

THE CHANTRY SCHOOL

BEHAVIOUR FOR LEARNING

STUDENT GUIDE



BEHAVIOUR FOR LEARNING

We believe that the majority of students in school want to learn, make progress and not disturb others in their learning.

With this in mind we have gathered all the procedures we use around school into this booklet so that all students can see what is expected. The praise/sanction system which every teacher will use is included so that you are aware of how this works. Please talk to your form tutor if you are unclear about any aspect of this system.

We expect all students to be well behaved, respectful and co-operative at all times. We expect all students to want to leave school with the best options open to them and to achieve their potential.

Behaviour for Learning is meant to support you, to do your best around school. Please read this booklet carefully and act accordingly around school.

We want all Chantry students to be excellent learners and achieve the best possible results.

To become an excellent learner you will need to;

- Listen to the opinions of others
- Learn from your mistakes
- Challenge yourself
- Think for yourself
- Never give up
- Believe in yourself

Expectations

- ☺ Arrive to school and lessons on time.
- ☺ Wear full school uniform correctly
- ☺ Bring correct equipment.
- ☺ Walk around the school sensibly; enter classrooms quietly.
- ☺ Line up quietly and in single file for lessons.
- ☺ Follow instructions first time.
- ☺ Listen when asked.
- ☺ Try hard and be prepared to learn from mistakes.
- ☺ Ask for help appropriately.
- ☺ Respect everyone in the school.
- ☺ Speak to everyone in a polite and courteous way. Do not use bad language.
- ☺ Drink only water in lessons and fill up bottles at break or lunchtime only.

How do we move around the school?

- ☺ Walk around the school – no running.
- ☺ Be quiet whilst moving around the school – no shouting.
- ☺ Go up and down stairs on the left.
- ☺ Do not leave lessons unless it is essential and you have a pass/written permission.
- ☺ Do not drop litter in the corridors or around the school – use the bins provided.

What should we do in lessons?

- ☺ Arrive to lessons on time.
- ☺ Line up outside the room until given permission to enter.
- ☺ Take out our equipment including your Planner.
- ☺ Sit according to the seating plan.
- ☺ Follow instructions from the teacher.
- ☺ Stay in your seat unless you have permission to move.

Some Departments have other rules that you will need to follow. They are listed later in the booklet.

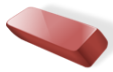
What do we need to bring to school?



Blue or black pen



Pencil



Rubber



Ruler



Calculator



Planner



School bag

Times of the School day

The school operates a two week timetable, so please ensure that you remind yourself if you are on a week one or week two timetable.

8.40 - 8.45a.m. (8.45)	Staff briefing (Warning bell, movement of staff & students)
8.50 - 9.55a.m.	Registration and Period 1
9.55 - 10.55a.m. 10.55	Period 2 (bell)
10.55 - 11.15a.m. (11.10)	Break (Warning bell)
11.15 - 12.15p.m.	Period 3
12.15 - 1.15p.m. (1.15pm)	Period 4 (bell)
1.15 - 2.00p.m. (1.55)	Lunch (Warning bell)
2.00 - 3.00p.m.	Period 5 / Registration
3.00 - 3.20p.m.	Form Period (Assembly)
3.20p.m.	End of school day

What happens if we are well behaved?

All students can make progress and try to achieve their target levels and grades. All students feel safe.

You will receive verbal praise, achievement points, or Praise Postcards if you:

- arrive on time
- listen when asked
- start tasks when asked
- complete work
- show resilience and respect
- work as a group and individually
- volunteer to answer questions
- meet the high expectations of The Chantry School

At certain points in the year you may also receive:

- Prizes through achievement points when you have reached 25 achievement points
- Achievement and effort certificates
- Praise Postcards home
- Subject awards
- Head teacher commendations
- Attendance certificates
- Grand draw prizes
- Good behaviour draw prizes
- Nominations for pupil of the week
- Commendation letters (Years 10 & 11)
- Final merit, bronze, silver or gold achievement points certificates
- Access to school trips

Rewards summary:

Award	Frequency	Criteria	Year
Achievement points	Daily	Awarded for excellent effort in classwork or homework	7-11
Pupil of the week certificates	Weekly	Nominated by form tutors and produced by the Head of Year to celebrate success inside or outside school	7- 11
Attendance certificates	Once a term	100% attendance	7-11
Head teacher commendation	Nominated by staff as often as required	Excellence gained in work inside or outside of school	7-11
Attendance competition	Twice a year in awards assemblies	Highest form attendance prize in awards assemblies	7 -11
Raffle	End of year prize	Raffle of 250+ total achievement points	7-11
Achievement points certificates	Once a year in final awards assembly	Bronze, silver, gold and platinum certificates issued – different threshold for each year group	7-11
Praise postcards	As often as required – weekly praise by on call staff	Sent home by subject teachers & rewards coordinator to recognise exceptional effort or achievement	7-11
Year 11 awards evening	Once per year – post Year 11 evening	Full range of subject and school based awards presented	11

What happens if we are not well behaved?

Teachers use many strategies in lessons to ensure that students have the best opportunities to learn. These may include a seating plan, moving students, talking to individuals, isolating students. Teachers are told to give all students the chance to behave well and not to use the behaviour system until all their other strategies have not worked.

The **BFL** (Behaviour For Learning) system is based on consequences (C'S) given for poor behaviour. It works like this:

Teachers use all their positive strategies to ensure behaviour in class is good and students are working well. If these fail and you are still not behaving well then you will be issued with one or more of the following:

C1 Verbal Warning about your behaviour. You will be told what you are doing that is inappropriate.

C2 Recorded Warning about your behaviour. This will be recorded on the school computer system so that staff, including your form teacher and Year Head, and your parents / carers can see you have misbehaved.

Continued poor behaviour or behaviour that disrupts the learning of others will receive a **C3 Recorded Warning** and detention for 20 minutes at lunchtimes. This will be recorded on the school computer system so that staff, including your form teacher and Year Head, plus your parents / carers can see you have misbehaved and your behaviour can be monitored. It will also be recorded in your planner. If you receive too many consequences (C's) your parents / carers will be informed by letter.

In extreme cases of very poor behaviour you may receive a **C4 removal from the lesson**. This means that the member of staff thinks that, for the benefit of others and you, it is safer and better for another member of staff to take you out of the lesson and decide what the best action for you is to secure your co-operation. You will probably receive an after school detention if you receive a C4. You may also spend some time in our Behaviour Support Unit.

Continued poor behaviour or poor behaviour around school in between lessons, at breaks, lunchtimes and on the buses may also result in a loss of free time at breaks, after school detentions or internal isolation in the BSU depending on the severity of the offence.

Just so we are clear..... we do not expect any of the following:

Lack of kit, homework or equipment, poor uniform, lateness, lack of respect, disturbing lessons, eating in the wrong place, chewing, litter, answering back, defiance, being out of bounds, electronic equipment, mobile phones, jewellery, messing about on buses, smoking equipment (including E cigarettes), Swearing, Tattoos (including temporary ones), drugs, alcohol or weapons.

School rules and procedures are to **protect** and **help** you. You will be issued sanctions depending on the level of poor behaviour displayed. You do not have to get a **C2**, for example, before getting a **C3**.

If you think that any of the policy is unfair talk to your form tutor, student council representative or Year Head.

Your parents have a copy of their own booklet so they can comment and feedback to school.

Staff have their own booklet to guide them. They have been asked to ensure that they do all the things that are expected of them, for example prepare good lessons, be respectful, be fair, be honest, be supportive, be professional, be consistent, work with students, be on time, be happy and enthusiastic.

SUBJECT AREA

RULES AND ROUTINES

Art Department

- No entry to classrooms or store room without a member of staff
- Bags must be kept under desks during lessons.
- Aprons provided must be worn at all times during printing and work with clay.
- Missing scissors or knives will result in the whole group being kept in.
- Students are responsible for cleaning ALL tools used during lessons.

Design and Technology Department

All students in practical lessons must:

- Dress appropriately for lessons which includes wearing suitable shoes , no loose clothing, hair tied back (if necessary), aprons and safety glasses
- Not run or push
- Come prepared with all equipment needed for the lesson
- Never behave in a way that makes another student feel unsafe
- Never cause distractions which could result in an accident
- Only use equipment after training and with permission from staff
- Concentrate during demonstrations and ask questions appropriately
- Respect all furniture and equipment
- Stop immediately when asked
- Leave work area tidy, clean and return all equipment after each practical session

Drama Department

Behaviour protocols for Drama in Drama Studio:

- Students to wait outside until invited in by teacher. All bags left outside the studio in crates provided.
- Year 7/8 sit on floor in a circle boy/girl at beginning of each lesson unless directed to do otherwise.
- Year 9/10/11 place chairs in a circle and sit boy/girl at beginning of each lesson unless directed to do otherwise.
- Students must use the space sensibly and safely during practical work taking into consideration others.
- There is zero tolerance of talking when other students are contributing their ideas/thoughts or performing. Respect must be given at all times to ensure students can develop their confidence.
- At the end of every lesson all students must clear the space as instructed and return to their places from the start of the lesson ensuring uniform is returned to school expectations.
- Students to leave the studio quietly and sensibly.

Behaviour protocols for Drama in the Hall:

- Students wait quietly alongside the corridor wall until invited in by teacher.
- All bags left at side of Hall as instructed by staff.
- Students sit on front rows seated boy/girl at beginning of lesson, if seating allows, otherwise the teacher will instruct students.
- Same expectations of behaviour as in the Drama Studio.

ICT Department

Entering the lesson

When entering the classroom all students are expected to go to their designated computer for that lesson and log on immediately, then await instructions from the teacher.

During the lesson

When a teacher is speaking all students are expected to listen carefully. No-one is allowed, unless directed, to be using any ICT equipment when the teacher is talking to the whole class.

End of lesson

At the end of the lesson students are expected to log off the machines and tidy their area. To conclude they must be in full uniform, stood behind their chairs awaiting dismissal from the teacher to leave.

Music Department

General:

Students are to:

- Line up outside the Music Centre until a teacher asks you to come in.
- Keep bags safely tucked under tables, particularly long handles or straps.

Practical Group Work:

Students are to:

- Stay in the practice room you have been allocated – do **not** interfere with other groups' work.
- Take care of any instruments you are using, do **not** use excessive force.
- Keep working area tidy; do **not** put instruments or worksheets on the floor.
- Use the correct beaters for mallet instruments.
- Put all instruments away neatly, be responsible.

Working at computers students are to:

- Sit at the computer desk and not stand.
- Use headphones, wrap up the wires and hang them up on the hooks at the end of the lesson.
- Put computer keyboards and mice on the computer benches.
- Push Music keyboards back under the shelf.
- Avoid distracting others by chatting or interfering with equipment.
- Treat microphones with respect.

Students who take part in extra-curricular music groups or take GCSE Music may use the practice room facilities at break and lunchtime to support their work as long as a teacher is present. Other students should not be in the music block without permission from a teacher.

Physical Education (Core)

- At the start of lessons line up quietly outside the Sports Hall ready to enter the building.
- Arrive fully prepared for lessons with all kit items.
- Enter changing rooms and change quickly and quietly whilst the register is being taken and notices are being given out.
- If you feel unwell or sustain an injury during the lesson you must tell staff immediately.
 - If you have forgotten your kit or you are injured you must inform the member of staff prior entering the changing rooms.
- If you are injured or unwell- YOU MUST still bring your kit with you as you may well be able to participate or assist in the lesson through coaching or umpiring. The only excuse for not bringing kit with a note will be if you are physically unable to change.
- Move quietly and calmly around teaching areas
- Students using: Climbing Wall / Fitness Studio and Gymnasium will be expected to line up quietly outside the areas- Prior to entry staff will check your footwear.
- **Athletics equipment:** Wait outside store areas and you will be supervised when transporting equipment to and from teaching areas.

Bottom field lessons: Wait by the gate area to be supervised crossing the lane/road.

- Return equipment to store areas at the end of lessons ensuring it is left neat and tidy.
- Do laces up on trainers after participating in bare foot activities.
- Take care when using the steps on the way to the Gymnasium.
- Borrowed PE kit must be returned to the tubs in the changing room at the end of the lesson.
- Only go to lockers at break, lunch or after school to collect PE kit.
- Valuables need to be taken to the PE Office and collected at the end of the lesson

Science Department

Rules of Safety for the Laboratory:

- Never enter a laboratory unless a teacher is present.
- Never taste anything, or put anything in your mouth, when you are in the laboratory.
- Never touch apparatus or chemicals, unless you have been instructed to do so.
- Never leave bags and stools where others can trip over them.
- Never sit on a stool whilst doing practical work.
- Keep hair tied back and ties tucked in when using a Bunsen burner or any other apparatus.
- When not using your Bunsen burner, make sure that the flame is left on the yellow safety flame.
- Never heat with the yellow flame.
- Always wear your goggles for all practicals.
- All accidents must be reported to the teacher.
- Spills must be wiped up and areas always left tidy.
- Broken glass must be put into the glass bin, not the waste paper basket.
- Obey any instructions given immediately.

