

**The Howard School**



## **Behaviour Expectations 2023/24**

**'Your behaviour becomes your habits and your habits  
becomes your character'**

## School Entry

Staff will be present at the school gate from 8.10am every morning. They are there to greet students with a courteous, 'Good Morning' and ensure that students enter the school site in a calm and positive manner. To encourage a positive climate around the school we insist that students reciprocate 'Good morning' from staff. The acknowledgement of staff to students and vice versa is incredibly powerful and must not be underestimated. We are preparing children for the adult world and believe that being polite and positive with one another is key to that.

Upon entry to the school students will be stopped and reminded to adjust their uniforms in line with school expectations and to prevent students being reprimanded further on in the school day. Students must also dismount from their bikes if riding to school. Although we do not check the wearing of helmets every day it is an expectation that students ride to school with a bicycle helmet.

## We are a Rights Respecting School

As part of the Convention of the Rights of the Child and a Rights Respecting Aware School we aim to develop pupils as responsible citizens who make positive contributions to enhance the ethos of the school community and beyond. Our behaviour expectations are framed within this context so that all students can achieve.

We strive to cultivate a community embedded in shared values of respect and dignity. Recognising the inherent, inalienable, indivisible, universal and unconditional rights of our students in every aspect of their lives, we continue to develop and prepare our students for their futures creating respectful and meaningful relationships, fostering a community rooted in the UNCRC.



This booklet is designed to explain some of the basic expectations and philosophy that exists to support good behaviour 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. It is not intended to replace the behaviour policy which is approved by governors but is complementary to it.

We encourage genuine mutual respect from all members of The Howard School community and expect extraordinary politeness from all students.

## Mobile Phones

Students can bring their Mobile Phone to school but they must be out of sight from when they walk through the gate in the morning and they must not take them out at any time during the school day unless permitted by the teacher. Unless it is being used as a learning aid (permitted by the teacher) in class it is a device which will distract students from concentrating in lessons and ultimately lead to negative behaviour. We do not allow Mobile phones during lunchtime and break time as we want our students to socialise, talk with one another and engage in activities rather than sit and stare at their mobile device.

(On site - We define this as the point they cross the green gate from the A2 bridge entrance and the front 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. That way the school can be sure that the device is being used responsibly and fulfil its statutory safeguarding obligations.

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

We also strongly advise that students do not hold any electronic devices in their trouser pocket to reduce the temptation to take it out. Ideally students will put any banned items in the school bag.

- If you walk through the gate with any electronic devices showing or any items of clothing (including caps or inappropriate headwear) which are not permitted they will be immediately confiscated and put with pastoral support.
- 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 Howard School students to have the best chance of achieving in life. We do not just want good exam grades but also to develop our young people to be responsible, well organised, polite and confident adults. They deserve this and this means having very high standards and sticking to them. 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 mindset of being 'dressed for success'.

We will provide a link for a powerpoint on the school website that all stakeholders can view to check on what uniform is allowed and not allowed. However very simply students must wear the full school uniform and ensure they are following the 3 TTT's - **T**op button done up, **T**ucked in shirt and **T**ie down to waist. As well as wearing/carrying their THS blazer at all times.

Our uniform consists of:

- A regulation coat (Please see the uniform and equipment document for permitted coats)
- 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 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
- Knowledge Organiser (s)
- Study Skills Booklets
- 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

***Please note that any student arriving at school without a Pencil Case, calculator and Knowledge Organisers will be loaned the item and set a same day detention.***

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.

No student will be permitted to attend normal lessons unless they are dressed, equipped and ready to learn. This is the students' responsibility. If a student arrives in, incorrect uniform (without written

medical exemption from their GP or consultant) or has forgotten a key item we will (on **isolated** occasions) or on the first occasion allow students to borrow the item from the school supply where this exists. 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. If a student forgets an item on the second consecutive occasion or for multiple occasions (pencil case and Knowledge organisers) pupils may, in consultation with parents / carers, be sent home to change or to collect forgotten items. When this happens, students will spend their time in the Internal Exclusion Unit (IEU) or pastoral support whilst communications are made so the situation can be rectified. If the items cannot be brought in or the student cannot return home to collect them they will spend the day in the IEU or in an office space and complete a 30 minute same day detention in the IEU.

- When entering the school site, if a member of staff sees that you are not in full school uniform you will be corrected and if you are disrespectful to the member of staff your name will be taken and you will be awarded a C5 and sit a same day detention.
- Any prohibited item of clothing will be confiscated on entry. On the first occasion they will be able to collect from The Pastoral Office at the end of the day. On each occasion thereafter parents/carers will be required to collect.

## Coats

Our uniform expectation states that students should wear a plain, outdoor waterproof coat to school if necessary and 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 as this allows us to identify students quickly and easily around the school site. Coats should not be worn instead of a blazer. Any breach of these rules could result in a C5 and same day detention being awarded. The specific types of coats allowed are published on the uniform PowerPoint on the school website.

## PE Kit

All students are to be involved 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 **MUST STILL GET CHANGED** for P.E. and BTEC Sport and 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 moved to a classroom for the duration of the lesson. These students will be expected to bring their own work or alternatively P.E. work will be set for them.

Students **MUST 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, HOODED JACKETS OR JEWELLERY** are to be worn in P.E. lessons.

If students do not have the correct kit they can borrow a spare school kit before 8.25 only, this must be returned at the end of the school day. 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 giving a reasonable explanation as to why he does not have school kit. If a student does not have a kit for the lesson, they will be removed to a classroom and will also receive a 'kit mark'.

Parents/ carers will be informed via email or phone call when their son has been given a warning.

The second offence and everyone thereafter will result in a 30 minute same day detention.

### Key Points about Uniform

- All items of uniform should be clearly named / labelled.
- Uniforms 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, make-up etc is acceptable, we advise not to wear it since if you are worried then it is likely that it is not going to be permitted. Final decisions on what is acceptable and inappropriate are made by the Head teacher.
- Not wearing uniform correctly can result in a 'correction' (C1 to C2) by a member of staff. Where multiple corrections are received in a day this may result in a more serious sanction such as a detention. We expect all our community to take pride in the way that they dress and follow TTT's.

## Classroom Routines and Behaviours for Learning

At the Howard School we expect **STAR** behaviours from all students in every lesson. These are key habits that help students succeed in school and life. When students are demonstrating STAR behaviours, they are learning more, remembering more, developing self-control and demonstrating respect. So in every lesson students must be **S**at up properly and paying attention through **T**racking the teacher or text. They must **A**lways answer with 'hands up' and must show **R**espect through silence.

### STAR

**S**it up straight and listen

**T**rack the speaker or text

**A**nswer with hands straight up

**R**espect through silence

**Sit up straight and listen**

During lesson time we expect students to sit up straight and not slouch on the desk or lean against the wall. This is to ensure that students are paying attention and fully engaged.

### **Track the speaker or text**

This means you keep your eyes on the teacher whenever he or she is talking or follow the text / work being shown. You do not turn around, look out of the window or talk to your neighbour. Simply put, you don't lose focus and you do concentrate on what your teacher is saying at all times. You will practise the work set in silence and make a deliberate effort to understand and remember the information and processes you have been taught.

### **Answer with hands straight up**

When answering questions students should not call out as this causes disruption. Students should put their hand up and wait to be called upon.

### **Respect through silence**

We insist that all students must be silent for the whole lesson when in class unless the teacher directs otherwise. We insist on this minimal standard because we want every student in class fully engaged and concentrating for the entirety of the lesson. Teachers will allow talking when they ask students to work in pairs or in groups and on occasion sometimes it may be required when students are taking part in a practical lesson. However this remains the decision of the teacher.

### **The beginning and ending of lessons**

Students must arrive on time, take their Knowledge organiser and pencil case and start the retrieval task immediately whilst the teacher takes the register. Students must remain silent when the teacher takes the register. When answering the register students must respond with 'Sir' Miss' or 'Yes Sir' or 'Yes Miss'. Where a student does not then they will be corrected and if the student persists in not being polite then the teacher will issue a sanction.

Students have a maximum time limit of 4 minutes to arrive to their classroom. Any student arriving at their class beyond that point with no justifiable reason could be removed from the lesson and will receive a 30 minute same day detention. Staff will call SLT to speak to the student to assess the validity of why they were late.

At the end of the lesson students must pack all items away and stand behind their desk quietly and teachers will dismiss students in an orderly fashion.

## **Around the School**

### **Use Of Bicycles**

Any students who want to park their bike on site need to apply, complete a form and sign they understand their responsibilities of riding to school and parking the bike on site. They will then be given a bike permit. You must act safely at all times if you bring your bike to school and must not ride your bike until you pass the school exit points.

- If you do not fully dismount your bike your name will be taken and recorded and the HOY/DHOY will contact home. If you repeat this a 3rd time your Bike access card will be taken

away and you will no longer be allowed to park your bike on school grounds (including play football).

- We place the safety of our students of the utmost of importance and this is the reason we will insist that you must wear your cycling helmet to school. If you are seen not wearing your helmet whilst you cycle to school you will not be able to park on school grounds.
- Students park their bikes at their own risk both in school and out of school

## Moving around the school

Students should always arrive at their lessons promptly, quietly and in a well-ordered manner. The same is true when they leave. Corridors should be calm and quiet to aid the learning of other students who might still be in lessons. Students are requested to walk on the left-hand side of the corridor with minimal disruption and quick movement to lessons. Students failing to do so will be corrected by teachers and if students do not modify their behaviour after a reminder, or for boisterous, unsafe behaviour they could receive a C5 (same day detention) or SLT could be called and students potentially placed in the IEU. Poor behaviour when moving between lessons prevents learning, slows the start of teaching, and intimidates others. Remember, there is plenty of time before school, during lunch break and after school to chat with your 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 lock the gates at exactly 8.25am. Students 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 their name will be recorded. If a student arrives at 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 commenced they will be sent to pastoral support and possibly be placed in isolation for the day and given 1 hour Same Day Detention unless they have a valid reason.

HOY will blow their whistle at 8.25 and give a clear 10 sec countdown. In this time students will be expected to organise themselves into alphabetical order and stand in silence.

Line-up is a regular part of our school-day. Students' line-up in forms in alphabetical order in their designated line up area and form tutors check that they have arrived on-time, wearing the correct uniform and with all the right equipment. Where students arrive late to line-up it will result in a same day detention. If they arrive with the incorrect equipment (including their knowledge organisers and pencil case) 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, they will not be permitted to attend regular lessons. Pastoral Support will seek to contact home to see if parents/carers can bring in the missing items or if students go home to collect the missing items to avoid being placed in isolation. 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 morning meeting or form room.



## Personal Development Curriculum

The Personal Development (PD) curriculum, delivered through form time for Years 10-11 and through a combination of Morning Meetings and Form time for Years 7-9 and Years 12-13, aims to support pupils to develop the knowledge, skills and attributes they need to manage their lives: now, and in the future.

It aims to help children and young people to stay healthy and safe, whilst preparing them to make the most of life and work. All years engage in PSHE (Personal, Social, Health & Economic Education) where there are 3 core strands to the curriculum: Health & Wellbeing, Relationships, and Living in the Wider World. Alongside PSHE, there is focus on RSE (Relationships & Sex Education); EDI (Equality, Diversity & Inclusion); British Values; CRC (the Convention of the Rights of the Child), and Careers (through our chosen platform, Unifrog). Years 9-11 continue RE with CoRE sessions and in addition, House events and the House Championship build on our sense of community and all Years, from Year 7–13, participate in House events. (We also focus on each individual's sense of achievement through our Rewards system involving House Points and Golden Tickets)

### Morning Meetings

The bulk of Year 7-9 PE curriculum is delivered through morning meetings. This is when the whole year group is taught in an 'assembly' style set up by senior and experienced staff. During this time school ready checks are conducted and Independent Study/study skills are checked. The consistency that being taught together provides the most valuable start to our students' days.

### DEAR (Drop Everything and Read)

In addition to our PD Curriculum, afternoon Form time (DEAR time) sees all students from Years 7-10 engage in the reading of a choice of fiction and non-fiction books. These books have been chosen to be age appropriate and not only do they aid in improving the skill of reading but they also enable discussions around health & wellbeing, relationships and living in the wider world, guided by the teacher(s) in the room. Years 11-13 continue their engagement with our core PSHE strands through their use of 'The Day' – an online daily newspaper for young people (made for educational settings) – which helps teach critical thinking of current affairs and topical issues through discussion and debate whilst extending pupils' development as knowledgeable, respectful, compassionate individuals.

### Showing Respect

We show respect by standing for senior members of staff when they enter, being silent when spoken to and being polite. We stand in assemblies until given permission by staff to sit down.

### Unstructured Times (Lunch-Time)

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.

We have a 'rule of six' which means that groups of students (particularly where there are more than six) hanging around the extremities of the site, or outside the visibility of a senior staff member, will likely be challenged. Where there is any suspicion of inappropriate behaviour students will be searched for contraband and sanctioned every time. We take behaviours such as smoking, vaping or attempting to leave the school site very seriously.

Students are not permitted to eat outside under any circumstances and should only do so in the designated areas (i.e. the eating zone in their year group area and the canteen). This is to reduce litter which has been a significant problem around our site for many years. We value our sports field and should not need to have these cleaned before every lesson. We may ask at times for students to assist with litter picking. 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 food from the canteen must discard the packaging before they leave the canteen.
- Students eating in the canteen or in their eating zone must put all litter in the bins.
- Any student who breaches these rules will be challenged by staff and they will be awarded an immediate C5 (same day detention). Students are only allowed to eat at break and lunch time or in the canteen before the school day starts. If students are caught eating outside of lunch or break time their food will be confiscated.

## 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.

Staff can award as many House Points as they like throughout the school year with Golden Tickets reserved for extra positive behaviour. Golden Tickets are awarded to one student per lesson and for random acts of excellence in and around the school community. Students can post these tickets in the main reception to contribute to the House Competition. Golden Ticket winners are celebrated each day in the PM line up.

Students who do not follow the rules will receive corrections, detentions and may be placed in the IEU. 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 suspension or they may be suspended 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, you continue to represent our school as community members. Whilst travelling to and from school, when in uniform or at events, you should think about how your actions reflect on you and the school. Behaviours that are not in line with our values and beliefs are almost certainly going to result in a sanction for bringing the school into disrepute.

## End of the school day –and after school

At 2.55pm (12.55 Friday) 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 HOY/Staff to:

- relay any key messages for the following day

- congratulate and relay mentions of positive behaviour or contributions of the day
- Say thank you to our students and staff
- collect in borrowed equipment
- collect in student reports
- remind students about same day detentions

You are in our uniform, you represent our school. If you are involved in any disrespectful, dangerous or impolite behaviours outside of school we will sanction those students concerned. We continue to use thank you, please and excuse me – being especially polite and considerate to members of the public, bus drivers and shop keepers.

On finishing school you should, in most circumstances, go straight home and get changed. It is sensible to hang all of your uniform up so you are ready for the next day. Remember, if you leave behind or forget items of uniform or equipment you will be placed in reflection.

**Please note that any electronic devices or banned items of clothing must not be taken out until students go past the school exit point to avoid confiscation.**

## At home

Independent Study must be a priority. When you do your homework, find a quiet place to work, away from distractions. If this is difficult you should stay behind after school and complete your Independent Study in the ELC or school library. Once you have finished your independent study, you should pack all of your equipment, homework and books needed for the next day into your 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 you are rested and ready for the new school day. You will need around 8 - 10 hours of uninterrupted sleep every night so it is sensible to keep phones, tablets and computers away from your bed so you are not tempted to look at them during the night. If you sleep well you will be able to learn more effectively and remember more than if you don't.

## Using the internet and social media

You should take notice of the recommended age guidelines for use of social media sites and apps - they are there to keep you safe. The key point about using these sites is to never be nasty about your peers or other people. You should be polite and kind online just as you are when in school. If you 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 person in school as such behaviours are never acceptable.

Be sensible about the amount of time you spend online, there is so much else to do and enjoy beyond your computer and mobile phone.

## Going beyond the basic expectations

The Howard school also recognises the importance of going beyond the basic expectations and place 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 representative skills all of the research being:

**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 am able to 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 time-frame 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 to complete an event I can identify the challenges that need to be overcome I regularly demonstrate self-discipline I can work independently I can 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 put myself outside my comfort zone.

### **Communication**

I can communicate to engage with the 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 two knowledge organiser, have your school books 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

- Stood in form line in alphabetical order at 8.25 in silence facing forward.
- Follow your form tutor to your form room/morning meeting/assembly in single file and enter the building quietly or hall silently
- During PD/morning meeting show your form tutor Pencil case, knowledge organiser and independent study.

## Lessons

- Enter the school building and move quietly through corridors and stairwells
- Teacher greets you at the door
- 3 Point Entry – (4 minute time limit) or you are placed in IEu and receive a 30 minute same day detention
- 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
- Follow Canteen expectations by controlling behaviour and clearing up any litter left by yourself or your group of friends
- No packaging must be taken out of the canteen

## End of Day and After school

- Leave the last lesson following 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

## Presentation at The Howard School

We want all of 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:

- Your handwriting must be legible and show that you have taken care when writing
- You must label the front of your book as follows:

Name

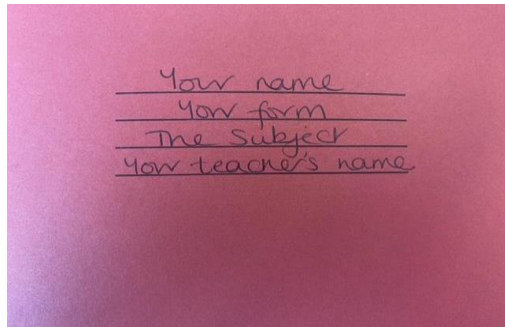
Form

Subject

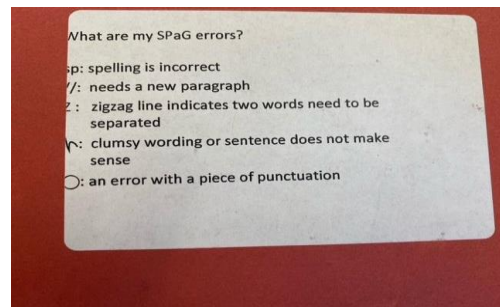
Class teacher

- 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 (your teacher will give this to you).
- Your 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.
- You should write your own 'Success Criteria' or 'Formula/ Steps to Success' when your teacher tells you to.
- You should underline your last piece of work when your teacher tells you to.
- All loose paper or worksheets in exercise books must be neatly stuck into books.
- You must write in blue or black pen.
- When you are marking, correcting or writing down feedback you must use a 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

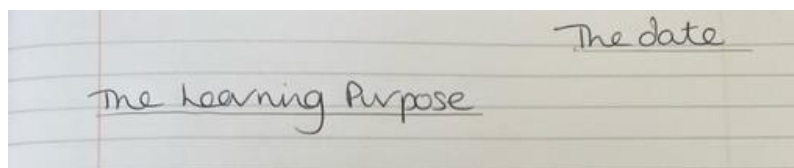
Here's what the  
front of your  
book should



Here's an  
example of a  
SPaG sticker



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



If you make  
a mistake,  
please use a  
single line to

