



**Committed to Excellence**

# **Student Guide**

## **Behaviour, Recognition and Consequences.**

**Ready, Respectful, Responsible.**

# **2018-19**

Contents

Home School Agreement 3

Recognition p 4-5

Rules p 5

Consequences Ladder p 6

Equipment p 7

Consequences: Classroom Routines p 7

Detention System p 8

Uniform p 8-9

**JOHN COLET SCHOOL HOME – SCHOOL AGREEMENT**

**Name of Student:** \_\_\_\_\_

**1. The Student:**

- As a member of John Colet School I will:
- Follow the classroom rules.
- 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 target grades.
- 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 try to:

- See that my child goes to school regularly, on time, and is properly attired and equipped.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- 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.

**3. The School**

We will:

- Contact parents if there is a problem with attendance, punctuality or equipment.
- Let parents know about any concerns or problems that affect 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, news-letters and notices about special events.

**Signed:** \_\_\_\_\_ **(Student)**

**Signed:** \_\_\_\_\_ **(Parent)**

**Signed:** \_\_\_\_\_ **(On behalf of the school)**

**Date:** \_\_\_\_\_

## Recognition

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

**Praise and encouragement are vital in promoting good behaviour.** The Recognition System is just one way that we can celebrate your achievement, success, positive attitude and effort. In all aspects of school life as we want to encourage you to strive to excel.

The table below details how students effort, progress and achievement will be recognised.

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.	3 points
R2C	Significant contribution within the community	All the time	R2C logged on system. Auto message sent home and to student.	3 points
R3S	Outstanding effort or progress over a year in a single subject area	End of Year and Prize giving	Subject Certificate	50 points
R3C	Outstanding effort over a year contribution to community HOY	End of Year and Prize giving	Community Certificate	50 points
R3	Head of Year Commendation Subject Team Leader Commendation	After each Learning Cycle	Stars displayed	10 points
R4	Exceptional achievement, effort, progress or service to the school community	All the time	Headteachers Commendation	20 points

### Cumulative points recognition

	KS3	KS4	KS5
Bronze	160	100	30
Silver	230	180	60
Gold	290	260	90
Platinum	330	280	120

### Celebration of Success

- R1 and R2 code award notifications sent to parents/carers and students
- Cumulative achievement points threshold alerts will be sent to students and parents
- Individual recognition points will be added up and **every half term** students will invited in groups to receive certificates from the Headteacher
- Postcards will also be rewarded by departments and R1 or R2 points logged as well
- Weekly, tutors will celebrate individual reward point totals in form time
- Half Termly, Heads of House celebrate House points totals in assembly
- Individual Recognition points also add up to House totals
- House points will be awarded to competition winners.
- House points 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.

### Attendance Awards

100% attendance: Students will be recognised at the end of the each term and emails will be sent home and R2C (3 points awarded). In the Summer term, certificates for 100% attendance for the whole year, will be recognised at prizegiving. Students with improved attendance will also be recognised by the attendance officer.

### Rules

**Ready, Respectful, Responsible.** These rules need to be displayed in every classroom and used by all staff in conversations with students about values and behaviour.

## 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. The system gives students the opportunity to behave.

<p>N.B. The above consequences for inappropriate behaviour shown by students are intended as <b>guidance for staff and students which will aid consistency</b> 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. <b>The school makes the final decision on sanctions.</b></p> <p><b>Consequence Ladder</b></p>	
<p><b>Type of behaviour during lessons (form time)</b>            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><b>Consequence code</b>  <b>(All consequences must be recorded on Sims:right click register)</b></p>
<p><b>Ready:</b> Not fully equipped, Uniform infringement*, Late to lesson up to 5 minutes, registration assembly.  <b>Respectful:</b> 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.  <b>Responsible:</b> 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><b>C1 Verbal warning</b>  <b>C1 Phone confiscated*</b>            *sign uniform card, confiscate non-regulation uniform items eg jewelry/fashion belts.            Uniform infringements that can be immediately rectified (eg. no tie, trainers without matron permission tutors send to SSO office am registration. (<i>Plimsolls issued, tie issued, varnish removed</i> )</p>
<p>Repetition of C1 offences.            HW incomplete/ poor standard.            Homework persistently not completed (x3 for subject teacher in a term).            Late to lesson more than 5 m.</p>	<p><b>C2a Escalation issued</b>            eg. Extra work to be completed out of lesson, community service or (break /lunchtime teacher det 5, 10, 20m (up to 30m).  <i>NB:HW not done 3+ times in a term teacher will call home.</i>  <i>HW codes report every 2 weeks SLT to call home for students not completing HW in 3+ subjects.</i></p>
<p>3 signatures on uniform card (tutor to check and replace full cards immediately) Failure to produce uniform card (all staff).            Late to school.            *Breaktime/ lunchtime anti-social behaviour, littering etc.</p>	<p><b>C2b 30m lunchtime detention HOY BS2</b>            (number of m. late)            *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, Lack of respect to or about a member of staff            Lack of respect to a member/members of the school community, 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. Not following staff instructions.</p>	<p><b>C3 One Hour After School Detention</b> 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><b>C3+ One Hour 30 minutes After School Detention SLT.</b> School Hall. Friday.</p>
<p>Continued C3+ behaviour, Failure to attend a C3+ detention, Misbehaviour during a C3 detention, Two + C3s in one day, Deliberate defiance, Physical aggression, Persistent bullying inc. racist/homophobic, Theft, Graffiti, Vandalism, Behaviour that seriously disrupts the school day. Intimidating behaviour.</p>	<p><b>C4 A Period of time in Internal exclusion.</b>  <b>Isolation runs from 8.30 am to 3.30pm.</b></p>
<p>Persistent C4 behaviour. Refusal to co-operate /disruptive behaviour whilst in the isolation room            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 drugs, solvents or alcohol into school, Conduct liable to seriously endanger the student, other students or staff, persistent refusal to attend detention, Serious misuse of technology.            Following a 2nd period of fixed term exclusion a student will be required to attend a re-engagement</p>	<p><b>C5 Fixed term exclusion</b></p>

interview.	
Persistent C5 behaviour, Possession of offensive weapon, One off acts of dealing supplying drugs to the school community, Serious theft or vandalism, Serious physical assault, Arson (including a deliberate act involving fire in the school, criminal offences and/or any persistent behaviour that repeatedly disrupts the school day.	<b>C6 Permanent Exclusion</b>

NB Staff verbally inform students of C1 C2 and C3 sanctions (Copy sent to student email and parent email)

### **Equipment list (Ready to learn)**

2 x blue or black pen

1 x red pen

Pencil

Rubber

Sharpener

Ruler

Reading book

A highlighter

### **For Maths:**

Protractor

Scientific Calculator

Pair of compasses

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

Coloured pencils/ pens

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

## **Classroom routines**

**Relationships** are key. Staff will welcome you to the lesson, respond politely and be ready to learn. Students will be asked to correct **uniform** if necessary before entry.

**Activity ready**, Students remove outdoor clothing, place bag(s) under table and place book(s) and equipment on table (ready to learn).

When the **register** is called, students respond as directed by the teacher. Address the teacher by title and/or name. Any student late for the lesson will be recorded.

**End of lesson routine** Students pack away when directed by the teacher and KS3/4 students stand silently behind chair. KS3/4 students are dismissed by the teacher in groups (eg pairs, rows, blocks).

## Detention System

Code	Where/Who	When	How long
<b>C2a</b>	Department	Break or lunchtime teacher detention	5, 10, 20 minutes (up to 30)
<b>C2b</b>	(BS2) HOY	Lunchtime detention	30 m
<b>C3</b>	Rota led weekly by departments. 2 teachers minimum. SLT will run on Friday.	Monday, Wednesday, Friday. 3pm to 4pm	1 h
<b>C3+</b>	SLT	Friday	1h 30m
<b>Internal Isolation</b>	Inclusion unit	1 to 5 days	From 8.30am to 3.30pm

## Uniform Key Points

### Boys:

- Regulation maroon John Colet blazer to be worn at all times including non-lesson time
- Regulation clip-on school tie
- Plain white school shirt with stiff v-shaped collar which is tucked in (either long or short sleeved)
- Optional plain black v-neck jumper (worn with not instead of the blazer)
- Plain black trousers from the approved list of trousers
- Plain black socks
- Plain black shoes (see Appendix 1) which are suitable for wearing during the day and to and from school. No canvas, trainers or boots.
- Dark coloured outdoor coat

### Girls:

- Regulation maroon John Colet blazer to be worn at all times including non-lesson time
- Regulation clip-on school tie
- Regulation pleated black skirt which is no more than 5 cm above the knee
- Plain white school shirt with stiff v-shaped collar which is tucked in (either long or short sleeved)
- Optional plain black v-neck jumper (worn with not instead of the blazer)
- Plain black trousers from the approved list of trousers
- Plain black socks (below the knee), or black or flesh coloured tights



- Plain black shoes with a low heel which are suitable for wearing during the day and to and from school. No canvas, trainers, boots or sandals.
- Muslim students who wish to wear hijabs may do so provided that the fabric is plain, lightweight and blends in with the school uniform colours
- Dark coloured outdoor coat

#### All Students:

- “Plain” is defined as being without embellishment i.e studs, additional zips, braiding, patterned, logos etc
- Unnatural hair colouring is not permitted; the interpretation of “unnatural” is as follows: A colour that is not found within the natural colour spectrum, i.e. a bright, extreme or vivid colour. A combination of colours that is easily visible or stark in contrast
- If hair extensions are worn, no beading is permitted. Extensions must also be in a colour that naturally blends with the hair
- One single stud in each ear is permitted; the stud must be worn in the lower part of the earlobe and should be removed for PE; students wearing studs in their ears other than in their lobes will be expected to remove them
- Jewellery (except a watch) is not permitted; however, if there are religious or family reasons for wearing an item of jewellery then permission must be sought from the Head of Year. Jewellery is the responsibility of the owner and is worn at the owner’s own risk
- Other visible body piercings are not permitted and the student will be expected to remove them
- Natural, subtle and basic make-up may be worn to cover skin complaints
- Clear nail varnish may be worn but fingernails must be short and nail extensions of any kind are not permitted
- No visible body art
- Garments which cover the face or whole body are not permitted
- Baseball caps or hoods up are not permitted
- Top garments such as hoodies which go over the head are not permitted
- Belts if worn must be plain, black, leather or leather-look, buckles must be simple and plain. No branding or logos are allowed.
- Students may not remove their blazer in a lesson without the permission of the member of staff
- All uniform should be marked in permanent pen with the owner’s name

Nb. The uniform card must be carried at all times. Failure to show the card when asked by staff will lead to a lunchtime detention. 3 signatures leads to a lunchtime detention. Persistent offenders may receive escalated sanctions.

#### Trainers

**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**. Matron will sign and date to top of your uniform card.

Students with letters from parents for minor issues should go to Matron. She will triage the issue. She will sign and date the top of your uniform card. You **will be** required to attend the medical room at break and lunchtime for 'minor injuries without medical permission'.

All other students in trainers will not be allowed to go to lessons. This includes broken shoes.  
NB: Students who cannot rectify uniform to comply with the rules may not be allowed to

attend lessons until uniform is correct.