



Parents Pastoral Handbook

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Student Code of Conduct – March 2021



School Uniform and Equipment

- I will be dressed in full school uniform including wearing appropriate footwear. I will speak to my form tutor, S&GM or Head of Year if I experience any difficulties with wearing full school uniform.
- I will be fully equipped for my time in school with my own stationery and drinking water.

Year Group Zones

- I will only use the entrance and exit I have been assigned to enter and leave the school site.
- I will remain in my assigned year group zone/bubble at breaktime and lunchtime.

The School Site

- As soon as I enter the school site, I will wear my face coverings.
- I will follow the one-way system, where applicable, at all times.
- I will walk directly to the classroom I have been assigned.
- I will not touch any desk assigned to another student or any equipment on a desk assigned to another student.
- I will sanitise my hands on entering and exiting any classroom.
- I will sanitise my learning space at the end of the lesson.
- I will walk directly to my assigned desk; I will only sit at my assigned desk.
- I will only make use of the toilets designated for my use by staff.
- I will adhere to instructions on posters displayed around the school.

Health and Safety

- I will not attempt to make physical contact with any person.
- I will inform a member of staff immediately if I feel unwell.
- I will not deliberately, and unnecessarily, perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing.
- I will follow government guidance when needing to cough or sneeze by covering my mouth and nose with a tissue or coughing or sneezing into my arm. I will follow the advice of: catch it, bin it, kill it.

Travelling to and from school

- If travelling by public transport to school, I will wear a face covering at all times.
- I will not congregate in groups with others before or after school.
- I will arrive at school on time.

Face Coverings:

- I will wear a plain/simple face covering when in communal spaces inside the school building; this includes classrooms. I understand that some students will be medically exempt from this.
- If I am medically exempt from wearing a face covering, I will display the school medical exempt badge.
- If I have forgotten, lost or damaged my face covering, I will proceed immediately to my year team and get a new one.

Behaviour for Learning

- I will engage fully and appropriately in my learning.
- I will respect other students and our school environment.
- I will follow instructions and rules, the first time, and every time.
- I will continue to meet the expectations and rules that have been detailed and explained to me during these times.

Attendance

- I understand that school attendance is once again compulsory.

I confirm that I fully understand the above Code of Conduct and will conform to the rules outlined. I also fully understand that in the event that I do not adhere to these expectations that I could be removed from the site and will only return to school at the Principal's discretion.

Name:

Form:

Date:

Signature:

We return to school on Monday 8th March – WEEK A

Timings of the school day

Monday, Tuesday, Thursday and Friday

8.30am - 8.50am	Registration
8.50am - 9.50am	Period 1
9.50am - 10.50am	Period 2
10.50am - 11.20am	Break
11.20am - 12.20pm	Period 3
12.20pm - 1.20pm	Period 4
1.20pm - 1.50pm	Lunch
1.50pm - 2.50pm	Period 5

Wednesday

8.30am - 9.30am	Period 1
9.30am - 10.30am	Period 2
10.30am - 11.00am	Break
11.00am - 12.00am	Period 3
12.00am - 1.00pm	Period 4
1.00pm - 1.30pm	Lunch
1.30pm - 2.30pm	Period 5

Year Group Zones – Break and Lunch

Year 7	Playground
Year 8	Field area behind tennis courts
Year 9	Benches and field area by science block
Year 10	Field and benches next to science block
Year 11	Field and benches next to performing arts block

Year Group Zones – Lessons

Year 7	Bottom corridor
Year 8	Maths corridor
Year 9	Top corridor
Year 10	Middle corridor
Year 11	English block

Year Group – Toilets

Year 7	Toilets on bottom corridor
Year 8	Toilets on middle corridor
Year 9	Toilets on middle corridor
Year 10	Technology toilets
Year 11	POD toilets

Year group entrances

Year 7	Main entrance at reception
Year 8	Hall fire exit door
Year 9	Gate next to girls PE
Year 10	Gate behind boys PE and astro pitch
Year 11	Main gate by English block

Year Group Staff Teams

Year Group	S&GM	HoY	SLT
Year 7	Tina Whiberley (Ext 3167)	Gary Gilbey	Eugene Cole & Claire Whiley
Year 8	Sue Ware (Ext 3147)	Jane Kelly	Sally Pearson
Year 9	Gemma Slade (Ext 3162)	Hannah Murray	Nat Wickenden
Year 10	Gill Gilbert (Ext 3155)	Darren Murphy	Laurie Cossey-Atkins
Year 11	Maria Martin (Ext 3156)	Chris Davis	Dave Sears

Assemblies

Week beginning 8 th March	No assemblies
Week beginning 15 th March	Sally Pearson - wellbeing
Week beginning 22 nd March	Will Thompson
Week beginning 29 th March	Celebration assemblies

Confiscating Items

- Staff are permitted to confiscate items from students. Items need to be placed in a sealed envelope.
- Mobile phones are to be out of sight whilst students are in school. Any confiscated phone will be placed in the school safe and handed back at the end of the day.

Behaviour Policy

- Students will still be placed in TIER for failure to follow school rules.
- Each year group will have an allocated day for TIER consequences.
- Staff can give students detentions but these need to take place within their year bubble areas.
- Students who cause complete disruption to lessons will be relocated in a classroom within their bubble. Or, in extreme cases will be removed from lesson completely.
- Staff will use the on-call system for students who cause complete disruption.
- Students that need to go to toilet during lesson, will be escorted by on-call.
- Any students that feel unwell or displaying coronavirus symptoms, on-call must be requested immediately.
- Uniform plays a valuable role in contributing to the ethos of our school and setting an appropriate tone. It is expected all students will return in full uniform. If a student arrives in the incorrect

uniform, they should speak to their Support and Guidance Manager or Head of Year. Students will be provided clean uniform that has been purchased by the school.