

THE HARTSHILL WAY



Lessons

Heart, Ambition, Respect, Tenacity.

We have clear and consistent routines to ensure everyone knows what is expected, pupils feel safe, lessons can begin promptly and are efficient so no learning time is lost.

Entrance Routines

Staff and pupils arrive punctually to their lessons taking the quickest route. Pupils have all equipment required for the lesson, because we are ambitious and ready to learn. Staff greet pupils at the door, checking uniform on entry ensuring high expectations. Pupils enter the classroom quietly and respectfully. Staff will make it clear when pupils should line up if there is a specific curriculum reason. Pupils enter the classroom, remove outdoor coats, find their allocated seat, get their equipment and books ready, place bags on the floor under their table and then stand behind their chairs in silence, within 90 seconds. Staff should not need to request this to occur. This saves time and will result in more learning time.

The teacher stands at the front of the room and greets the pupils "Good Morning/Good Afternoon Year X". Pupils respond "Good Morning/Good Afternoon Mr/Miss". The pupils sit down and start the Do Now that is already up on the board.

We have entry routines to every lesson to ensure we have efficient and safe movement around the school site.

Register

A register is taken during the first 5 minutes using SIMS. Pupils are silent unless they are answering the register clearly, "Yes Sir/Miss/MX". Lateness is coded with an 'L' in SIMS and the number of minutes late recorded. Late arrivals should apologise "Sorry I am late Sir/Miss/MX" and be seated. The teacher will conduct any required discussions at the end of the lesson or at a time when learning will not be disturbed. The teacher issues pupils with a note, if they detain them, making them late for their next lesson. Pupils sit in their seat assigned on the teacher's seating plan.

We have clear routines for attendance and punctuality to ensure all pupils are safe.

Questions and discussion in lessons

When the teacher or a pupil is talking to the whole class, pupils are silent, listen and use 'SLANT'.

We use SLANT as a reminder of the high expectations we have for lessons. We are respectful and ambitious; we show this by following SLANT expectations in every lesson.

We use Cold Call and No Opt Out in lessons to ensure all pupils are involved in the lesson and supported to make progress. To ask a question, pupils put up their hand and wait. Pupils are encouraged to take turns and never interrupt, listening to all views. Respect is shown to whoever is talking; teacher or pupil. Only polite vocabulary is used in lessons.

We have clear routines to ensure everyone knows what is expected, all pupils are involved in the lesson and no learning time is lost.

Pupils out of seats and out of class:

Pupils remain in their seats unless they have permission from the teacher to move. All pupils sit on their chairs correctly, without swinging back. In practical lessons, pupils follow the instructions of their teacher to ensure there are no breaches of health and safety regulations.

Pupils remain in lessons except in exceptional circumstances for example if they have medical pass. Any medical concerns are addressed using the On Call system and a member of staff will come to the room to see the pupil.

We remain in lessons to ensure all pupils are safe.

End of lesson:

Lessons finish on time. Sufficient time is allowed for pupils to pack away or get changed. This allows for an effective transition between lessons. When the teacher signals the end of the lesson pupils put their equipment in their bag and stand behind their chair in silence. The teacher thanks the class 'Thank you Year X'. Pupils reply 'Thank you Sir/Miss/MX'. The teacher dismisses the class one row at a time.

We show our gratitude at the end of our lessons because we are kind and grateful. We have exit routines to every lesson to ensure we have efficient and safe movement around the school site.

We show respect for our environment and community. We leave all classrooms tidy and litter free, as we would expect and like to find them.

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Around the Academy

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All pupils and staff show respect for themselves and others through their behaviour, kindness, gratitude and HART values. Duty staff are a visible presence in their allocated areas at break and other times to ensure all pupils are safe and know there are adults they can speak to if there is anything they need.

Respect for yourself and others.

All staff - pupil interactions are characterised by positive relationships and mutual respect, demonstrating our HART values, gratitude and kindness. There is no tolerance of rude behaviour. Staff encourage pupils to show respect to others, use good manners, e.g. "Sir or Miss or Mx" "Thank You" "Excuse Me" "Please" and smile. Pupils understand what acceptable language is and that inappropriate language can offend. Swearing or bad language is always corrected by staff. Any pupil swearing directly at a member of staff will be excluded from school. Anti-social behaviour such as vandalism or spitting will not be tolerated. All staff expect pupils to follow instructions first time, showing respect. Shouting is unacceptable within this academy except in extreme circumstances if someone is in danger. Staff and pupils model kindness, gratitude and our HART values at all times.

We do this because we want kindness and gratitude to become our habits, our habits become our character and our character is who we are.

Transition around the academy:

Pupils walk to lessons using the most direct route. Everyone walks on the left and respects the one-way system during lesson changeover times. There is no pushing, running or inappropriate behaviour. Kindness and respect are shown by all members of the academy, e.g. by holding doors open for each other. Pupils move purposefully and quietly to and from lessons without stopping to socialise. Pupils out of lessons expect to be challenged by staff. Pupils with a note and permission to leave school go to the Pastoral Hub then sign out at reception. In the event of a fire alarm, pupils and staff should move quickly, silently and in an orderly manner to the designated fire assembly point. Upon arrival, pupils line up in alphabetical order in their tutor group and wait for the register to be taken in silence.

Break and lunch times:

Wherever possible, pupils spend their break and lunch time in a purposeful activity by engaging with one of the clubs or activities provided by staff. At social times pupils show respect for themselves and others by remaining calm and quiet if inside the building in designated areas or designated areas outside. When visiting the canteen pupils queue in a respectful manner and follow instructions given by staff. Pupils who purchase food sit down to eat in the canteen or dining hall. When the bell sounds for the end of break and lunch time, pupils move quickly to their next lesson without delay, using the quickest and most appropriate route.

We do this to ensure everyone is safe and able to enjoy their social time in calm and relaxed environment and so they arrive promptly for their next lesson ready to learn.

Respect for our environment:

Respect is shown for our environment and property such as rooms, equipment, chairs, tables and books because we love our school. Ball games are only played outside in appropriate areas. Food is only eaten before or after school, at break or lunchtime. All cooked meals are eaten in the canteen or hall. All litter is placed in bins and where snacks are eaten in social spaces, care is taken to avoid litter so we leave the environment as we found it ready for the next person. Plastic bottles of water are permitted, however, fizzy or energy drinks and chewing gum are not allowed in school and will be confiscated.

Prohibited items, mobile phones and valuables:

This academy is a non-smoking zone. Cigarettes, lighters, matches, vapes, alcohol, drugs or dangerous items are forbidden. Staff will confiscate any prohibited item found.

Mobile phones are the responsibility of the owner and brought in at their risk. Such devices (including headphones) must be switched off and in a pocket or bag during the school day so they are not seen. Mobile phones will be confiscated if they are seen. We advise that, in general, valuable items should not be brought to school and that parents and carers should consider very carefully before sending students to school with such items, since we cannot accept any responsibility should they go missing.

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Our Community

Heart, Ambition, Respect, Tenacity.

We are responsible for the success of everyone in our school community. We show kindness and gratitude.

Community:

All pupils are encouraged to play an active part in the life of the community in which they live. Participation in community or voluntary based groups such as scouts, guides, air cadets, sea cadets, army cadets, St John's Ambulance Service or sporting clubs allows pupils the opportunity to become giving and positive contributors to their community.

All pupils at the academy are ambassadors for our values and ethos whether this be within school, on the way to or from school, on trips or visits and in interactions between members of our academy community, within the community. The Principal has the legal right to take action upon members of our academy community even when issues arise outside the academy or out of school hours, where this affects the reputation of our academy or the well-being of our pupils. We work closely with the Police Community Support Officers and Safer Communities Team in order to learn about anti-social behaviour in a constructive and co-operative manner.

We love our school and we make a positive contribution to the school and local community.

Pupils have respect for the academy's neighbours and are helpful and considerate in the local community. Following expectations of local shops. Pupils are accountable for their behaviour at all times and should conduct themselves as responsible citizens.

Pupils who ride bikes must follow the rules of the road and be safe when travelling to and from school with a school bike permit, signed by parents and pupils. Pupils should be aware that congregating in large groups can at times be intimidating for members of the public. *We are respectful of others and show kindness.*

The high expectations and routines we have in school support pupils to know how to conduct themselves in the wider community with respect and consideration. Our excellent daily practice become our habits, our habits become our character and our character is who we are.

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Uniform

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Correct uniform must be worn by all pupils whilst at school.

School Uniform	PE Uniform
School blazer	Sports polo top - red
White shirt with long or short sleeves Must be tucked in and the top button must be done up	Shorts— plain black Track Pants - plain black Or Sports leggings - plain black
School tie	School hooded sports top – black with school logo – Available April 2022
Plain black V-necked jumper	Sports socks
Plain black tailored trousers Trousers should be smart and business like	Trainers
Black skirt with school logo	Football Boots
Plain black socks or tights	
Shoes—plain black, flat heeled, leather or leather look. Boots can be worn under trousers	

Coats, Bags and Accessories
Coat—Plain, full length coat or anorak
School Bag—Must be big enough for the A4 knowledge pack. No Handbags are allowed
Jewellery—A watch, school badges and one small pair of plain ear studs may be worn
Hairstyles—Must be simple and only natural colours, no extreme hair Styles, no patterns or shapes cut into it
Hats – a plain black woolly hat in the winter
Make up – Pupils can wear discrete natural makeup



Equipment

- Black pen
- Green Pen
- Pencil
- Rubber
- Ruler
- Calculator
- Reading Book

