppliers are acceptable as long as the colour and style match those of Harrisons. If you are unsure whether a particular style is acceptable, please contact the school before buying.

Jewellery, make up, and hairstyles

Pupils may wear a watch, and up to one pair of small ear studs (one stud by ear lobe) only. No other jewellery is permitted; if pupils have any other visible piercings or retainers these must be removed during the school day.

Students may wear a small amount of discreet make up in natural colours, but the academy may ask students to remove any make up staff consider inappropriate. Nail varnish and nail or eyelash extensions are not permitted. Hair should be kept neat and tidy and any hair accessories should be small, plain and grey or black coloured only. Extreme hairstyles - such as shaved emblems or lines, unnatural colour dyes, or extreme differences in length - are not allowed.

If you are unsure whether a hairstyle or piercing meets our uniform guide, please contact the academy for guidance before any treatment.

In the classroom

SLANT

Sit up straight

Listen carefully

Ask and answer questions

Never interrupt

Track the teacher

At Charter we S.L.A.N.T in every lesson. This is a key habit that will help you succeed in school and in life.

When you S.L.A.N.T you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to their teachers and their classmates. Charter is built on mutual respect. We speak to one another politely at all times, and our body language and facial expressions are polite too.

S.L.A.N.T is a key part of showing mutual respect and courtesy.

Sit up straight

At Charter you sit up straight at all times and you never slouch. Teachers have a seating plan and you sit at the seat they have allocated. When you read you always follow the text with your ruler, with both hands on the ruler. This helps you concentrate, so you remember more and understand more. When you are not writing or reading you sit up straight with your arms folded. Your teachers will instruct you: “3,2,1 SLANT!”

Everyone will sit up extra straight, eyes front, looking at the teacher. You will follow their instructions first time, every time. The same rules apply to all, so are fair to all. No exceptions.

Listen carefully

At Charter you listen to every single word your teacher says very, very carefully. You especially listen to instructions very, very carefully. You don't pick up your pen or your ruler, or anything else, until your teacher gives you the signal.

Ask and answer questions

When you ask and answer questions you always put your hand straight up in the air and wait for the teacher to choose you. You must wait for the teacher.

Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to choose you by name. If we didn't do this people would be interrupting the teacher all of the time.

If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question.

When you ask and answer questions, speak confidently and in a loud voice so the whole room can hear. If your teacher wants you to speak more clearly and more loudly he or she will say, "Project!" This means you talk loudly and clearly like an actor addressing an audience.

Never interrupt

Your teacher is the expert. You never interrupt your teacher when he or she is talking. If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question.

Sometimes you will receive demerits and detentions. Sometimes you may even be put in internal isolation. This will be because your teachers have decided that your actions were rude or damaging to your education. You may think your teacher was unfair. The teacher's decision is final. You never answer back.

Track the teacher

This means you keep your eyes on the teacher whenever he or she is talking. You never turn around – even if you hear a noise behind you. You don't look out of the window. You don't lose focus. You really, deliberately concentrate on what the teacher is saying at all times. You look at the board. You listen. You read. You practise the work set in silence. You deliberately try to understand and to memorise the information and the processes you have been taught. If someone tries to distract you, raise your hand and tell the teacher.

The beginning and end of lessons

It is essential that you make your way very quickly and efficiently between classes. You walk between lessons in single file, eyes front. You don't talk. You can chat to your friends in the playground in the morning, break time and lunch time.

At the end of each lesson you stand behind your chairs in silence. Your teacher will use the last five minutes of each lesson to pack away, ask you questions, and get you ready to go off to your next lesson. Lessons start and end very efficiently and calmly at Charter. We do not teach right to the very last second

and then pack away in a rushed and inefficient manner. You pack away exactly as instructed. You do not talk to your friends. You remain focused on the task of packing away and then you track the teacher. You fold your arms and go back into a slant.

Around two minutes before the end of your lesson your teacher will give you the signal and you will stand in silence, and your teacher will dismiss you row by row. You will say thank you to your teacher as you leave the classroom. Your teacher will ask you questions as you wait. He or she will choose pupils to ask by name rather than with hands up.

When you get to your next lesson you wait outside for your teacher. You never enter a room without your teacher's express instruction. Being on time is a sign of politeness. Being late is rude and disrespectful. When we line up we have eyes front, shoulder against the wall, we never turn around, our bags are off our backs, we are silent.

We move along corridors in single file, we do not turn to our friends, we do not speak, we keep eyes front. Our job is to move very quickly, efficiently and politely between lessons. We remain in single file and we wait if another class is passing in front of us.

When we line up we take our bags off our backs and hold them in our hand. We line up - eyes front and shoulder against the wall and leave space for other people to pass.

We never go to the toilet between lessons or in lesson time. The toilets are open before lessons and at break times. You should not go to the toilets in the last five minutes of break to ensure you do not miss a single second of lesson time.

Outside of school

Even when you are outside of school, you still represent Charter Academy. You should think about how your actions reflect on you and your school.

You may receive demerits or detentions for behaviour outside school that affects your education or brings the academy into disrepute.

After school

You are in our uniform. You are representing Charter. If we hear of disrespectful behaviour outside of school we will punish the pupils concerned. We use thank you, excuse me, please and we smile outside of school and in. We are especially polite to shopkeepers and bus drivers.

As soon as you finish school you should normally go straight home.

As soon as you get home you get changed. You should always hang your uniform in the same place every night so you know exactly where it is in the morning. This includes your tie and your school shoes. If you come to school in the wrong uniform you will be placed into internal isolation.

At home

Homework takes priority over any hobbies you may have. You have a homework timetable. When you do your homework, keep away from your phone or any computers that might distract you. Find a quiet place to work where you can concentrate.

Once you've done your homework you pack all of your equipment, and your homework, in your school bag. You check your pencil case to make sure you have three black pens that work, two sharp pencils and a 30cm ruler. You don't need anything else in your pencil case. You check your timetable to ensure that you have everything you need for the next day, for example, your sports kit. You put your bag next to the rest of your uniform. At Charter we will not accept excuses such as "I forget" or "I slept in".

It is important you get a good night's sleep and have enough rest to properly study at school. As a guide you should be asleep for 9.30pm at the latest. You need around nine hours of uninterrupted sleep every night. If you don't sleep enough you won't learn effectively and you won't remember what you've been taught.

You should keep any phones or computers away from your bed, so you are not tempted to look at them in the night.

The internet and social media

You must not be nasty about pupils or other people on social media. You should be polite and kind online, just the same as when in school. If you are bullying, rude, or disrespectful online, you may be punished in the same way as if it had taken place in school.

You should think about how much time you spend online, and whether you could make better use of your time.

Behaviour and rewards

Pupils will receive merits and awards for good behaviour, for working well, and for achieving in their lessons.

Pupils who do not follow the rules will receive demerits, detentions, and may be placed in internal isolation. This means they will be set supervised work to do away from their classmates.

For serious breaches of the rules, pupils may be excluded from school.

Pupils can avoid these actions by arriving on time to school and to lessons, by wearing the proper uniform, by following our classroom rules, and working well. Parents can support pupils by ensuring they have everything they need, and supporting their school and their teachers.

Sickness and absence

Parents should use their common sense when deciding whether their child is too ill to attend school. It may be helpful for parents to consider the following questions:

- Is my child too ill to undertake the activities of the school day?
- Does my child have a more serious condition that could be passed on to other children or staff? For example: scarlet fever, chicken pox. Children can normally attend if they are suffering from a common cold.
- Would I take a day off work if I had this illness?

If the answer to the questions is yes, it might be worth considering keeping a child at home.

Vomiting and diarrhoea

In respects of bouts of vomiting and diarrhoea, we advise parents to consider whether the illness is viral or a contagious illness. If parents feel that the answer is yes, we advise that parents keep their child at home, until they have been symptom free for 48 hours.

We would always suggest that parents consult a medical professional with individual concerns or queries.

Illness during the school day

Teachers will assess whether pupils are well enough to take part in lessons.

Pupils may sometimes pretend to be ill to avoid classes they do not like, and

teachers will make a judgement call as to whether a pupil is genuinely unwell.

Where a pupil is genuinely unwell the school will make arrangements for their care, and will contact parents if appropriate.

Parents can help by making the school aware of any professionally diagnosed medical conditions.

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