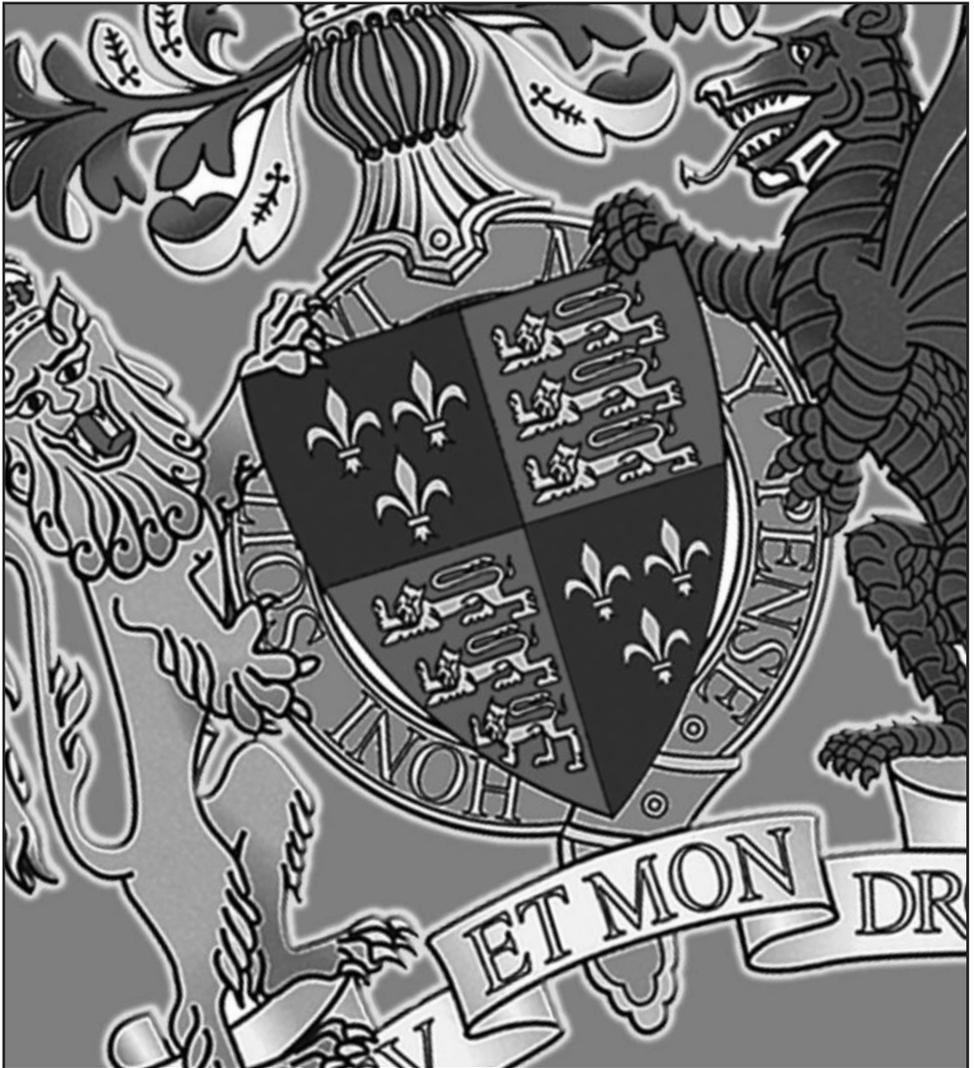




KESH

KING EDWARD VI
SHELDON HEATH ACADEMY



Behaviour for Learning

Student and Parent Handbook

At King Edward VI Sheldon Heath Academy we want students to achieve both academically and personally. We want every child to achieve their very best and enjoy Academy life. Students should leave this Academy with a positive experience. We aim to equip students with qualifications, confidence and the necessary skills for them to realise their full potential.

The Behaviour for Learning System aims to enable teachers to teach and learners to learn. We aim to give every student the opportunity to succeed by providing a calm and supportive environment.

The Behaviour for Learning Policy will encourage a positive ethos for effective learning which will develop confident students with the necessary interpersonal skills to make an effective contribution to our Academy and wider community.

Our Values

As parents, teachers and members of the community we expect KESH students to know the difference between right and wrong, and to demonstrate this by showing self-discipline.

In defining acceptable standards of behaviour, we want our students to:

- Learn effectively, in and out of lessons
- Be polite
- Be considerate to others
- Enjoy and achieve
- Show proper regard for the Academy rules
- Contribute towards a safe environment that is free from disruption, aggression, bullying and any form of harassment

- King Edward VI Sheldon Heath Academy wishes to encourage a positive relationship with students, parents and carers to develop a shared approach involving them in the implementation of the Academy's policies.

Our Aim

We aim to create a calm, caring, self-disciplined Academy where students accept responsibility for their behaviour to make learning both enjoyable and effective. The behaviour policy will be monitored and reviewed to ensure all students are supported. The Academy will regularly review student behaviour. When appropriate the Academy will provide additional support for students. This might include:

- Counselling
- Monitoring behaviour patterns
- Mentoring
- Targeted support
- Accessing external agencies
- Working closely with parents and families.

The Policy will be communicated through the Academy rules, Academy prospectus, newsletters, student notice board, Academy assemblies and within the curriculum wherever relevant.

Annually, we will bring our policy to the attention of parents and staff. Our policy will be discussed regularly in Governors Student Welfare committee and staff briefings to ensure that everyone applies the Behaviour for Learning consistently and fairly.

Academy Rules

Always:

Arrive onsite by 8:35am. C4s are issued for lateness.

Always around the Academy:

Follow Health and Safety rules.

- Move around the Academy quietly, in a purposeful and orderly way.
- Always walk.
- Talk quietly.
- Keep to the left in corridors and on staircases.

Only eat and drink in the dining rooms.

Do not enter areas that are out of bounds.

- Sixth Form areas are out of bounds to Years 7-11.
- You are only allowed in the specified areas during break, lunchtimes and change of lessons.

Drinks in the Academy:

- Students are welcome to bring water to the Academy in the KESH plastic drinks container. Other drinks, including energy/sugar based drinks, are not permitted. Any drinks other than water brought into the Academy will be confiscated and disposed of and students will be given consequences.

Use of Lockers:

- The Academy building will open at 08.30am when students will have access to their lockers.

- Lockers may also be used at break and lunch times
- Students must leave all coats, scarves and outside clothing in their locker.
- Students must treat their lockers and other students' lockers with care.
- Damage to lockers will be considered an act of vandalism and will result in serious consequences.

No mobile phones or MP3 players to be used.

- You must keep your mobile phones or MP3 players out of sight.
- The Academy will not take any responsibility for their loss.

Bicycle Sheds:

- You may only use the bicycle shed if you have been allocated a place (application forms are available at Student Services).
- Damage to the shed/bicycles will be considered an act of vandalism and will result in serious consequences.
- You must keep the shed in good order.
- The Academy will not take responsibility for any damage to bicycles.
- You must wear a helmet if riding a bicycle.

Use of water fountains:

Water fountains are available for students to use throughout the day. Students should not:

- Damage them in anyway.
- Use them in an inappropriate manner.

Academy Rules

Always in Lessons:

Enter and depart from the classroom in an orderly way.

- Arrive to lessons promptly.
- Sit in the seat allocated to you by the teacher.
- Enter and leave the classroom once the teacher has given permission.
- Walk in and out of the classroom in a sensible manner.

Listen carefully to the teacher/ do as the teacher asks.

- Be quiet when the teacher is talking to the class.
- Mobile phones must be switched off and out of sight.

Show respect to others and their property.

- Do not answer the teacher back.
- Only touch other people's property with their permission.
- Sexist, racist or homophobic comments and language is unacceptable.
- No swearing or foul language.
- Never graffiti.

Always have the appropriate equipment that you will need for each lesson.

- Please bring a bag with a pen, pencil, ruler, pencil case, dictionary and planner for each lesson.

Stay on task.

- Stay focused and make the best use of your time.

Always complete and hand in your homework on time.

- Always record your homework in your planner and hand it in when specified.

Never:

- Verbally or physically abuse staff or students.
- Commit an act of vandalism.
- Fight.
- Smoke.
- Possess or use alcohol or drugs.
- Possess or bring anything that can be used as a weapon onto the Academy site.

Subject Specific Rules

Design and Technology

- Follow safety guidelines and wear protective equipment when in a practical area.
- Stay out of danger zones unless a teacher has given permission.
- Walk and move safely in practical work areas.
- Long hair must be tied back and loose clothes secured.
- Only use equipment/machinery in practical areas when directed by a teacher.
- Always bring your ingredients for Food Technology.

Drama

- Be quiet whilst others are performing.
- Respect others when they are rehearsing.
- Behave in a sensible way in the space e.g. no running in a performance space or sliding on your chair.
- Only touch electrical equipment with supervision (for example, lighting or sound systems).
- Always put your bag away from the work space to avoid accidents.

I.C.T.

- Always use hardware safely and appropriately.
- Only touch or log on to a computer when you are instructed to do so.
- Keep your password secret and do not share it with other students.
- Always ask permission before printing and check your work using 'Print Preview' to ensure there is no paper wastage.
- Only use the internet in an appropriate way and never download any software or music into your user area.
- Always log out and leave your work area tidy.
- Cyberbullying will not be tolerated.

Library

- Please keep the level of noise to a minimum.
- Please respect others and conduct yourself in a quiet and orderly manner at all times.
- All resources must be treated with care.

Music

- Only touch equipment when instructed.
- Put away all equipment carefully after use.
- Always ask permission to be in any Music room before or after the Academy day.

P.E.

- Students should change quickly and sensibly at the start and finish of each lesson, and should not interfere with other people's belongings.
- All jewellery must be removed prior to a lesson.
- Bring the correct kit to participate in every lesson, even if a note is provided for the consideration of an excusal from practical lessons.
- Use equipment in the correct way and only when told to do so.
- Do not enter the gymnasium without permission.

Science

- Do not misuse apparatus.
- Always wear safety glasses during a practical.
- Do not tamper with electrics, gas supplies or water taps.
- Do not place others in danger as a result of your actions.
- Always return apparatus in a clean/tidy state when asked to do so.
- Always participate in group practicals and co-operate with others.

Never:

- Verbally or physically abuse staff.
- Push past staff or students.
- Swear.
- Be rude to staff.
- Commit vandalism.
- Bully.

Fighting.

- No physical contact with other students.
- Do not 'play fight' as it can lead to problems.

Smoking.

- Smoking is not allowed anywhere on the Academy site.

Possession or use of alcohol or drugs.

- Do not bring alcohol or drugs onto the Academy site.

Possession or bringing a weapon on to the school site.

- Do not bring to the Academy any object which could harm yourself or others.
- This includes knives of any sort, bars or tools etc.

The Principal reserves the right to exclude either fixed term or permanently for any of the above.

Behaviour for Learning

First misbehaviour

Verbal warning C1

Second misbehaviour

Verbal warning C2

Third misbehaviour

35 minute detention C3

Fourth misbehaviour

1 hour 20 minute detention C4

C4 + Fifth misbehaviour

Removal from lesson, and a sanction applied, this could be to spend time in the Success Centre or an exclusion.

Late to lesson and the Academy

C4 if late more than once in a term. If late to lesson a defiantly late detention will be issued.

Homework

C3 for failure to hand in specific homework on 2nd occasion and C4 thereafter.

Equipment

C3 for failure to attend lessons without correct equipment.

Failure to attend a C3 detention

automatically results in an extended detention the next day.

Failure to attend a C4

will result in a Principal's detention being issued. They will run on Fridays between 3:10pm and 5:15pm and will also include a parents' meeting.

Heads of House have the discretion to issue Principal's detentions where appropriate.

Detentions and the Success Centre:

- C3 detentions will run from 3:10pm to 3:45pm
- C4 detentions will run from 3:10pm to 4:30pm
- Principals detention will take place on Fridays and run from 3:10pm until 5:15pm
- Isolation will start at 8:40am and run until 4:30pm

Behaviour for Learning

BFL around the Academy

There are no warnings for misbehaviour around the Academy.

Consequences are given for:

- Running or shouting in the Academy
- Chewing
- Misbehaving in the dining room
- Dropping Litter
- Being out of bounds
- Health and Safety problems
- Swearing or Verbal Abuse
- Not wearing correct uniform

Category of Incident

Category of Incident- C3 and C4

No. Code

1	C	Eating or Chewing or Drinking
2	C D	Continued Disruption
3	D	Defiance
4	E	Equipment
5	H	Independent Learning
6	L	Late
7	S	Shouting
8	U	Uniform
9	DAS	Disruption Around School
10	OB	Out of Bounds
11	R	Running

No. Code

12	LIT	Litter
13	H&S	Health & Safety
14	OT	Off Task
15	TR	Truancy
16	OC	Outside Clothing
17	IAF	Inappropriate use of Facilities
18	FL	Foul Language
19	NV	Nail Varnish
20	M	Make-up
21	I	Intervention

Rules of Behaviour

Detention

Failure to follow these rules will result in you doing a C4 detention, a day in the Success Centre or a Principal's detention. Detentions will be run in houses:

- **1.** You are expected to be silent throughout the detention unless asked to speak by a teacher.

- 2.** You must not communicate with another individual.

- 3.** The Consequence structure will be in place for the duration of your detention.

- 4.** Upon arrival, you will be instructed by a member of staff to sit down.

- 5.** If you talk/misbehave/communicate with another student, you will be issued a higher level sanction and parents will be contacted.

- 6.** At the end of the detention, students will be dismissed row-by-row and are expected to leave the Academy site immediately.

Rules of Behaviour

Success Centre

Students placed in the Success Centre stay until 4:30pm.

Failure to follow these rules will result in you doing another day in the Success Centre and/or a Principal's detention or exclusion.

- 1. You must not communicate with each other in any way. Put up your hand to speak to a member of staff.

- 2. You must remain in your cubicle at all times. Your work will be brought to you.

- 3. You will be provided with a pack of equipment that will be checked at the end of the day.

- 4. Each cubicle will be checked at the end of the day.

- 5. You may not leave the Success Centre Unit for either break or lunch. However you may bring a packed lunch or order a sandwich or baguette from the Academy canteen.
Break 10:30 - 10:50
Lunch 12:45 - 13:25

- 6. You must complete work to a satisfactory standard of both effort and presentation.

Uniform

Students in Years 7 - 11 are expected to wear Academy uniform at all times and a high standard of dress is required.

Boys

- Black trousers of regular shape and formal design/fabric
- Plain white shirt with top button
- Academy clip-on tie
- Academy boys blazer
- Academy black V-necked jumper
- The only shoes allowed are plain black shoes, leather or leather effect, with black laces – no suede, fur, patent(shiny) leather, logos or boots allowed
- Plain white or plain black socks
- Academy bag only for years 7-9 - not a pouch bag
- Appropriate school bag for years 10-11 - not a pouch bag
- Dictionary
- Grammar guide
- Student Planner for Years 7, 8 & 9
- Diary for Years 10 & 11

Boys P.E./Games

- Black shorts with Academy logo
- House polo shirt
- Black/house colour reversible rugby shirt
- Trainers
- Football boots
- Black sports socks

Girls

- Only Academy black trousers of regular shape and formal design/fabric (not tapered or skinny leg) **OR**
- Only an Academy black knee length skirt
Both trousers and skirts are specifically designed with red stitching at the waistline; skirts also have the Academy logo at the hem
- Plain white shirt with top button
- Academy clip-on tie
- Academy girls blazer
- Academy black V-necked jumper
- The only shoes allowed are sensible plain black shoes, leather or leather effect – no suede, fur, patent(shiny) leather, logos or boots allowed
- Plain white/black ankle length socks or flesh coloured/plain black tights for years 7 & 8
- Flesh coloured/plain black tights for years 9-11
- Academy bag only for years 7-9 - not a pouch bag
- Appropriate school bag for years 10-11 - not a pouch bag
- Dictionary
- Grammar guide
- Student Planner for Years 7, 8 & 9
- Diary for Years 10 & 11

Uniform

Girls P.E./Games

- House polo shirt
- Trainers
- Black shorts (optional)
- Black sweatshirt with Academy logo
- Black Academy tracksuit bottoms
- Black sports socks

Hairstyle

- Hairstyles should be appropriate. For example – excessive razor cuts, mohicans, tram lines and spiked hair will not be acceptable. Hair colour should be within the natural range – for example, green, blue and the like are not permitted. If in doubt, consult the Academy prior to proceeding with hair cut or colour.

Jewellery

- The only jewellery allowed is a wrist watch, one ring and one stud in each ear. Ear stretchers are not allowed.
- No sovereign rings allowed.
- Jewellery on other parts of the body is not allowed including body/facial piercings.
- No skin or body decorations are allowed.
- No fashion accessories are allowed.

Shoes

- The only shoes allowed must be black plain leather/leather effect with black laces and no significant trim which is

other than black. Shiny leather, suede or suede effect shoes are not allowed.

- Open-toed shoes and shoes without a back are a health and safety hazard and should not be worn.
- Trainers must not be worn around the Academy.

Mobile phones and other valuables

- We would advise that these are not brought into Academy.
- Students in Academy using a mobile phone or in possession of a mobile phone that is switched on and this comes to the attention of a member of staff, will have the phone confiscated and it will be returned to the parent/carer; the earliest being the following day.
- During P.E. lessons it is the student's responsibility to hand in mobile phone to a member of staff for safekeeping.
- Taking or attempting to take a mobile phone into an examination carries more serious consequences. The Academy will confiscate the phone and the earliest it will be returned to the parent/carer is the end of the examination period. Another sanction may be applied. In the case of formal, external examinations, the matter must be referred to the respective examination board.

The Academy is unable to take responsibility for valuables.

Uniform

Notes:

- No denim, corduroy, linen or casual type of material.
- Only the Academy jumper can be worn.
- Sweatshirts should not be worn.
- For girls, only the Academy design skirt can be worn
- For girls, only the Academy design trousers can be worn
- Baseball caps should not be worn.
- Religious observance – black head scarves may be worn by girls.
Please contact the Academy for advice on other items of religious attire.
- Coats, hats, scarves and gloves should not be worn in the Academy building.
- Make up, if worn, must be subtle.
- No nail varnish, false or acrylic nails.
- If a belt is worn it must be plain black with a plain buckle.
- A pouch bag should not be worn

Please label all items of clothing and equipment with the student's name

Any family who requires financial assistance acquiring Academy uniform should contact the Pastoral Manager for the respective house group at the Academy.

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