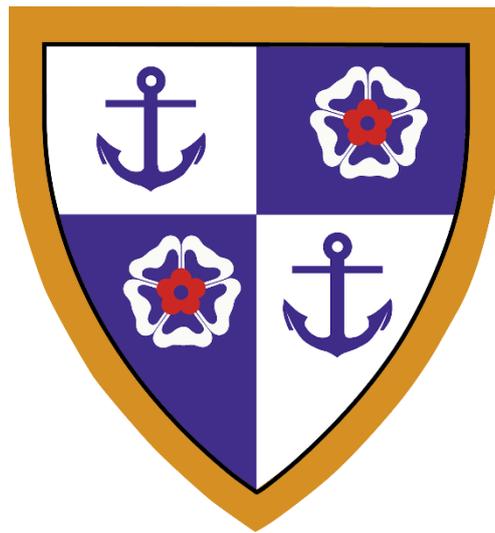


# The Howard School



## Expectations 2021

**“Your behaviour becomes your habits and your habits become your character”**

It is an accepted truth that students like to have clarity, fairness and boundaries both in school and outside of school. Without boundaries, they feel less safe and secure; without fairness they feel unmotivated and unappreciated and without clarity they do not know how to do the right thing.

At The Howard School, the entire school – every teacher, every classroom – will from September 2021 have the same expectations and try to use the same language to achieve utter clarity. No student should ever find themselves in a situation where they do not know the expectations. We are doing this because highly effective learning is our number one priority and this supports students to learn their best.

At The Howard School we have very high expectations of our students all the time. We want to help students become stronger and more resilient young people by the end of their time at school. We want students to break old unhelpful habits and learn new, empowering habits that will make them successful in life.

We want our students to be kind and to be successful young adults.

This booklet is designed to explain the basic expectations and philosophy that exists to support good learning in our school community. It cannot cover every circumstance but reading this should give you a good understanding of the basics of how we do things and why we do them in the way that we do.

# Presentation of work at The Howard School

We want all our students to demonstrate *pride* in their work and, to ensure this, we want to introduce a consistent set of standards which all students follow. When we take pride in our work, it means we can easily use it to revise from and our teachers can read it so that they can give constructive feedback to help us keep improving.

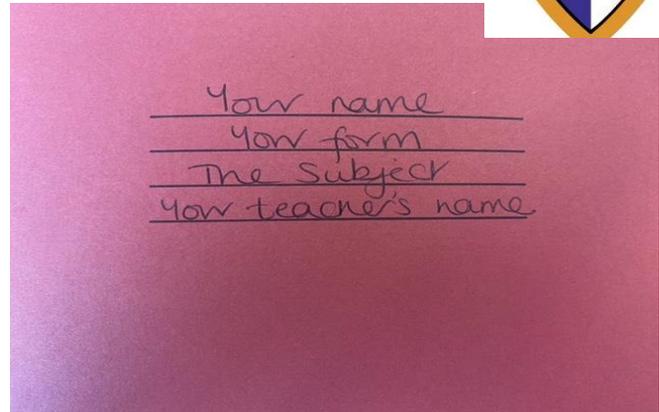
## **The Standards:**

- Student handwriting must be legible and show they have taken care when writing. We know that some students struggle with handwriting, but we will support them to do their best.
- Students must label the front of your book as follows:
  - Name
  - Form
  - Subject
  - Class teacher
- The front & back of the book, as well as the margin, are to remain unmarked- this means no drawings or scribbles.
- A SPaG sticker should be on the front of every book (the teacher will give this to students).
- Student work must have a date and a clear Learning purpose for every lesson. These should be underlined with a ruler alongside any other headings or subheadings.
- Students should write their own 'Success Criteria' or 'Formula/ Steps to Success' when the teacher asks them to do so.
- Students should underline their last piece of work when the teacher tells them to.
- All loose paper or worksheets in exercise books must be neatly stuck into books.
- Students must write in blue or black pen.
- When marking, correcting or writing down feedback this will be in GREEN pen.

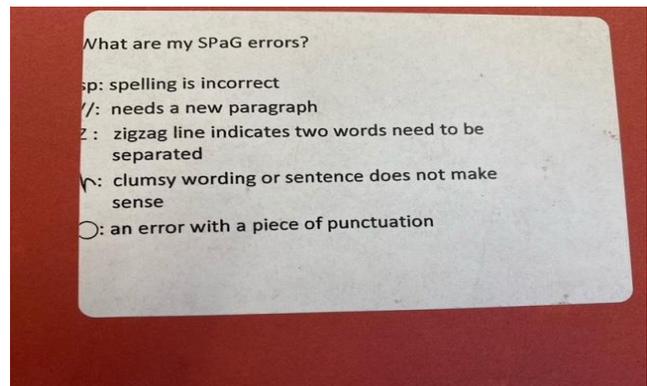
- Diagrams, graphs and charts must be drawn in pencil and rulers must be used for straight lines.
- One neat line must be drawn through mistakes.



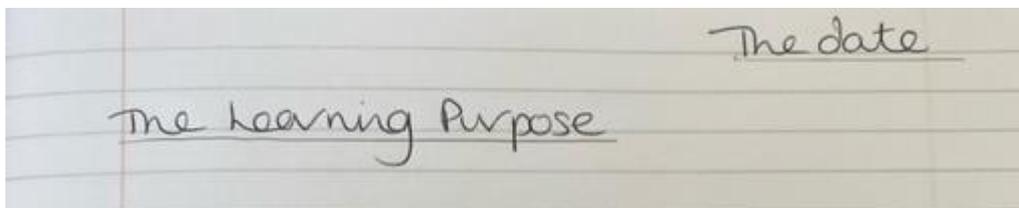
Here's what the front of your book should look like:



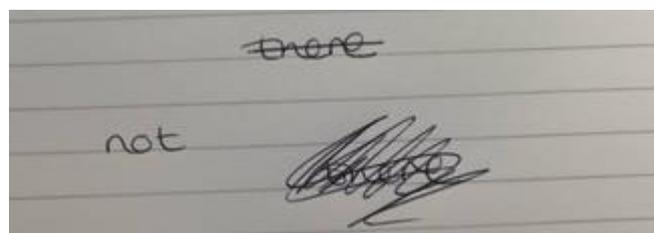
Here's an example of a SPaG sticker which will go on the front of your book:



Here's an example of what the start of each lesson should have:



If students make a mistake, please use a single line to cross it out like this:



# Expectations of conduct at The Howard School

## **Sir or Miss**

Students refer to teachers and staff as Sir or Miss, as a sign of respect and to be polite. When a teacher says hello to a student, the response should be “Hello Sir/Miss” or “Good Morning Sir/Miss” ideally whilst smiling and looking at the person they are talking to. We are professional and want our students’ future employers, colleges, or customers to be awestruck by their confidence and their polite manner.

## **Thank you**

At the Howard School we say “Thank you” to show appreciation of the things others do for us, both large and small.

## **Holding doors open, queuing and picking up litter.**

We hold doors open for others and let people pass in front of us. We pick up any piece of litter that we pass on the school site without having to be asked to do so (covid allowing). We queue for lunch in an orderly way. In the morning and before class (where the corridor or outside space allows this) students will line-up efficiently in single file and face the front, because we know that we cannot afford to waste any time during our school day.

Teachers will model these behaviours to students and highlight for students when these are not happening, to reinforce that The Howard School is built upon mutual respect and our success will come from working together as a team.

## **Excuse me**

We say “**Excuse me**” politely and then wait – patiently if necessary. Every member of The Howard School community is polite and does not take others for granted.

We are all polite and considerate in communal areas such as corridors, stairways and the canteen. Students move safely and smoothly in single file quietly. Students are polite to their classmates, visitors and staff.

## **Please**

Staff and students at The Howard School show an ‘attitude of gratitude’ every day and our polite behaviours and demeanour.

## **Mobile Phones**

Increasingly, research is showing the negative impact the over-use of mobile phones has on students and most secondary schools have now banned them. This is because we cannot monitor who is contacting students, students can access unsuitable material and they can be a distraction from the

core purpose of learning. Mobile phones are only permitted as learning aids in lesson if given permission by the teacher.

If we see a mobile phone at any point in the school day, it is confiscated. If a teacher asks a student to surrender their phone, the student should do so on first request. Similarly, headphones (including Bluetooth earbuds) should not be used. Where they are seen being used it is indicative that a mobile phone is also being used and both will be confiscated.

(On site - We define this as the point they cross the green gate from the A2 bridge entrance and the front black gate as students enter from Derwent Way at the start of the day, to the point they go back through the gates on the way home)

Schools have statutory power to confiscate 'any item that they consider harmful or detrimental to school discipline' under the Government's 'Searching, Screening and Confiscation' advice for schools (DfE, 2018).

Should any student want to contact home they can go to pastoral support and ask the staff there to make or receive a call, where they can be monitored. This way the school can protect students and ensure the device is being used responsibly and the school can fulfil its statutory safeguarding obligations.

At the end of the school day students may use a phone once past the two school gates.

We strongly advise that students do not bring 'smart phones' into school and suggest that if absolutely necessary a cheap 'brick' phone is purchased for emergencies. This removes the temptation to abuse technology. We also strongly advise that students do not keep any electronic devices in their trouser pocket to reduce the temptation to take it out. Ideally students will put phones in their school bag.

The first time any item which is on the schools banned list is confiscated it can be collected from pastoral support at the end of the day by the student. Any time after the first confiscation, the school will hold the item until parents/carers come into school to collect it.

## Uniform and Equipment

We want student to achieve the very best that they can and to develop our young people to be responsible, well organised, polite and confident. They deserve this and this means having very high standards. We take pride in our school; this is reflected in the pride our students take in their appearance and how they approach their studies. Our uniform is smart and by being consistently worn, promotes our school culture, encourages student self-regulation, reduces bullying and creates the mind set of being 'dressed for success'.

There is a power point, which you will receive with this. This clearly shows what uniform is allowed and not allowed.

Our uniform consists of:

- A regulation coat (from September 2021 this will need to be Dark blue, black or grey in colour. Please see the uniform and equipment PowerPoint for the types of coat allowed and not allowed)
- Black blazer with school logo
- Black jumper with school logo V Neck (optional)

- Plain white shirt with collar tucked in at all times
- School tie, worn correctly with five stripes showing
- Plain black trousers ('Putney' style for boys)
- Standard 3cm plain black belt (if required). Belts with logos or any branding are not allowed to be worn
- Black socks
- Plain black (leather or faux leather) shoes. Shoes with logos or branding are not allowed
- Sturdy backpack

Students are not allowed to wear:

- Hooded tops (hoodies)
- Baseball hats
- Trousers with very tight-fitting legs, jeans, leggings, jeggings, jogging trousers or similar
- Canvas or trainer style shoes or boots

Equipment required:

- Backpack
- Planner
- Knowledge Organiser
- Books and additional equipment (such as PE kit or ingredients for cooking) for the lessons that day
- Pencil case with pens, pencils (including highlighters), glue stick, eraser, pencil sharpener ruler, protractor, compasses and calculator
- Fiction book

Jewellery, make-up and hairstyles:

- Students may wear a watch but smart watches are not allowed to remove the temptation of checking texts during learning time. No other jewellery may be worn.
- Hair colour and style must be appropriate for school (non-natural colours such as green, red or blue are not acceptable nor are shaved lines). Extreme hair styles are not permitted.
- Make-up is not permitted. Coloured nail varnish is not permitted.

Students can attend lessons when they are dressed, equipped and ready to learn. If a student arrives in incorrect uniform (without written medical exemption from their GP or consultant) or has forgotten a key item, we will rarely or on the first occasion, allow students to borrow the item from the school supply (where this exist). Where home circumstances prevent a student from getting replacement items of uniform quickly, pastoral support will work with parents to try to accommodate individual needs until an agreed date. We can also support with purchasing uniform where there is financial hardship.

If a student forgets an item on the second consecutive occasion or for multiple occasions (pencil case, Knowledge organiser, planner) pupils may, in consultation with parents / carers, be sent home to change or to collect forgotten items. When this happens, students may spend their time in the Reflection room or Pastoral Support, whilst communications are made with home. If the items cannot be brought in or the student cannot return home to collect them or the student is unwilling to borrow the item, the student may be learning in the Reflections or Inclusions are. They will complete a 30-minute same day detention at the end of the day.

## Coats

Our uniform expectation states that students should wear a plain, outdoor waterproof coat to school if necessary and from September 2021. It is expected this will be a dark coloured coat (preferably dark blue, black or grey). Bright coloured jackets and extreme fashion styles such as many types of ski jackets, puffer jackets and bomber jackets are not permitted. Coats should never be worn with the hood up unless it is raining outside. The specific types of coats allowed are published on the uniform PowerPoint on the school website and attached with this information.

## PE Kit

We want all student to take part in P.E. and BTEC Sport lessons in some way. If a student is unwell or has a minor injury and is in school, he **will still get changed** for P.E. and BTEC Sport. That student will still be involved in the lesson in some way, for example as a coach, official or organiser.

Students wearing casts in relation to broken bones etc. and who cannot get changed, will be in a classroom for the PE lesson. These students should bring their own work or alternatively P.E. work will be set for them.

Students **will wear** The Howard School kit for P.E. and BTEC Sport lessons. However, should a student not possess the correct school kit, for example if it is on order, then the only **temporary** alternative measure is a plain white or plain purple T-shirt to 'match' The Howard School kit.

Temporary alternative shorts and jogging bottoms must be plain dark blue or black.

**No branded** clothing, such as Nike, Adidas, Lacoste, Calvin Klein, etc. etc., is to be worn in lessons. Students may, however, wear Howard School P.E. tops that have been purchased for annual residential trips or football tours. **No hoodies or jewellery** are to be worn in P.E. lessons.

If students do not have the correct kit they can borrow spare school kit. This kit is clean and laundered after every use. If a student borrows kit, he will receive a 'kit mark' unless he possesses a letter, signed by a parent/carer in his planner explaining why he does not have school kit.

3 kit marks will result in 1 hour department detention that takes place after lessons have concluded on a Friday. A fifth kit mark and any subsequent mark will result in a further 1 hour detention. If a student will not borrow kit, then they will not be able to take part in the lesson and will have a same day detention.

### Key Points about Uniform

- All items of uniform should be clearly named / labelled.
- Uniform can be purchased from the suppliers named on our website.
- Blazers should be worn in lessons and in transit around the school site unless otherwise stated. If students are hot during lessons, they can remove their blazer and hang it on the back of their chair.
- If unsure about whether an item, hairstyle is acceptable, we advise not to wear it. Final decisions on what is acceptable are appropriate are made by The Headteacher.
- Not wearing uniform correctly can result in being reminded of this via C1 to C3 by members of staff. Where multiple reminders are received in a day this may result in a more serious consequence, including detention, which we want to avoid.

## Classroom Routines and Behaviours for Learning

All classrooms are set out in rows (wherever possible) because we know this ensures every student can see the board and give their full attention to the teacher and their learning. At the Howard School we expect STAR behaviours from all students in every lesson. These are the key habits that help students succeed in school and life. When students are demonstrating STAR behaviours, they are learning more, remembering more and ensuring that everyone can learn.

So, in every lesson students must **S**it up straight and listen. **T**rack the teacher or text. They must **A**lways answer with their 'hands up' and they must show **R**espect through silence when the teacher talks and when they are working. Silence allows everyone to listen to the teacher and it allows students to get the maximum work done in the lesson. There will be many opportunities for group work and discussion and for students to talk in lessons. This is just about setting a structured and shared environment where everyone can learn their best.

### STAR

**S**it up straight and listen

**T**rack the speaker or text

**A**nswer with hands straight up

**R**espect through silence

Staff use common language when counting down, "I expect STAR behaviours from everyone in 3,2,1 ...eyes on me please"

## Around the School

### Use Of Bicycles

Any students who want to park their bike on site need to apply, complete a form and sign to say that they understand their responsibilities of riding to school and parking the bike on site. They will then be given a bike access card, which will allow them to park their bike on the school site. Students must not ride their bike until you pass the school exit points.

We place the safety of our students of the utmost of importance and this is the reason we will insist that students wear cycling helmets to school. If students repeatedly do not wear a helmet their bike access card will be withdrawn. This is because we want to protect our students by reinforcing the importance of a cycling helmet should they come off their boke.

### Moving around the school

Students should arrive at lessons promptly, quietly and in a well-ordered manner. The same is true when they leave. Corridors should be calm and quite to aid the learning of other students who might still be in lessons. Students walk in single file on the left-hand side of the corridor, to allow small corridors to house many students going to and from lessons. There is plenty of time before school, during lunch break and after school for students to chat with their friends.

## Punctuality and Line-Up

Students will need to arrive and be on school site in their line up positions by 8.25am. Senior staff will close the gates at exactly 8.25am. Students after that will then need to use the entrance from Derwent way. A member of staff will be at this entrance to greet students who are late and take their name. If a student arrives to school late without a note from parents or without a genuine /justifiable reason they will have to complete a 30 minute same day detention. If a student arrives later than 30 minutes after period 1 has started, without a justifiable reason, they will be asked to go to pastoral support and a decision will be made about where they should spend the day.

If students arrive with incorrect equipment (including without their knowledge organiser and planner) or uniform, we will (in isolated instances) try to correct this by allowing them to borrow from any school supply (see uniform and equipment section). Where there is no supply or where students have not brought correct equipment on two consecutive days or on multiple occasions (without good reasons) they will then they may be moved to the Inclusion area to do their learning on that day. Pastoral Support will seek to contact home to see if parents/carers can bring in the missing items or if students can go home to collect the missing items. If a student walks off the site after being challenged on their punctuality, uniform, behaviour or equipment, it will be registered as an unauthorised absence and an appropriate sanction will be applied on their return.

Students can also buy missing items from the school shop.

At the end morning line-up students will follow their form tutor in single file to their form room.

## Unstructured Times (Lunchtime)

Students will behave in an appropriate way that is representative of the school. This means that during periods of recreation they will play games in a sportsman-like way. They will support younger students where needed. Students will be in their year group areas at lunch. We encourage students to take part in clubs and activities organised by the school or establish their own club, with teacher support.

Students are not permitted to eat outside except in the designated areas (i.e. the eating zone in their year group area and the canteen). This is to reduce litter. Students, of all ages, will be expected on a rota basis to support litter picking around our school. This is to encourage community mindedness and make caring for our site a collective responsibility. Litter pickers and plastic gloves will be provided to ensure safe hygiene.

- Students who buy hot food from the canteen need to remain in the canteen and finish it before leaving.
- Students who purchase sandwiches and food or drink which is wrapped can put it in their bags and eat this once they get to their eating zone in their respective year group area.
- Students eating in the canteen or in their eating zone must put all litter in the bins.
- Any student who breaches these expectations may be given a C5 (school detention) or C4 same day detention. Students are only allowed to eat at break and lunch time or in the canteen before the school day starts.

## Rewards and Sanctions

Students will receive house points, certificates, and awards for good behaviour, for working well and for achievements both in lessons and in the wider school community. When students reach milestones

in the number of house points awarded, this will be celebrated with the wider student body and senior staff as well as being recorded on the student's achievement profile.

Students who do not follow the rules will be spoken with in a supportive manner, as firstly we want students to work with us. They may also receive corrections, detentions and may be taught in the Reflections area. This means they will work in a supervised area away from their classmates. For serious breaches of the school rules, students may serve an internal exclusion, or they may be excluded from school for a fixed period of time. Of course, students can avoid these sanctions by arriving on time to school and lessons, wearing the correct uniform, having the expected equipment, and by following our rules and working to the best of their ability.

## Outside School

When you are outside school, students continue to represent the school as community members. Whilst travelling to and from school, when in uniform or at events, students should think about how their actions reflect on them and the school. Behaviours that are not in line with our values and beliefs may bring the school into disrepute and result in a sanction.

## End of the school day –and after school

At 2.50pm all students will be expected to go to their line up area. The end of day line-up will ensure that the school finishes in a calm and orderly manner and allow Heads of Year/Staff to:

- relay any key messages for the following day
- congratulate and relay mentions of positive things that have happened that day to individuals and the year groups
- Say thank you to our students as appropriate
- call out the names of students who have received house points
- collect in borrowed equipment
- collect in student reports
- remind students about same day detentions

Form Tutors will walk their form to designated exit points and dismiss students.

## At home

Independent Study should be a priority. When students do their homework, they can hopefully find a quiet place to work, away from distractions. If this is difficult, they can stay behind after school and complete Independent Study in the ELC or school library. Once they have finished their independent study, they should pack all of their equipment, homework and books needed for the next day into their bag and place this next to your uniform and shoes ready for the morning.

It is important to get a good night's sleep, so students are rested ready for the new school day. Students should aim to get around 8 - 10 hours of uninterrupted sleep every night. It is sensible to keep phones, tablets and computers away from students, so they are not tempted to look at them during the night. If students sleep well they will be able to learn more effectively and remember more than if you don't.

## Using the internet and social media

Students should take notice of the recommended age guidelines for use of social media sites and apps - they are there to keep them safe. We will tell students that the key point about using these sites, is

never to be unkind about peers or other people. We will ask students to be polite and kind online just as they are when in school. If students bully, are rude or disrespectful online to members of the school community it will be treated as seriously as if it had taken place in school, and such behaviours are never acceptable.

We will ask students to be sensible about the amount of time you spend online, as there is so much else to do and enjoy beyond computers and mobile phone.

## **Going beyond the basic expectations**

The Howard school also recognises the importance of going beyond the basic expectations and places an importance on developing the 'whole' student. Education and industry partners, including the CBI and the National Careers Service have produced lists of desirable qualities for the workplace and the five LORIC attributes have been selected as the most important skills for our students:

### **Leadership, Organisation, Resilience, Initiative, Communication**

Students at the Howard school will be given opportunities during the school year to develop these attributes through the taught curriculum, co-curriculum and through enrichment opportunities. The following are statements we will ask students to develop and focus on.

#### **Leadership**

I have a clear goal and can plan how to reach it. I can show a good example to others. I understand my strengths and weaknesses. I can monitor and regulate my emotions. I can demonstrate the ability to collaborate and work together. I encourage others to do their best. I can lead a known team in familiar situations. I can take risks and step up.

#### **Organisation**

I understand the impact of personal organisation. I can break down an activity into achievable steps within a given timeframe. I can develop and implement a planned event/ I promote solutions not problems. I can undertake specific actions to achieve a successful conclusion. I accept and enjoy my role within a team and understand how my work contributes to something bigger.

#### **Resilience**

I understand the need for perseverance. I can identify the challenges that need to be overcome. I regularly demonstrate self-discipline. I can work independently. I see the value of trying hard. I understand my personal limitations. I use previous experience to help with new experiences.

#### **Initiative**

I take responsibility for my own learning within personal context. I pursue the things I find interesting. I see the value in being proactive. I recognise the value of service to others. I share ideas with others and make suggestions to make those ideas a reality. I volunteer to support and participate in a planned activity. I am willing to place myself outside my comfort zone.

#### **Communication**

I can communicate to engage with an audience. I understand that different approaches need to be used with different audiences. I can work with groups of differing size, sharing ideas, and listening to the suggestions and opinions of others. I use body language to communicate positively. I choose the appropriate form and content for my audience. I am becoming a more fluent communicator.

## **Student One Page Reminder - Be Ready, Be Respectful and Be Safe**

### **Before**

Before you leave home check that you have:

- dressed in full school uniform, have your school bag, have your full school pencil case, have your knowledge organiser, have your planner, have your schoolbooks and/or PE kit and put on your cycling helmet if you are riding to school

### **Punctual**

- Aim to get to the school gate by 8.20am so it allows you time to get to your line-up area.
- Before you walk through the gate have your full school uniform on and any electronic items put away in your bag, so they are not visible. If you are riding a bicycle dismount before you come through the gate and have ready your cycle pass.

### **AM Line up**

- Stand in form lines in alphabetical order at 8.25am facing forward.
- Follow your form tutor to your form room in single file and enter the building quietly.
- During CDW time your form tutor will check your Pencil case, knowledge organiser and planner.

### **Lessons**

- Enter the school building and move quietly through corridors and stairwells.
- Teacher greets you at the classroom door.
- 3 Point Entry – (4 minute time limit).
- Follow 'STAR' behaviour routine during lesson time.
- 3 Point Exit.
- Move through the school building quietly walking on the left-hand side.

### **Lunchtime and Break time**

- Eat and drink only in assigned areas and play and engage in activities in a sensible manner.

### **End of Day and After school**

- Leave the last lesson following the 3 Point exit routine.
- Move through the building quietly.
- Go straight to your line up area.
- Stand silently when the HOY blows their whistle and listen for key messages.
- Follow your form tutor to dismissal point and leave the school site.

### **Howard Key words to remember and use:**

- Yes Sir, Yes Miss
- Please
- Excuse Me
- Thankyou

