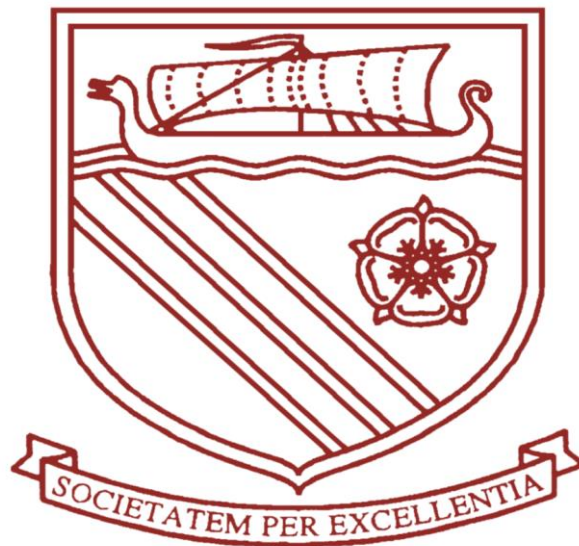


Tottingham High School

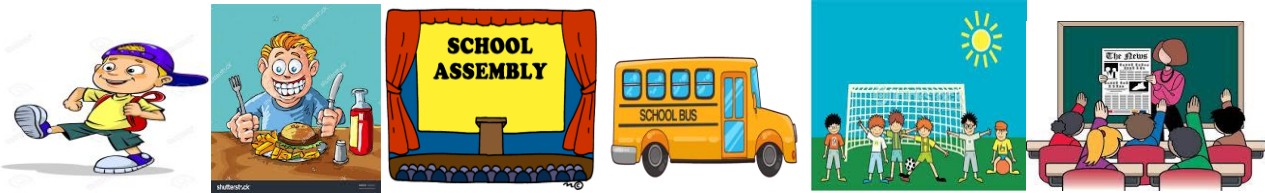
Standards & Expectations Handbook for Students: School Rules

Name:

House:



Students must carry this with them and abide by the school rules at
all times



INTRODUCTION TO THIS BOOKLET

Most of you behave excellently at school and do your very best. You work hard and ensure you fulfil your potential and you are rewarded with green points, praise, certificates etc. as well as getting good grades and a good reference at the end of school!

When you behave well, you have a positive impact. Others can learn and staff can do the work better to help everyone in school. But when a student behaves poorly, this has a negative impact on others.

What is your answer to the following questions?

- Is your behaviour allowing you to achieve or is it stopping others from achieving?
- Are you being denied valuable learning time or denying others?
- Is your learning being disrupted by others arriving late or are you the one arriving late and disrupting the learning of your class?



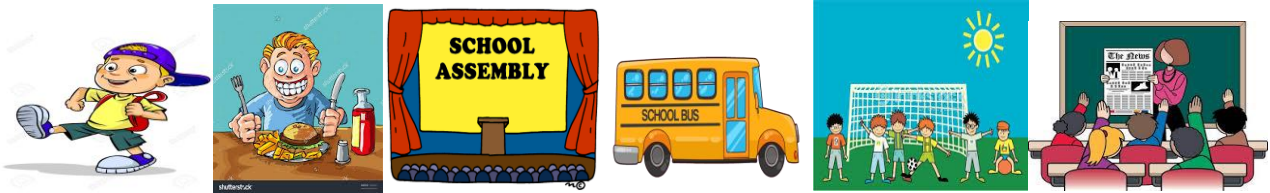
What happens to a car with one flat wheel?

It can't drive as well as it can with 4 good wheels.

Those students who are misbehaving are like a soft tyre on a car. They affect the performance of others. That's not fair!

Make sure you're not part of the soft tyre at Totty High!!

Good behaviour is rewarded and recognised at THS. This booklet is a reminder to every student of what we expect in terms of basic behaviour and good manners and what may happen to those students who don't follow the rules like most students.



WHAT DOES EXCELLENT BEHAVIOUR LOOK LIKE AT THS?

- We will respect the right of others to work and learn.
- We will ensure everyone feels safe and secure in our school.
- We will treat others with respect and understanding.
- We will challenge ourselves in all that we do to improve and will allow others to do the same.

WE WILL ACHIEVE THIS BY:

- Following all instructions which are there to help us make the right choices.

There is one very simple message to all students to ensure this happens...

Do as you are told, first time, every time!!

In the Classroom

- Ensure you have all the correct equipment for the lesson
- Be on time to the start of your lesson
- Line up outside the room quietly
- Enter the classroom quietly under instruction of your teacher
- Do not disrupt the work of others
- Do not use any electronic equipment unless instructed for the lesson - if seen it will be confiscated
- **Do as you are told, first time, every time!!**



If you have a question...

CLASSWORK

"I have a question about my work..."

- Think about what you want to ask.
- Raise your hand and wait for your teacher to speak to you.
- When directed, ask your question as best you can to help understand the work.

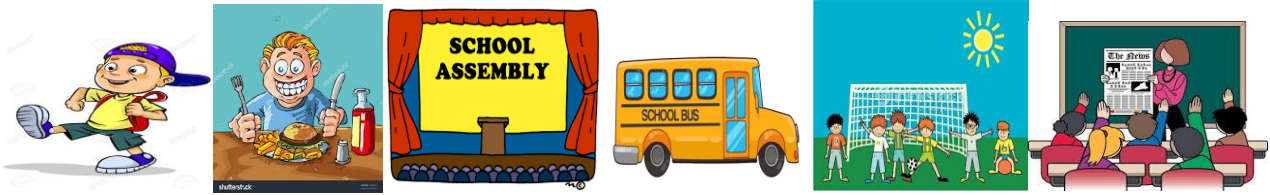
TEACHER REQUEST

"I want to know why miss/sir has moved me or told me to do something..."

- Don't ask 'why' now..... **JUST DO IT!**
- Your teacher may not have time now to speak to you and needs you to follow instruction.
- Wait until the end of the lesson.
- Think about what you want to ask.
- Ask calmly and politely!!!
- **Stay calm** even if you don't like the answer.

On the Corridor

- **Walk (never run)** on the **left** side at all times
- Always make way for a member of staff
- **Do not drop litter**, put it in a bin
- **Do not eat** on the corridors
- Use **one-way system** for Art corridor
- **Coats and outside clothing** must not be worn indoors



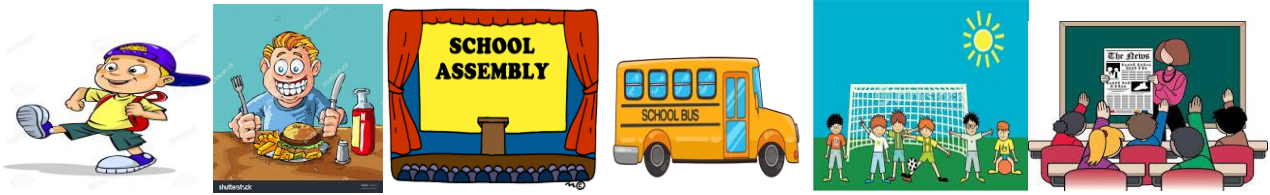
- Make your way **promptly** to your next lesson
- Keep noise to a minimum...**do not shout** on the corridors
- **Do as you are told, first time, every time!!**

In the Dining Room/Room 9

- **Queue calmly** and keep noise to a minimum...**do not shout**
- **Speak politely** to all dining room staff and follow their instructions
- **Clear your tables** when you have finished
- **Do not drop litter**, put it in a bin
- Do not take food out onto **the corridor** to eat
- **Do as you are told, first time, every time!!**

In Assemblies

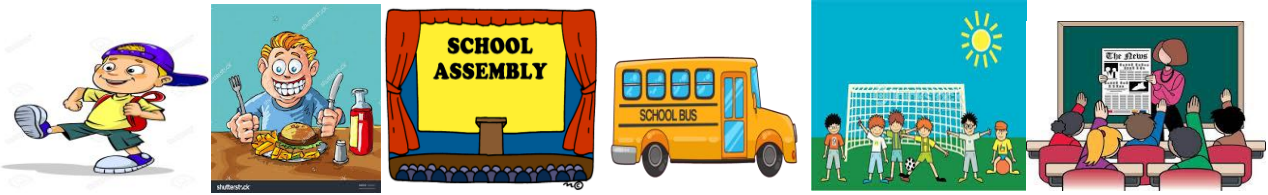
- Ensure you get to **PM Registration promptly**
- **Make your way** to assembly quickly, calmly and in order



- Enter the Hall/Gym in **silence** and sit where instructed
- **Sit up properly** and listen to the assembly
- **Do not talk** during the assembly nor distract others
- Leave the assembly when instructed and **do not talk while waiting to be dismissed**
- *Do as you are told, first time, every time!!*

Breaks and Lunchtimes

- **Do not drop litter**
- Never use insulting, undermining or **abusive language** at anyone
- **Stay in areas** that are for your year groups
- **Ball games only** on South Yard & grassed area behind Sports Hall
- **Do not annoy others**
- *Do as you are told, first time, every time!!*

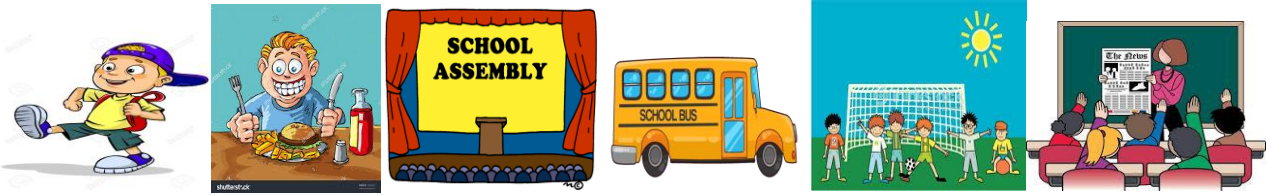


On School and Public Buses

- Line up for buses calmly and **without pushing**
- **Remain on the pavement** when queuing
- Make sure you have the **correct change/ticket**
- **Speak politely** to bus drivers and members of the public at all times
- **Stay in your seat**
- **Do not drop litter** or throw objects on the bus
- **Give your seat** to member of public if need be
- Keep noise to a minimum...**do not annoy others**

Other 'to' and 'from school rules

- **Do not drop litter**
- **Treat property** of local community with respect at all times
- **Obey all shop rules** when you are in them



In Detention

- All detentions must be carried out in silence.
- If you wish to speak, raise your hand and wait for the member of staff to speak to you. Do not call out.
- Your member of staff 'might' give you work to do but it is **YOUR RESPONSIBILITY** to bring work with you to do in the detention.
- During every detention there will be a **THREE STRIKE** system used. (This is like the 3 Strike system in class.)
 - **STRIKE 1** - Staff will warn you about your behaviour.
 - **STRIKE 2** - This is your final warning to follow instruction
 - **STRIKE 3** - You will be given the next level detention as you have been unable to complete this one properly.
 - (At this point you may be removed from the detention by another member of staff)



TYPES OF SANCTIONS

DT1 - Between 10-30mins. Usually at breaks or lunchtimes but may be after school if decided by staff.

DT2 - One hour (3.15-4.15) after school in the Library on either Tuesday, Wednesday or Thursday. Given by Heads of Faculty or Heads of Year due to either a more serious behaviour OR not fulfilling expectations of your DT1.

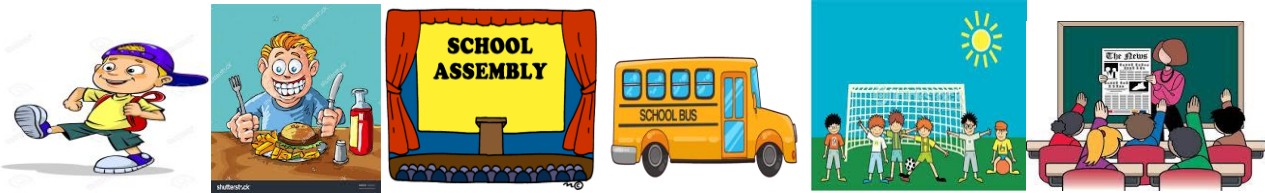
DT3 - Two hours (3.15-5.15) after school in the Library on a Monday. Given by Senior Leadership Team due to either a more serious behaviour OR not fulfilling expectations of your DT2.

DT4 - Detention every lunchtime for a week AND two hours after school on a Friday. Given by Headteacher due to failing your DT3.

Isolation Day - Full day in isolation from 8.45-4.15. Given by Deputy Head Teachers due to either a more serious behaviour or failing DT4.

Fixed Exclusion - Day(s) excluded from School. Given by Headteacher for either a more serious behaviour, failing Isolation Day, or regular offenders.

PERMANENT EXCLUSION - Used as a last resort when a student fails to abide by school rules.



OTHER IMPORTANT RULES

EQUIPMENT FOR LESSONS - Pen / pencil / ruler are essentials!! Calculator should also be part of your equipment.

JEWELLERY - Students are allowed to wear **one** stud in each ear if wished. Diameter of stud **no more than 0.5cm**. (Out or covered for practical lessons!!) A watch may be worn. No other jewellery allowed,

MAKE-UP - Make-up **must not** be worn in school. False nails **must not** be worn.

FOOTWEAR - The wearing of trainers **is not permitted**.

ELECTRONIC EQUIPMENT - Mobile phones/headphones etc. can be used **anywhere, unless instructed by staff, but only at break and lunchtimes**. No external speakers. **At any other time...if your item is seen, you WILL lose it!!** That includes your top pocket. Switch it off and put it away!

TOILET REQUEST - If your teacher allows you to go to the toilet, you may be asked to leave your phone with your teacher.

UNIFORM - Only school uniform can be worn **under** school blazers, i.e. shirt and tie for boys, and school blouse for girls. School sweater is optional for those who wish to wear one. No other garment **under** your blazer! Coats off inside.



Some other consequences of poor behaviour...

We have a full Behaviour Policy on our website which outlines all of the details about our expectations of behaviour in school as well as the methods of rewarding students for good and excellent behaviour.

Below are some types of behaviour which shall not be tolerated at Tottington High School and which will bring serious sanctions. Continued risk of these behaviours may result in a student no longer attending our school.

Smoking on or near school site (including the use of E-cigarette's) - students must never bring actual or electronic cigarettes on to the school site. These will be confiscated and students may experience fixed exclusions if they break these rules.

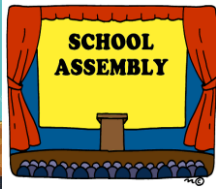
Selling Items in School without permission - students are **NOT ALLOWED** to sell items such as sweets/drinks on school site and may experience fixed exclusions if they are found doing so.

Truancy - truancy from school or a lesson will result in the time being made up by the student after school.

Appearance - students found breaking appearance rules, e.g. uniform, make-up etc. will be removed from lessons and social time and isolated until the issue is resolved.

Verbal Abuse/Swearing at a member of Staff - **THIS WILL NOT BE TOLERATED AT ANY TIME!!** Students who swear at a member of staff will be dealt with severely and will be excluded for a fixed period.

For any serious issues of poor behaviour, Parents/Carers will be invited into school to meet with relevant staff.



Name:

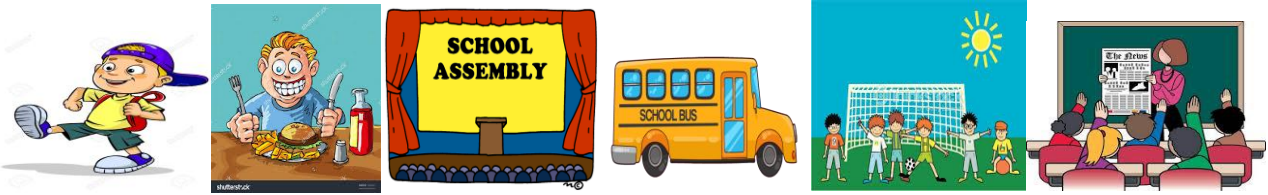
Form:

My Behaviour Record (Tutor will give you this info)

<u>Week</u>	<u>Points</u>			<u>DTs</u>	<u>ATTENDANCE</u>	<u>PUNCTUALITY</u>
<u>(Running Totals)</u>	<u>G</u>	<u>Y</u>	<u>R</u>	<u>1/2/3/4</u>	<u>%</u>	<u>No of Lates</u>
<u>11/9</u>						
<u>18/9</u>						
<u>25/9</u>						
<u>2/10</u>						
<u>9/10</u>						
<u>16/10</u>						
<u>30/10</u>						
<u>6/11</u>						
<u>13/11</u>						
<u>20/11</u>						
<u>27/11</u>						
<u>4/12</u>						
<u>11/12</u>						
<u>18/12</u>						
<u>8/1</u>						
<u>15/1</u>						
<u>22/1</u>						



<u>29/1</u>						
<u>5/2</u>						
<u>12/2</u>						
<u>26/2</u>						
<u>5/3</u>						
<u>12/3</u>						
<u>19/3</u>						
<u>26/3</u>						
<u>16/4</u>						
<u>23/4</u>						
<u>30/4</u>						
<u>7/5</u>						
<u>14/5</u>						
<u>21/5</u>						
<u>4/6</u>						
<u>11/6</u>						
<u>18/6</u>						
<u>25/6</u>						
<u>2/7</u>						
<u>9/7</u>						
<u>16/7</u>						
<u>TOTAL</u>						



Notes...

Remember.....

I must do what I am told, first time, every time!!

I am at school to learn and I must allow others to learn too!