



Every Student Thriving

# Attitude to Learning



*‘Pupils feel very safe at school. They behave well in lessons and know that teachers expect them to work hard.’ Ofsted*



# *‘The 3Rs’*

## *Ready, Respectful, Responsible (Kind)*

Our first aim is to recognise students for ‘doing the right thing’ as often as possible and as a result our expectations regarding behaviour are clear. John Colet School is a place of learning; any behaviour that prevents learning will be taken very seriously.

- Always act with kindness and **Respect** towards all members of the school community
- Look out for one another. Be **Ready** to help others in need of support
- Be **Responsible** and stand up for our school values. Report anything that is unkind or unsafe
- Be **Kind**, never leave out or isolate others

These 3Rs are used by all staff in conversations with students about values and behaviour. It would be helpful if you could reinforce this language at home.

### **Consequences**

Our Consequences System is based on a clear and fair set of rules that will be applied by all staff consistently across the school.

Bullying of any kind, racism, sexism, homophobia etc will not be tolerated.

# Mobile phones and smart devices



- **No See**
- **No Hear**
- **No Use**

‘Gate to Gate’

**DFE Statutory on 29 June 2026**

All schools should be mobile phone-free environments by default





# Mobile Phones: Why We Use Sanctions

To maintain a safe, distraction-free environment, the school uses fair and lawful consequences (such as detentions or confiscation) when the mobile phone policy is breached.

## Phone Confiscation: What You Need to Know

- **When it happens:** If a phone is seen or heard during the school day, staff have the legal authority to confiscate it.
- **Fair and balanced:** Headteachers have full government backing to confiscate devices.
- **Return of devices:** Devices will be held for a set period of time depending on the situation, serving as a deterrent to help students stay focused on their learning.

## Our Duty of Care

If a phone is confiscated and its contents or the student's behavior raises any concerns about their safety or well-being, we will always prioritise your child's welfare. In these rare cases, our safeguarding team will step in to provide the right support or guidance.



# Keeping Our School Community Safe

## Statutory Prohibited Items

The Headteacher and authorised staff have a **statutory power to search** pupils and their possessions without consent if they have reasonable grounds to suspect the presence of:

- Knives or weapons (including replica items).
- Alcohol.
- Illegal drugs or psychoactive substances.
- Stolen items.
- Tobacco (cigarette papers, e-cigarettes, vapes, shisha pens, and "snus" smoking/vaping paraphernalia).
- Fireworks or pyrotechnics.
- Pornographic images (of any media format).
- Any article that the member of staff reasonably suspects has been, or is likely to be, used: To commit an offence, or To cause personal injury to, or damage to the property of, any person (including the pupil).
- **Mobile phones, smartwatches, or tablets** (if used outside of explicit school rules).



# Statutory Prohibited Items

## 3.5 School-Banned Items

Schools have the power to ban additional items through their own Behaviour Policy to maintain good order, safety, and discipline:

- **Energy drinks** or large quantities of sweets/fizzy drinks.
- **Laser pens** or pointers.
- **Aerosols** (deodorant cans can trigger asthma or be used inappropriately).
- **Chewing gum**.



# The Role of Parents: Supporting a Mobile-Free School

## How You Can Help

- **Reinforce at Home:** Talk to your child about the benefits of a phone-free school day (better focus, less distraction, and improved social interaction).
- **Support the Policy:** Help us maintain a focused learning environment by ensuring your child follows the daily phone guidance.

## Need to Contact Your Child?

- **Go Through the School Office:** If you need to get an urgent message to your child during the school day, please call the main office. Our staff will ensure they receive it promptly.
- *Please avoid calling or texting your child's personal phone during school hours.*



**Positive relationships** are key. Students need to be **ready** to learn. Students will be welcomed into lessons.

A learning activity will be **ready**. Students remove outdoor clothing, place bag(s) under table and place book(s) and equipment on table demonstrating they are **ready** to learn.

When the register is called, students respond **respectfully** as directed by the teacher. They must address the teacher by title and/or name.

**End of lesson routine:** Students pack away when directed by the teacher and KS3/4 students stand silently behind chair to be dismissed by the teacher in an orderly way.

### **How can parents support**

- Parents/carers can support by encouraging your child to pack their bag the night before.
- **‘Google Classroom’** - You can see what homework is being set. Any problems contact the form tutor.



Ready Respectful Responsible Kind

## Student CLASSROOM CONDUCT

- 1 Calm entry in preparation for the silent starter & register.
- 2 Sit according to seating plan or as directed by staff.
- 3 Smart uniform. Listen carefully and actively. Start work promptly.
- 4 Speak in full sentences, using subject vocabulary
- 5 Take a pride in your book and work. Underline with a ruler, secure loose sheets, no doodles in book
- 6 Complete independent work silently
- 7 Standard quiet signal : "1..2..3... Eyes on me"
- 8 Answering questions: No calling out
- 9 Be your BEST SELF:  
Try hard, work hard, don't give up.
- 10 Orderly dismissal: Stand behind chairs in silence and wait to be dismissed, correct uniform

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## Student OUT OF CLASSROOM CONDUCT

Ready Respectful Responsible Kind

- 1 Be on time - line up quietly - contribute to calm corridors
- 2 Blazers on - Shirts in- Skirts unrolled-  
Follow jewellery rules
- 3 Hands off: have consideration for others; avoid pushing, or boisterous behaviours
- 4 No unkind comments or physical contact
- 5 No shouting, inappropriate language or 'banter'
- 6 Keep to the left, move sensibly between lessons
- 7 Mobile Phones in pouches
- 8 No eating or loitering in corridors or toilets
- 9 Respect the school buildings and environment
- 10 No more than one person in a toilet cubicle

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# Approach to Classroom Management

|                     |                                                                               |                                                                                                 |
|---------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Warning:</b>     | Describe the students behaviour and remind them of the rule                   | <i>'Billy, at John Colet we respect others therefore you shouldn't talk when I am talking.'</i> |
| <b>Choice:</b>      | Remind them of the consequence if they continue to make a poor conduct choice | <i>'Billy, if you choose to keep talking it will be a C1.'</i>                                  |
| <b>Consequence:</b> | Apply the consequence Record the behaviour/consequence                        | <i>'Billy, I have logged a C2 you need to see me after the lesson. '</i>                        |
| <b>Repair:</b>      | Apply the consequence Record the behaviour/consequence                        | Conversation between teacher and student to move forward where needed.                          |

We work from  
a framework;  
the  
'consequences  
ladder'.

See School  
Website

The school handles inappropriate behaviour through a structured, graduated system of consequences:

- **C1:** Verbal warning and reminder of expectations.
- **C2:** Lunchtime detention.
- **C3:** After-school detention.
- **C3+:** Senior Leadership Team (SLT) detention.
- **C4: Classroom Removal (Internal Placement):** Supervised removal from the classroom setting to a designated, quiet space where the pupil can continue their education. *Note: In line with statutory DfE guidance, classroom removal is treated as a serious sanction.*
- **C5:** Suspension (Fixed-term external exclusion).
- **C6:** Permanent exclusion.

To ensure consistency, staff reference an internal tariff listing specific offences and corresponding consequence levels. This list is not exhaustive; individual circumstances, context, and any Special Educational Needs and Disabilities (SEND) will be fully considered using a graduated response (Assess, Plan, Do, Review). The school retains final discretion on all sanctions.

| Where/Who                                                                   | When                                        | How long              |
|-----------------------------------------------------------------------------|---------------------------------------------|-----------------------|
| Reflection room                                                             | Lunchtime detention                         | 30 m                  |
| Rota led weekly by departments. 2 teachers minimum. SLT will run on Friday. | Monday, Wednesday, Friday.<br>3pm to 3.45pm | 45m                   |
| SLT                                                                         | Friday 3pm-4.15pm                           | 1h 15m                |
| Inclusion unit                                                              | 1 to 5 days                                 | From 8.30am to 3.30pm |

Students are best supported when parent and school work in partnership. Communication and trust are central to a positive partnership.

- When you receive Arbor invite Sept login; download, this is your commitment to communication and very important
- R points and C1 and C2 real time (log in to Arbor check every day))
- All detentions in your students calendar (log in to Arbor)  
In addition email also to alert C3 and above (inc after school det)
- Admission form I have read and understood Home school Agreement When parents agree to our Home School Agreement and send their children to us, they do agree to accept our behaviour policy which includes a clear line that:  
*circumstances and context will be taken into account when deciding consequences. The school makes the final decision on sanctions*
- For failure to complete homework C1 sanctions will be issued; message goes home.
- If a student persistently fails to hand in work further sanctions may be issued. Parents may also be contacted to discuss the Homework if there is a persistent issue with a child not completing it.
- HW club runs daily. Students are encouraged to attend.
- Students may be asked to attend HW club if HW is an issue.
- Detentions will only be rearranged under **exceptional circumstances**. Repeated failure to attend detention will result in escalated sanctions.
- Students cannot rearrange detentions for sport commitments and extracurricular commitments
- Centralised detentions are held for most of the year in the school hall. Students will not complete work during detention.



# Home School Agreement

**1. The Student:** As a member of John Colet School I will:

- Follow the school rules: Ready, Respectful, Responsible.
- Recognise the role I play in the wider school community, with an emphasis on being safe and kind at all times.
- Respect the right of others to work.
- Arrive at school every day on time.
- Come to school regularly.
- Present myself in school uniform (as described in the official school uniform list) and understand that when I am in uniform I am representing the school.
- Be punctual and correctly equipped for lessons.
- Be polite at all times.
- Tell the truth and follow instructions from all staff.
- Aim high and work hard to achieve my very best.
- Complete homework on time and meet deadlines.
- Be tolerant and respectful to others and their property.
- Be an ambassador for the school at all times both in and out of school.
- Strive for the highest standards in all areas of school life.

## **2. The Parents/carers:** I/We shall:

- See that my child goes to school regularly, on time, and is properly attired, inline with the [school uniform policy](#) and is equipped.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- Use the school office to contact my child during the school day, not their mobile phone
- Support the school's policies and guidelines for behaviour as set out in the [Behaviour Policy](#) and School Rules.
- Support my child with homework.
- Attend parents' meetings and discussions about my child's progress.
- Avoid family holidays during school term times.
- Get to know about my child's life at the school.
- Keep a careful eye on the amount (if any) of paid employment done by my child.
- Monitor appropriate use of social media.
- Communicate respectfully with all members of the school community.

### **3. The School:** We will:

- Contact parents if there is a problem with attendance, punctuality or equipment.
- Let parents know about successes or concerns about their child's work or behaviour.
- Provide a rigorous and balanced curriculum.
- Plan teaching so that the needs of each child are met.
- Set, mark and monitor homework and provide facilities for children to do this work in school.
- Send home regular progress reports.
- Arrange parents' meetings during which progress will be discussed.
- Keep parents informed about school activities through regular letters home, newsletters and notices about special events.



**Praise and encouragement are vital in promoting good behaviour.** The Recognition System is just one way that we can celebrate the achievement and success of our students in all aspects of school life as we encourage them to strive to excel. **Our aim is a 7 to 1 ratio (recognition:consequence).**

### **Celebration of Success**

- R1 and R2 code award notifications sent to parents/carers and students via Arbor app
- Cumulative achievement points threshold alerts to students and parents
- Threshold badges Bronze Silver Gold Platinum
- Weekly tutors celebrate individual reward point totals in form time
- Half termly Head of House celebrates House points totals in assembly
- House points will be awarded to competition winners and displayed on school website
- Rewards by Head of Year, Head of House and subject teachers
- Points add up to house cup
- Platinum Award winners celebrated

### **School's Annual Prize-giving Event**

- Achievement and effort for the whole year will be recognised at the school's annual prize-giving event, to which parents will be invited



| Recognition Code     | Behaviour                                                                                                                            | Time                               | Who       | Reward                                                                 | Value     |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------|------------------------------------------------------------------------|-----------|
| R1 Character         | Demonstrating JCS values; Ready, Respectful, Responsible and Kindness                                                                | All the time                       | All staff | R1C logged on system. Automatic Message sent home and to student.      | 1 point   |
| R1 Academic.         | Demonstrating JCS learning values; Resourceful, Resilient, Readers                                                                   | All the time                       | All Staff | R1A                                                                    | 1 point   |
| R2 Character         | Significant contribution to the school community /community, demonstrating our values Ready Respectful Responsible and Kindness      | All the time                       | All Staff | R2C logged on system. Automatic. message sent home and to student.     | 3 points  |
| R2 Academic          | Sustained excellent effort or progress in a subject area demonstrating our learning values Resourceful, Resilient, Readers           | All the time                       | All Staff | R2A logged on system. Automatic. message sent home and to student.     | 3 points  |
| R3 Character HOY/HOH | End of Learning Cycle for exceptional effort/ attitude to learning<br>Or to reward excellent contribution within a Year Group/ House | End of LC<br>Or<br>All of the time | HOY/HOH   | R3C HOY logged on system. Automatic. message sent home and to student. | 10 points |
| R3 Academic STL      | End of Learning Cycle for exceptional effort/ progress/achievement.<br>Or to reward excellent contribution within a department       | End of LC<br>Or<br>All of the time | STL       | R3A STL for exceptional effort/ progress/achievement                   | 10 points |



# House System

Each form will be part of a House and will contribute to earning House points. House points can be earned by everyday successes or by contributing to House competitions.



The Six Houses at JCS: Amethyst, Citrine, Garnet, Jade, Topaz, Zircon.



## **Equipment list**

2 x blue or black pen

1 x red pen

Pencil

Rubber

Sharpener

Ruler

Reading book

A highlighter

A Chromebook

### **For Maths:**

Protractor

Scientific Calculator

Pair of compasses

### **Extras (these are useful, but not essential):**

Coloured pencils/ pens



Remember: some days students will need items for certain lessons e.g. PE kit, Food Tech equipment.



# Attendance Matters

GCSEs may seem a long way off for you and your child but all absence at any stage leads to gaps in your child's learning.

Attendance at John Colet School is above the national average.

- 97% attendance is 'good'.
- An attendance of **90% is not good**
- 90% attendance = one half-day every week missed = **four whole weeks** of whole school year missed = **2/3 of a whole year** missed across 5 school years (or, in other terms, the whole of Year 11!)

**Attendance Awards:** Students will be recognised at the end of the term and emails sent home and recognition points awarded. In the Summer term, certificates for 100% attendance will be recognised at prizegiving. Students with improved attendance will also be recognised by the attendance officer.

# SCHOOL ATTENDANCE POLICY

## Green Zone: High Attendance (97% – 100%) “The Success Zone” School Action:



- Misses < 7 days a year
- Statistically positioned to achieve full potential & best GCSE results



Rewards, Celebrations, “Welcome back” talks with Form Tutors. Standard automated calls



## Amber Zone: Cause for Concern (91% – 96.9%) “The Risk Zone” School Action:



- Misses 8-14 days a year
- Noticeable gaps in learning



- At 96%: HOY/Tutor conversation, Initial Awareness Letter home
- At 93%: SLT conversation, Secondary Awareness Letter

## Red Zone: Persistent Absence (90% & Below) “The PA Zone” School Action



- Misses 10% or more (19+ days / 4 weeks)
- DfE Persistent Absence threshold



- Attendance Officer steps in (county procedures)
- 1a Cause for Concern letter
- Meetings to co-produce Attendance Contract
- Collaborative barrier-dismantling (mental health, SEND, Young Carer)
- If no improvement, Notice to Improve or Fixed Penalty Notices

## Critical Zone: Severe Absence (50% & Below) “The Severe Zone” School Action



- Misses 50% or more (19 weeks or more)
- More school missed than attended
- Critical safeguarding & educational threshold



- Urgent, intensive support
- Special Educational Needs Coordinator (SENCO) assessment
- Multi-agency collaboration (Local Authority, Social Care)
- Individualized Bespoke Reintegration Plan



# Uniform

Students are ambassadors for the school and as such they must behave **responsibly and respectfully** in the community and at any time they are in uniform.

Uniform: common pitfalls which can be avoided

- Clip on ties must not be removed
- Approved trouser and skirt list
- Black or white socks
- Plain black shoes
- Shirt tucked in
- No Trainers, or shoes which look like trainers
- Jewelry





# Thank you for listening.

## Any questions?

Classroom Routines

Consequences Ladder

Recognition

House System

Equipment

Attendance

Uniform