



STEWARDS ACADEMY : PUPIL EXPECTATIONS

READY

RESPECTFUL

SAFE

Arrive Punctually  FF1	Follow Instructions  FF5	Be Kind  FF9
Wear Perfect Uniform  FF2	Listen Attentively  FF6	No Mobile Phones (or other prohibited items)  FF10
Bring your Equipment  FF3	Speak Appropriately  FF7	Personal Space  FF11
Remember your homework  FF4	Respect your surroundings  FF8	Talk to Us  FF12

What does excellence look like?

OUR STEPS TO EXCELLENCE

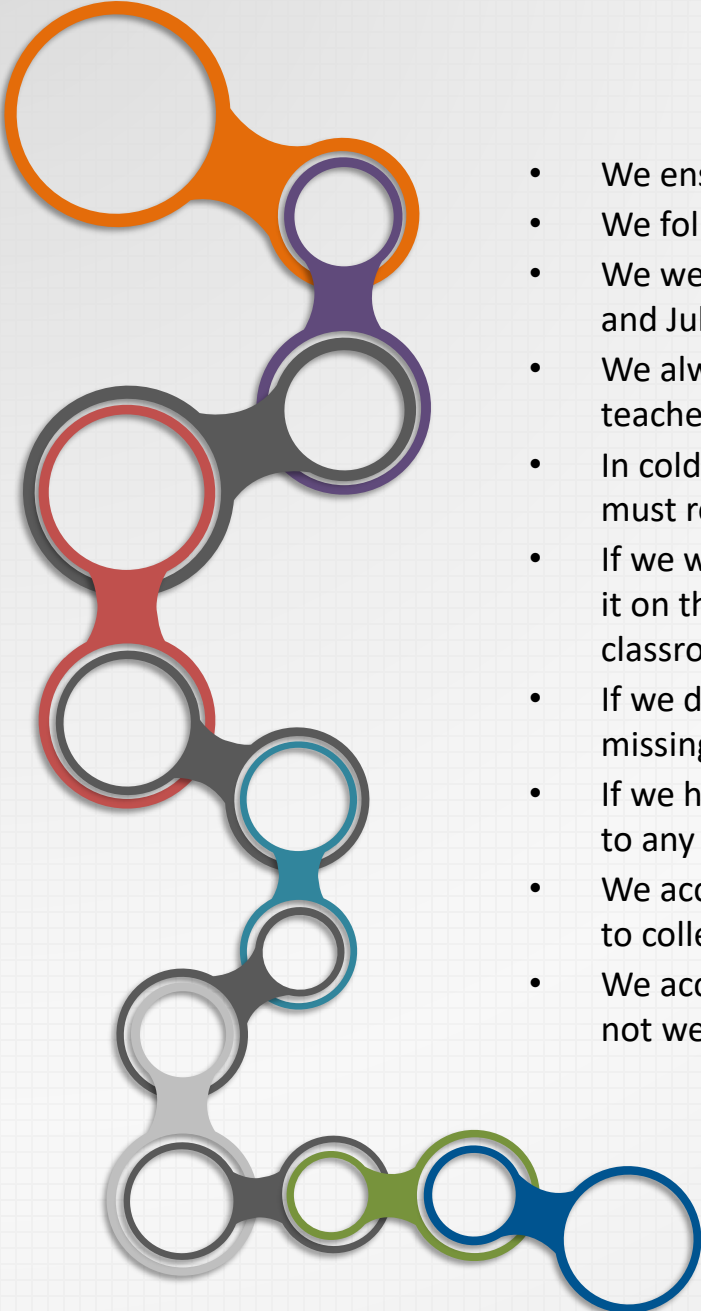
- We arrive at school in good time.
- We are in our seats and ready to begin Morning Prep promptly or lining up sensibly for assembly in good time.
- We know our timetables and where we should be.
- We start walking to our next lesson immediately when the bell goes (no diversions).
- We **'walk now, walk quietly, walk sensibly', walk on the left**
- We respond to any reminders politely and immediately.
- We do not use the toilet once the bell has gone.
- We do not go and see another member of staff or pupil when the bell has gone.
- We go into the classroom, take out our equipment & ISF and begin work on the connection task immediately.
- We do not go to the toilet during lessons unless it is an emergency, but if we do, we seek permission from our teacher and use the nearest toilet
- When we leave the class we always have a corridor pass.
- We attend all timetabled lessons without fail.

FOUNDATION FOCUS
ARRIVE PUNCTUALLY



What does excellence look like?

OUR STEPS TO EXCELLENCE

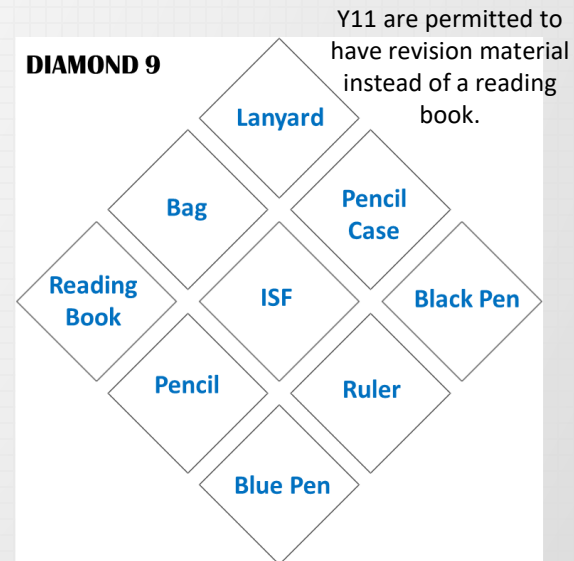
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- We ensure our uniform is ready the night before school.
 - We follow the uniform expectations.
 - We wear our blazer professionally with (except for the summer months of June and July).
 - We always wear our blazers when in the school building, except when our teacher has given us permission to remove it in the classroom.
 - In colder weather, we are permitted to wear scarves, hats and gloves, but we must remove these before we enter the classroom.
 - If we wear a coat, then we remove this before entering the classroom and place it on the back of our chair. When we leave, we put our coat on outside of the classroom.
 - If we do not have the required uniform, we attend uniform gate and borrow any missing items, returning them at the end of the day.
 - If we have been issued a uniform card, we keep this in our blazer and show this to any member of staff if requested.
 - We accept that any prohibited items will be confiscated, and we will be asked to collect these at the end of the day.
 - We accept that staff will award an 'Incorrect Uniform' negative point if we do not wear our uniform appropriately.

FOUNDATION FOCUS
WEAR PERFECT UNIFORM

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What does excellence look like? OUR STEPS TO EXCELLENCE

- We understand that being equipped for every day is an important life skill that is essential for future success.
- We will pack our bags carefully the night before to ensure we have all the equipment we need for the next day.
- We will wear our lanyards every day.
- We will bring a suitable school bag (large enough to carry an A4 folder) every day containing our pencil cases, Independent Study Folders and a reading book.
- We will take out our Independent Study Folders every lesson and keep it out on the desk.
- We will ensure that our pencil cases contain at least the following: black pen, blue pen, ruler and pencil.
- We understand that our tutors will check these regularly and will issue an equipment mark for each missing item from the '**Diamond 9**'.
- We understand that our teachers may also issue an equipment mark if we do not have an item from the diamond 9 that we need for their lesson.
- We understand that five equipment marks will result in an Afternoon Prep.
- We know that staff will support us with learning how to be more organised if we are struggling with this expectation.
- We understand that we will be expected to replace our Independent Study Folder or lanyard at our own expense if either is lost or broken.



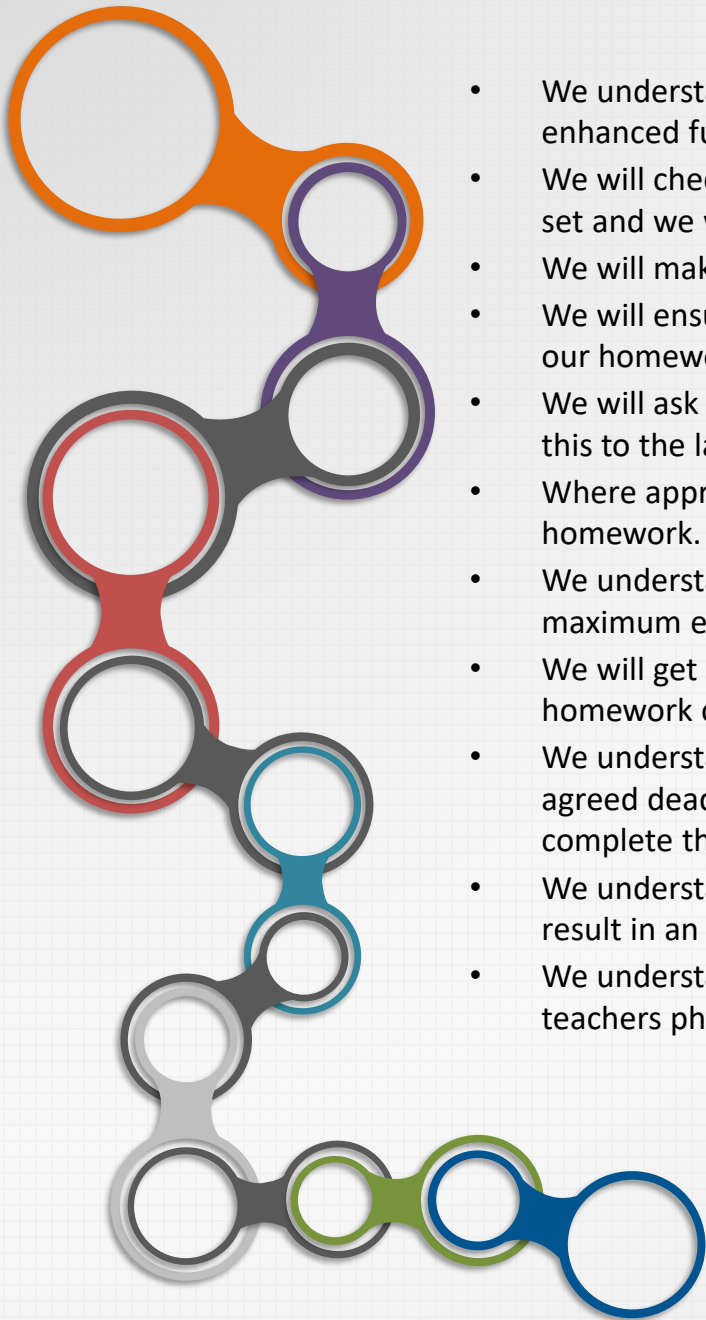
FOUNDATION FOCUS BRING YOUR EQUIPMENT

What does excellence look like?

OUR STEPS TO EXCELLENCE

- We understand that completing homework will help us be successful learners and lead to enhanced future life chances.
- We will check ClassCharts everyday when we get home to see what homework has been set and we will plan when we will do this.
- We will make sure **any loose** homework is stored in our Independent Study Folders.
- We will ensure our school bag is packed the night before so we don't accidentally forget our homework the following day.
- We will ask our teachers for help if we get stuck completing our homework and not leave this to the last minute.
- Where appropriate we will use our Knowledge Organisers to help us complete our homework.
- We understand that if we do not complete the work to a high standard, showing the maximum effort, our teacher will ask us to complete the work again.
- We will get a note from our parents if we have a suitable reason for not completing the homework on time explaining the reason for not completing the homework.
- We understand that if we have a good reason for not completing the homework by the agreed deadline and we have a note from our parents, we will still be expected to complete the work at a later time.
- We understand that if we do not complete our homework and submit it on time this will result in an Afternoon Prep **or being kept behind at the end of the lesson.**
- We understand that continued failure to complete our homework may result in our teachers phoning home to speak to parents which may result in further sanctions.

FOUNDATION FOCUS
Remember Your Homework





What does excellence look like?

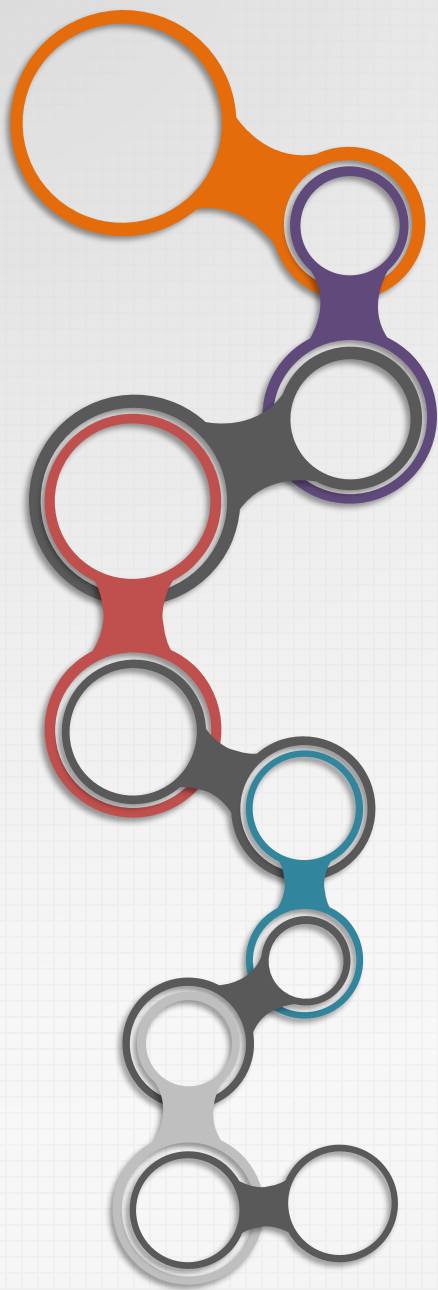
OUR STEPS TO EXCELLENCE

- We understand that instructions are given to us to keep everyone safe and happy and to ensure that everyone can learn effectively.
- We understand that during Community Briefings the reasons behind the pupil expectations, procedures and routines will be explained to us.
- We understand that what we are being asked to do will always be reasonable and fair and that staff will ask us politely.
- We understand that what we are being asked to do may not seem in our immediate best interest, but will be the right thing to do for the common good, the future or in line with legal and health and safety requirements.
- We recognise that we will not always find it easy to follow instructions, but we understand the rationale behind them and make a commitment to comply.
- We will follow all instructions given by any member of staff immediately and without question, in order to create the best environment for all members of the community.
- We recognise that if we do not do so then sanctions may be applied.
- We recognise that the situation will not always allow for explanations behind the instruction.
- We understand that procedures and routines are helpful for the school community.
- We commit to understanding and practising these with staff and our peers.
- We recognise that the procedures and routines that are introduced during the course of the year, form part of our pupil expectations.

FOUNDATION FOCUS – FOLLOW INSTRUCTIONS

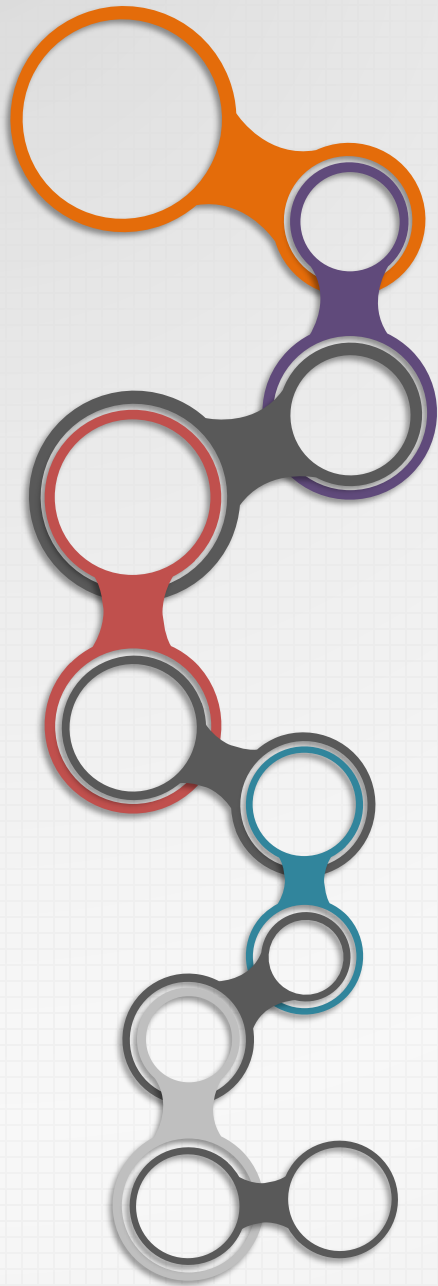
What does excellence look like?

OUR STEPS TO EXCELLENCE



- We acknowledge the power of using speech appropriately in our school community.
- We acknowledge that when we speak, what we say and how we say it can be positive and supportive, or negative and destructive.
- We will not use our words to make any other person feel uncomfortable or offended, either personally or about their learning.
- We will never use words that are derogatory of any other person's age, disability, gender, race, religion, or belief or sexual orientation.
- We acknowledge that 'banter' or 'teasing' is never positive and it is not permitted in our school community.
- We do not spread rumours or gossip.
- We do not swear.
- We know how to challenge 'banter', 'teasing' or unkindness appropriately.
- When another person speaks to us inappropriately and will not stop when asked, we will seek support from a member of staff ; if we don't feel able to challenge them ourselves, we will seek help immediately.
- We do not ask others to be involved or ask them to challenge this for us.
- We do not condone or tolerate others being unkind to anyone and will report this, but we will not get personally involved.
- We speak to staff politely and respectfully at all times.
- We understand the academy voice volume system and will follow this when instructed to by a member of staff; we do not interrupt, shout out or speak out of turn in the classroom.
- When asked to be silent, we acknowledge how important it is that we do so to support ourselves and others in our learning.
- We understand that our corridor voice should be only audible by those close to us and respect others around us when moving around school.
- We acknowledge that people use the term 'snake' or 'snitch; to intimidate us and we do not accept this as a community, standing up for what is right.
- **We acknowledge that the consequences of not speaking appropriately are serious and appropriately strong sanctions may be necessary.**

FOUNDATION FOCUS - SPEAK APPROPRIATELY



What does excellence look like?

OUR STEPS TO EXCELLENCE

- We recognise that listening attentively is an important skill that will help us learn and be important in adult life.
- We recognise that listening attentively is respectful and polite.
- We focus on the speaker, looking in their direction when they are speaking.
- Our body language shows we are interested in what they are saying, and we sit up tall in our seats.
- We avoid distractions, such as fiddling with our equipment and remain seated.
- We let the speaker have their say and do not interrupt.
- We do not judge or jump to conclusions.
- We NEVER laugh, make noises or speak when someone is speaking to us.
- We ask questions if we do not understand by raising our hand.
- We are able to summarise the key information when they have finished speaking.
- We can agree, build on or challenge the speaker's views, because we have listened to them attentively.
- We acknowledge that the points of the lesson in which we sit in 'pin drop silence': Do Now, Teacher Talk; Whole Class Discussion, will support attentive listening.
- We are aware of staff on duty during social times and always stop and listen to their instructions.

FOUNDATION FOCUS – LISTEN ATTENTIVELY

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What does excellence look like?

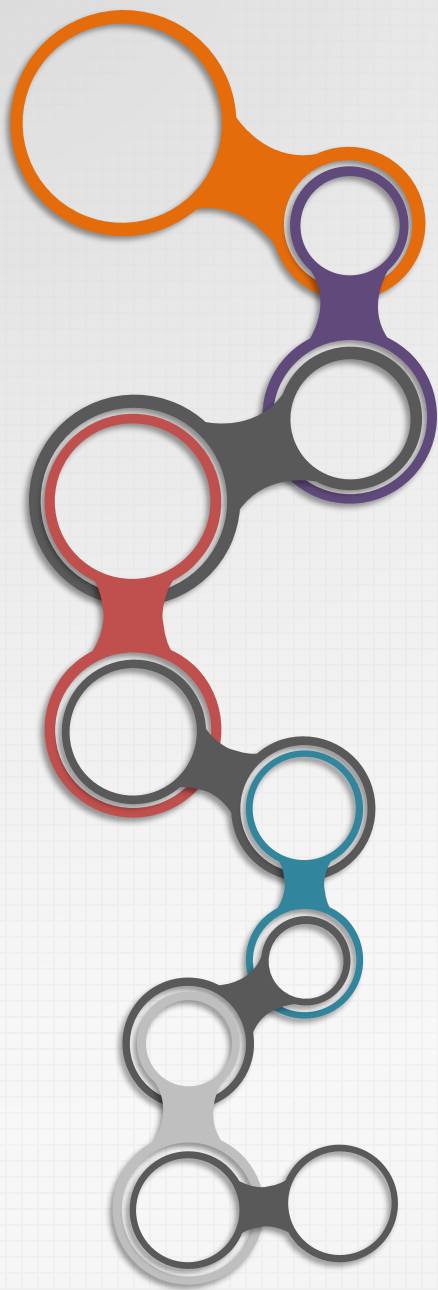
OUR STEPS TO EXCELLENCE

- We treat our school environment with respect and understand that we are affecting others when we do not do so.
- We are committed to ensuring that the school is a 'nice place to be' as this will benefit the whole community.
- We treat any equipment we use respectfully and return it in a good condition.
- We DO NOT damage school property or purposefully break things.
- We do not write on the tables or graffiti any surfaces.
- We do not rock on our chairs as we know this may break them.
- We understand the areas of school that we are permitted to use at break and lunch.
- We only eat in the dining areas or outside.
- We put all our rubbish in a bin and do not drop litter.
- If we drop or spill rubbish, food or water accidentally, we will ensure that we clean this up.
- We NEVER throw drink or food at others.
- We will report any spillages, graffiti or damage we notice to a member of staff on duty.
- We will always leave a toilet/toilet area as we would wish to find it.
- We understand that sanitary bins are for sanitary products only and use them respectfully.
- We understand that inappropriate behaviour in toilet areas such as misusing tissue or blocking a sink is not appropriate.
- When using the changing rooms, we always report any misbehaviour.
- We do not use the school lifts unless given permission to do so and if so we use them appropriately.
- We treat displays around school with respect and do not damage these.
- We do not bring into school and use any items that will cause a nuisance to others e.g. water balloons.
- We use appropriate language and volume control to consider others around us at break and lunch.
- We do not stand to block exits, entrances, doors or corridors.
- We do not bring chewing gum or bubble gum into school.
- We do not smoke or vape anywhere on the school site.
- We do not enter or move towards crowded areas, but wait until our pathway is clear.
- We understand that footballs and basketballs can only be used on the back playground.
- We turn off lights when we leave a room and are not wasteful.
- We understand that we may receive a negative point for disrespecting our surroundings.
- We understand that repeated negative points (three) will result in Afternoon Prep
- We understand that we may be expected to conduct community service, such as litter picking
- We understand that our parents may be expected to pay for damage to school property and this may amount to hundreds of pounds.

FOUNDATION FOCUS - RESPECT YOUR SURROUNDINGS

What does excellence look like?

OUR STEPS TO EXCELLENCE




- We will ensure our actions are such that everyone feels safe, happy, and able to enjoy and achieve.
- We will be kind to ourselves : We matter; We are OK; We are enough!
- We will actively seek ways of being kind to others, such as smiling or holding open a door.
- We will say 'Good Morning' to staff and others at the beginning of the day.
- We remember to say please and thank you, and be polite at all times.
- We will thank our teachers and support staff at the end of each lesson and appreciate the efforts they make for us every day.
- We will hold open doors to others when we are walking around school.
- We will take the opportunity to compliment each other.
- We will celebrate the successes of others.
- We will notice when others are unhappy and treat them with kindness and consideration.
- We are aware of the principles of Conflict Resolution and follow the advice given to us.
- **We will never intentionally exclude anyone, either in school or online.**
- **We will never threaten others or give dirty/intimidating looks.**
- **We do not share others secrets, including online.**
- **WE WILL NEVER BE THE PERPETRATOR, PARTICIPATOR, OR BYSTANDER OF BULLYING.**
- We do not post unkind, angry or rude comments on social media, chat rooms or instant messaging.
- We do not trick others into sharing personal information.
- We do not share pictures or videos of others on line without their permission and never share any inappropriate content.
- We do not pretend to be someone else online.
- If someone does something we do not like, we will explain why we don't like it and tell them to STOP.
- We do not condone or tolerate others being unkind to anyone and will report this, but we will not get personally involved.

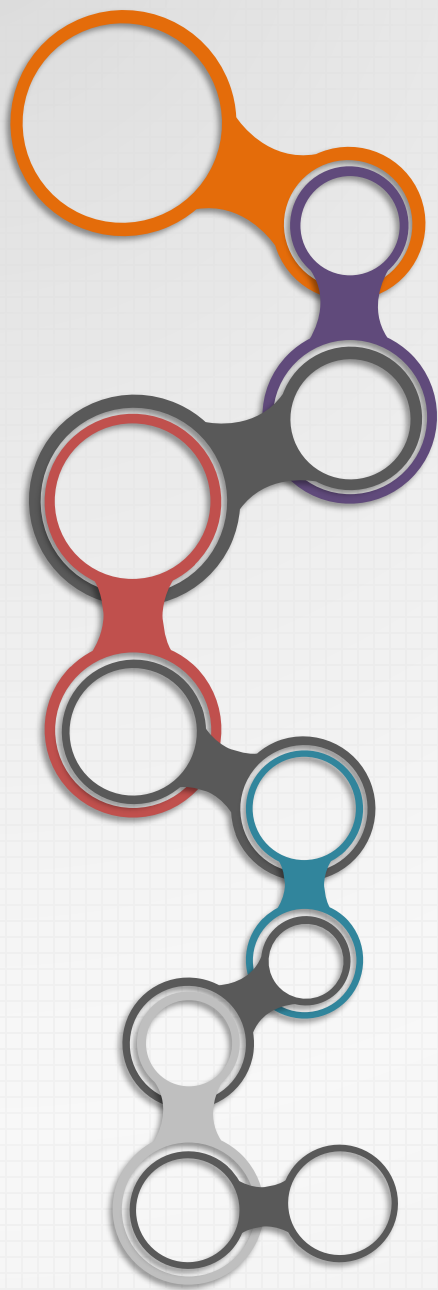
FOUNDATION FOCUS – BE KIND

What does excellence look like?

OUR STEPS TO EXCELLENCE

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- We switch off our phones and store them in our zipped blazer pocket or bag before entering the school site in the morning.
 - We do not take out or use our phone on school site.
 - We understand that mobile phones can be distracting and overuse of these can affect our mental health and wellbeing.
 - We understand that the school has decided to make this new rule because they care about us and want the very best for us.
 - We know that we may find this hard at first and will need support in building new habits.
 - We understand that if we choose to take out or use our phone during the school day it will be confiscated without any reminders or chances and we will need to complete an afternoon prep before the phone is returned.
 - We understand that our choices may result in further consequences and we accept these with good grace.
 - We know that PHONE ZONES can be used to briefly use our phones when it is **very important** to do so, but we must seek permission from a member of the Leadership Team to do so and remain in the area until we are finished.
 - We understand that the following items are prohibited: alcohol and drugs including “legal highs”; E-Cigarettes, Cigarettes, matches, and lighters ; chewing gum; weapons of any kind or instruments/substances intended to be used as weapons; material that is inappropriate or illegal for children to have, such as racist or pornographic material; electronic devices, smart watches, and earphones/pods of any description; aerosols ; any article which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil); any other item that causes nuisance to others in school and has been specified as a prohibited item.
 - We understand that there are items that are prohibited from the school site to keep everyone safe.
 - We understand that there may be serious consequences of bringing prohibited items into school, including permanent exclusion and/or a criminal record.
 - We understand the school may contact the police if deemed necessary.

FOUNDATION FOCUS
NO MOBILE PHONES
(or other prohibited items)



What does excellence look like?

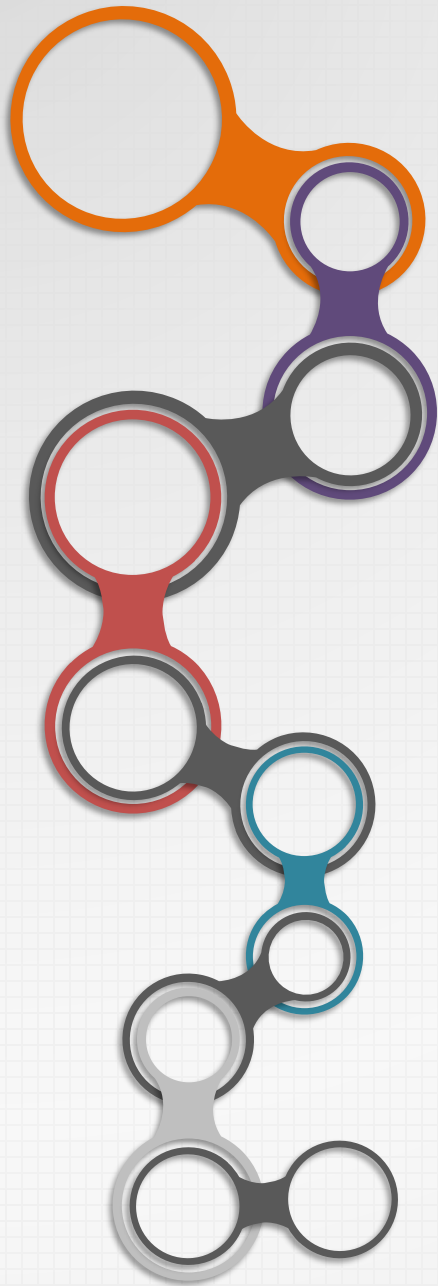
OUR STEPS TO EXCELLENCE

- We do not touch or borrow the belongings of others without their permission
- We do not take or damage the belongings of others.
- We enter every corridor and enclosed place sensibly and do not get too close to others and avoid touching them where we can
- We follow all one-way systems
- If there is not room for us to enter a space, we wait patiently until it is safe for us to do so.
- We never push, shove or trip up others, even in jest.
- We will not prod, or annoy others, in any way.
- We do not throw things at others or around the learning/social space.
- We never partake in physical violence of any type and recognise that this is a very serious offence.
- We do not partake in Public Demonstrations of Affection (PDAs) in any space in school.
- We understand the principles of Sexual Consent and follow these important expectations at all times.
- We understand the principles of avoiding Harmful Sexual Behaviour and follow these at all times.

FOUNDATION FOCUS – PERSONAL SPACE

What does excellence look like?

OUR STEPS TO EXCELLENCE



- We understand that the school has a moral and professional responsibility to keep us safe and well.
- We know that we need to talk to someone if we do not feel safe and well and that it may take COURAGE to do so.
- We will talk to our tutor about any struggles we have with maintaining the READY expectations: Punctuality, Uniform, Equipment and Homework.
- We will talk to our tutor at the beginning of each day about anything that is worrying us about the day ahead.
- We will talk to our teacher about anything that is making us feel uncomfortable in the classroom.
- We will talk to our teacher if we think that anything or anyone is getting in the way of our learning in the classroom.
- We will talk to any adult we feel comfortable with if someone is being unkind to us and we cannot resolve this.
- We will talk to any adult we feel comfortable with if anyone is doing anything to make us feel uncomfortable or unsafe, at home or in school.
- We will talk to any adult we feel comfortable with if we think we are being bullied or suffering abuse.
- If an issue is not resolved or happens again, we will talk to someone AGAIN or seek another adult to talk to.
- We do not accept the terms snitch and snake and will Stand With the Intention To Condemn Harm (SWITCH).
- We will be upstanders and report any issue of unkindness or bullying, by talking to any adult in school or using the STOP Box.
- We will talk to any adult about our own behaviour if it is not keeping us safe and free from harm or is getting of the way of us being successful in school.
- We will talk to any adult we feel comfortable with if we feel anxious, worried or depressed.
- We will talk to any adult we feel comfortable with if we feel hopeless, empty, lonely, or feel we can't carry on any more.
- We will talk to any adult we feel comfortable with about ANY worries or concerns we have.

FOUNDATION FOCUS – TALK TO US