



Committed
to Excellence

Attitudes to Learning



'Pupils are well behaved, respectful and well prepared for life in modern Britain.'

Ofsted



'The 3Rs'

Ready, Respectful, Responsible

Our first aim is to reward students for 'doing the right thing' as often as possible and as a result our expectations regarding behaviour are clear. Our culture code is students need to be **ready** to learn, **respectful** and **responsible**. John Colet School is a place of learning; any behaviour that prevents learning will be taken very seriously.

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.

Points to note

Mobile telephones - we operate a 'no see, no hear' policy on the school site.
Bullying of any kind, racism and sexism will not be tolerated.



Classroom routines

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 son/daughter to pack their bag the night before.
- **‘Show my homework’** - Make sure you log on to show my homework when you get your password so that you can see what homework is being set. Any problems contact the form tutor.



Classroom Behaviours

99% of Year 7 parents say their child is happy at JCS and 95% say JCS manage behaviour well. Parent Survey, March 2019

Low level disruption is behaviour that disturbs the learning of others and themselves.

DISRUPTIVE BEHAVIOUR CITED BY TEACHERS

Source: Poll conducted by YouGov for Ofsted

Disturbing other children (38%)

Calling out (35%)

Not getting on with work (31%)

Fidgeting or fiddling with equipment (23%)

Not having the correct equipment (19%)

Purposely making noise to gain attention (19%)

Answering back or questioning instructions (14%)

Using mobile devices (11%)

Swinging on chairs (11%)



Approach to Classroom Management

| | | |
|---------------------|---|---|
| Warning: | 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> |
| Choice: | 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> |
| Consequence: | Apply the consequence Record the behaviour/consequence | <i>'Billy, I have logged a C2 you need to see me after the lesson. '</i> |
| Repair: | 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

| <p>N.B. The above consequences for inappropriate behaviour shown by students are intended as guidance for staff and students which will aid consistency when dealing with behavioural issues in school. The list of offences is not exhaustive and circumstances/context will be taken into account when deciding consequences.</p> <p>Consequence Ladder</p> | |
|--|---|
| <p>Type of behaviour during lessons (form time)</p> <p>Poor behaviour should be resolved/dealt with by the member of staff witnessing the behaviour. Serious Misdemeanors outside of lessons should be referred to Form Tutor or HOY.</p> | <p>Consequence code (All consequences must be recorded on Sims:right click register)</p> |
| <p>Ready: Not fully equipped, Uniform infringement*, Late to lesson up to 5 minutes, registration assembly.</p> <p>Respectful: Lack of effort, Not engaging appropriately in class, Chewing gum, Talking over a teacher or out of turn, Inappropriate language in class, Eating in lesson, Dropping litter in lesson.</p> <p>Responsible: Inappropriate use of mobile phone*, Inappropriate items in class, Disrupting the lesson/ learning of others, Inappropriate behaviour around school, HW first deadline missed in a term.</p> | <p>C1 Verbal warning C1 Phone confiscated*</p> <p>*sign uniform card, confiscate non-regulation uniform items eg jewellery/fashion belts. Uniform infringements that can be immediately rectified (eg. no tie, trainers without matron permission tutors send to SSO office for registration. (Films/issu, tie issued, varnish removed)</p> |
| <p>Repetition of C1 offences.</p> <p>HW incomplete/ poor standard.</p> <p>Homework persistently not completed (x3 for subject teacher in a term).</p> <p>Late to lesson more than 5 m.</p> | <p>C2a Escalation issued</p> <p>eg. Extra work to be completed out of lesson, community service or (break /lunchtime teacher det 5, 10, 20m (up to 30m).</p> <p>NB: HW not done 3+ times in a term teacher will call home.</p> <p>HW codes report every 2 weeks SLT to call home for students not completing HW in 3+ subjects.</p> |
| <p>3 signatures on uniform card (tutor to check and replace full cards immediately) Failure to produce uniform card (all staff).</p> <p>Late to school.</p> <p>*Breaktime/ lunchtime anti-social behaviour, littering etc.</p> | <p>C2b 30m lunchtime detention HOY BS2 (number of m. late)</p> <p>*Bring straight to the lunchtime detention HOY will log as ASB</p> |
| <p>Continued C2 behaviour (apart from HW issues), Failure to attend C2a Department Detention, Community Service or failure to complete and hand in inconvenience work, Failure to attend a C2b HOY lunchtime detention, Rudeness to or about a member of staff, Going out of bounds, Abuse of school ICT systems/Social Media (inc loss of internet privileges), Deliberate dishonesty, Damage to property, Being in the vicinity of smokers.</p> | <p>C3 One Hour After School Detention School Hall. Monday, Wednesday, Friday.</p> |
| <p>Continued C3 behaviour, Failure to attend a C3 detention, Injuring another student, Bullying, Truancy/Going off site (unauthorised), Possession of smoking equipment, Smoking on site or in uniform.</p> | <p>C3+ One Hour 30 minutes After School Detention SLT. School Hall. Friday.</p> |
| <p>Continued C3+ behaviour, Failure to attend a C3+ detention, Misbehaviour during a C3 detention, Two + C3s in one day, Walking away from a member of staff/deliberate defiance, Physical aggression, Persistent, Bullying inc. racist/homophobic, Theft, Graffiti, Vandalism, Behaviour that seriously disrupts the school day.</p> | <p>C4 A Period of time in Internal exclusion</p> |
| <p>Persistent C4 behaviour. Refusal to co-operate /disruptive behaviour whilst in the isolation room</p> <p>Persistent refusal to follow school rules or the instructions of staff after previous levels of sanction have been applied, Misbehaviour in a C3+detention, Aggressive or offensive behaviour towards staff inc Swearing at a member of staff, Physical assault, Bringing the school into disrepute, Possession of</p> | <p>C5 Fixed term exclusion</p> |

| Where/Who | When | How long |
|---|---------------------------------------|------------------------------|
| Department | Break or lunchtime teacher detention | 5, 10, 20 minutes (up to 30) |
| (BS2) HOY | Lunchtime detention | 30 m |
| Rota led weekly by departments. 2 teachers minimum. SLT will run on Friday. | Monday, Wednesday, Friday. 3pm to 4pm | 1 h |
| SLT | Friday | 1h 30m |
| 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.

Lunchtime detentions are internal and you will not receive notification. However, you will receive an email each time your child receives a consequence 1 or 2 on our system. These will be sent within 24 hours of logging and will ask you to reinforce the school expectations at home.

- For failure to complete homework students will receive break or lunchtime sanctions
- HW detentions will not be escalated beyond a lunchtime level.
- If a student persistently fails to hand in work the parent will be contacted.
- HW club runs daily.
- After school detentions will be notified 24 hours in advance by email.
- Detentions will only be rearranged under **exceptional circumstances**. Repeated failure to attend detention will result in escalated sanctions.
- Centralised detentions are held for most of the year in the school Hall. Students will not complete work during detention.



Celebrating Success



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 4 to 1 ratio (recognition:sanction). Currently whole school is 5.3:1.**

Celebration of Success

- R1 and R2 code award notifications sent to parents/carers and students
- Cumulative achievement points threshold alerts to students and parents
- Postcards can be used by departments
- Weekly tutors celebrate individual reward point totals in form time
- Half termly Head of House celebrates House points totals in assembly
- Recognition points will be added up and **last Friday of every half term** students will invited in groups to receive certificates from Mr Harty Picture taken and displayed. Names and level of certificate will be read out and applauded in assembly
- House points will be awarded to competition winners and displayed on school website

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
- Rewards by Head of Year, Head of House and subject teachers
- Pictures taken with parents
- Points add up to house cup
- Platinum Award winners celebrated

| Recognition Code | Behaviour | Time | Reward | Value |
|------------------|---|------------------------------|--|---------|
| R1 | Demonstrating our values in and out of the classroom. Ready Respectful Responsible | All the time | R1 logged on system. Auto. Message sent home and to student. | 1 point |
| R2S | Sustained excellent effort or progress in a subject area | All the time | R2S logged on system. Auto. message sent home and to student. | 3p |
| R2C | Significant contribution within the community | All the time | R2C logged on system. Auto message sent home and to student. | 3p |
| R3S | Outstanding effort or progress over a year in a single subject area | End of Year and Prize giving | Subject Certificate | 50p |
| R3C | Outstanding effort over a year contribution to community HOY | End of Year and Prize giving | Community Certificate | 50p |
| R4 | Exceptional achievement, effort, progress or service to the school community | All the time | Headteachers Commendation <i>Email Head recommendations</i> | 20p |

House system

The House System was established in September 2018. 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 are: Amethyst, Citrine, Garnet, Jade, Topaz and Zircon.





Equipment list

2 x blue or black pen

1 x red pen

Pencil

Rubber

Sharpener

Ruler

Reading book

Planner

A highlighter

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.

- An attendance of **90% is not good**.
- Equivalent of one half-day every week missed.
- Equivalent of four whole weeks of whole school year missed.
- Equivalent to 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.



Student Support

'98% of Year 7 parents say their child is safe and well looked after. (March 2019)

Support and Guidance in School

Students can seek support from a variety of sources:

Form Tutor, Head of Year, Student Support Officers, Anti-Bullying Ambassadors (students), peer mentors (students), Inclusion Unit, DSL, Matron, Family Liaison Officer, Attendance Officer and Learning Mentor.

The Student Support Officers are always available to listen and help. Parents/Carers should bear in mind that appointments will need to be made if you wish to meet with the Form Tutor, Head of Year, Student Support Officers etc. School staff have 48 hours (2 working days) to respond to parental contact, although it is often much quicker than this.



Uniform

'Pupils are smart and well presented. They are proud of their school and make the most of the pleasant surroundings.' Ofsted

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 socks
- Plain Black shoes
- Skirt 5 cm above the knee
- Trainers (see next slide)



Only Matron will give permission for students to wear trainers. This will only be given on receipt of a letter from GP, hospital or consultant.

Students with letters from parents for minor issues should be sent to Matron. She will triage the issue and they will be required to attend the medical room at break and lunchtime for 'minor injuries without medical permission'.

Matron will indicate permission to wear trainers in exceptional circumstances by signing the uniform card at the top and dating the time period permission has been granted for. It will either say 'Matron with medical consent' or 'Matron without medical consent'

Failure to turn up to Matron, Matron will refer to HOY for lunchtime detention.

All other students in trainers will have the uniform card signed. This includes broken shoes.

Uniform card 3 strikes system. 3 signatures or lost card = 30 minute detention



Thank you for listening.

Any questions?

Classroom Routines

Consequences Ladder

Recognition

House System

Equipment

Attendance

Student Support

Uniform