



## Six Point Plan for Outstanding Behaviour

| Staff will  | Students will   |
|---|---|
| <b>Before school</b>  |   |
| <p>Usher students outside if they are in the building before 8.15am</p> <p>Be in tutor rooms by 8.25am.</p> <p>Greet tutees warmly and politely at tutor room doors.</p> <p>Check tutees equipment at least once a week – bag, pencil case, reading book, class books.</p> <p>Check uniform as tutees leave the tutor room.</p>   | <p>Never be in the school building before 8.15am and enter only through the student entrance.</p> <p>Remove outdoor coats before entering the building.</p> <p>Visit lockers between 8.15 and 8.20am and be in tutor rooms by 8.25am.</p> <p>Behave respectfully on the way to school, in the playground and in the school building.</p> <p>Greet tutors warmly and politely at the tutor room.</p>   |
| <b>In corridors</b>   |   |
| <p>If not teaching, be in the corridor and implement the one-way system where relevant.</p> <p>Challenge any student not in lesson when they should be, asking to see their permission slip</p>   | <p>Always walk calmly on the left-hand side of the corridors and stairs.</p> <p>Follow the one-way system, where relevant.</p> <p>Have a permission slip if out of lesson.</p>  |
| <b>In lessons</b>   |   |
| <p>Greet students warmly and politely at classroom doors.</p> <p>Have a 'Do Now' ready at the start of lesson and call the register whilst students are completing this.</p> <p>Sit students in a seating plan, which is recorded on Satchel:One.</p> <p>Issue a ten-minute detention if students arrive more than five minutes late without a note.</p> <p>Always praise publicly and sanction privately.</p> <p>Record detentions on Satchel:One and give a verbal reminder.</p> <p>Use two warnings and removal with explanation when dealing with negative behaviours for learning.</p> | <p>Arrive to lesson on time – gain a note if you are held back by a member of staff,</p> <p>Enter the classroom calmly, take out equipment ready for the lesson.</p> <p>Place bags under the table and coats on the back of chairs.</p> <p>Complete the 'Do now' task in silence.</p> <p>Respond positively to two warnings and removal, not answering back but speaking courteously to the teacher at the end of lesson or appropriate time in order to understand the reason.</p> <p>Listen to the teacher/speaker when they are talking.</p> |
| <b>At break and lunch</b>   |   |
| <p>Arrive promptly to duty – collect a walkie-talkie from Reception if on playground duty.</p> <p>Engage with students, actively scanning other students.</p>   | <p>Eat food in the canteen or outside, not inside the school building.</p> <p>Stay on the ground floor only, unless you have been given a pass.</p> <p>Interact positively with staff and peers.</p> <p>Report to a member of staff any negative behaviour or bullying.</p>   |
| <b>At tutor time</b>  |   |
| <p>Ensure tutees are sat on chairs in a seating plan.</p> <p>Call the register at the start of tutor time, whilst students are silent.</p> <p>Carry out the tutor time activity for the day.</p> <p>Attend assemblies with tutees.</p> <p>Check Satchel:One for detentions and remind students to attend</p>  | <p>Sit calmly in the seating plan.</p> <p>Listen to the tutor/person speaking.</p> <p>Complete the tutor time activity for the day.</p> <p>Walk in and out of assemblies in silence and sit in the correct area.</p>  |
| <b>At the end of the day</b>  |   |
| <p>Always be in corridors/stairwells to ensure smooth dismissal</p>   | <p>Walk calmly out of the school grounds.</p> <p>Respect the neighbourhood and wear the uniform with pride.</p>   |