



WHAT TO DO - DAILY ROUTINES FOR STUDENTS

When	What you do	Why you do it
When you arrive at school	<ul style="list-style-type: none"> • Smile and greet staff on the gate and staff and students in corridors • Turn off and put away headphones/mobile phones so they cannot be seen before you enter the gates • Ensure you are in perfect uniform before you enter the gates • On the first bell at 8:45 ensure you are lined up outside your classroom 	<ul style="list-style-type: none"> • Manners are important and we should respect each other • Talking to people is an important social skill for life ahead • We should be smart for school and work • Punctuality is a skill for life ahead
Lateness to school	<ul style="list-style-type: none"> • You should be in school by 8.40 • The gate is closed at 8.40. If you arrive after this time you will receive a 45-minute SLT detention after school on Friday 	<ul style="list-style-type: none"> • Our site needs to be secure • Staff work hard to prepare lessons for students that need to start on time
Before lessons start	<ul style="list-style-type: none"> • Line up silently outside your classroom • Enter the classroom in silence and stand behind chairs until told to sit • Ensure all outdoor clothing is removed before you enter the building 	<ul style="list-style-type: none"> • Calm and safe environment is important • Coats are for wearing outside not inside
Walking around school	<ul style="list-style-type: none"> • Walk calmly and quietly on the left • Go straight to lessons via the quickest route • You may not get water or to go to toilet in between or during lessons 	<ul style="list-style-type: none"> • Calm and safe environment is important • You need to use toilets at break and lunchtime and be organised as a skill for life
Uniform	<ul style="list-style-type: none"> • Ensure you are wearing your uniform appropriately at all times: <ul style="list-style-type: none"> ✓ <i>Shirts tucked in</i> ✓ <i>Blazer on</i> ✓ <i>Top button done up</i> ✓ <i>Tie neat</i> ✓ <i>No trainers</i> ✓ <i>No jewellery except watch and maximum of one stud in each ear as per policy. These must be taken off and hair tied up in PE lessons</i> ✓ <i>No make-up, acrylics or false eyelashes</i> 	<ul style="list-style-type: none"> • Uniform means 'all the same' and all students need to wear the uniform properly



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Entering the classroom	<ul style="list-style-type: none">• Line up quietly outside your class with your equipment ready• Greet the teacher as you enter with 'hello Sir / Miss or by their title and surname• Enter the classroom in silence and stand behind chair• Books, pencil case, water bottle should be laid out on the desk• Sit down when asked to do so and start the activity you have been given to do in silence• There must be silence during the register	<ul style="list-style-type: none">• A calm start to lessons is always essential for learning to start at once• Being prepared is a skill for life• Registers are a legal document and they need to be done properly to keep people safe
End of the lesson	<ul style="list-style-type: none">• Ensure the classroom is tidy for the next class• Stand behind your chair in silence and wait to be dismissed in silence• Go the quickest route to next lesson and do not wait for friends in the corridor	<ul style="list-style-type: none">• Classrooms should be treated with respect always and ready for the next class• A calm safe end to a lesson is the right of everyone
During the lesson	<ul style="list-style-type: none">• Do not shout out• Speak in full sentences• Pay attention to whoever is speaking, facing them where possible, sit up straight and make eye contact	<ul style="list-style-type: none">• Learning is a respectful experience where everyone has a right to succeed• Talking in proper sentences is a vital oracy skill for your future
Assembly	<ul style="list-style-type: none">• Be at line up on time in your tutor group and in silence• Ensure you remain in silence and lead silently into assembly space• Stand up behind chairs until told to sit by assembly lead• Remain silent throughout the assembly and pay attention	<ul style="list-style-type: none">• Assembly is a formal event• People delivering assembly make great efforts to prepare• Listening skills are important life skills



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Break and Lunch time	<p>Dining Room</p> <ul style="list-style-type: none">• Clear your own tray and rubbish• Remain calm and quiet in your seat whilst eating <p>Outside spaces, corridors and toilets</p> <ul style="list-style-type: none">• Ball games are only allowed in allocated areas• Do not gather in large groups• Keep hands and feet to yourself• Do not play fight or chase each other• When the bell rings head to your next lesson via the nearest route• Lateness to lesson sanctions apply as usual• Maximum of four people in a toilet area at one time• Treat toilets with respect, anyone found to disrespect them will be excluded• Walk calmly on the left around school with coats off	<ul style="list-style-type: none">• We need to respect the spaces we have and leave them ready for others to use• You have a responsibility through life to care for the spaces you live and work in• Everyone has a right to their own personal space• Everyone has a right to be in a clean and calm space that they feel safe and relaxed in
End of the day	<ul style="list-style-type: none">• Walk quietly through academy exits• All uniform should be worn properly when leaving the site until you get home• Walk directly offsite and do not congregate unless attending an after-school activity• Headphones and phones must not be worn before leaving site	<ul style="list-style-type: none">• Your uniform represents you and your school, be proud to attend the school and show the community you are proud of it and the part you play as an ambassador for it• Be safe when crossing roads, phones and headphones distract you from real dangers
Fire Evacuation	<ul style="list-style-type: none">• If the fire bell sounds you must exit the building, even if the bellstops• Exit the school site at the closest exit directed by your teacher• Walk at all times, be silent and calm at all times• Move to the all-weather pitch and line up in your tutor group in silence• Answer your name clearly when called and remain silent• Leave the area when directed to in silence until you have left the fire evacuation space	<ul style="list-style-type: none">• This is an emergency situation and should always be treated as so• It is vital everyone is calm and accounted for• Staff have roles to do to ensure everyone is safe and you have a part to play in this



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