



SMITHDON HIGH SCHOOL

# RULES, REWARDS AND CONSEQUENCES

Strength - Integrity - Excellence

# Smithdon High School Rules and Behaviour Guide

## General behaviour

Smithdon High School is built upon mutual respect. We say "sir" and "miss" to adults. We say "thank you". We say "excuse me". We say "please". We smile when we greet people, both inside and outside school. At Smithdon High School adults and pupils are on the same team and adults are your team captains. All pupils know that they must do exactly what the team captain says. At Smithdon High school we give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices. Smithdon High School adults (including office, canteen and cleaning staff) are tough on bad choices because we want to make you a better person in the long run. We teach you to break your old habits and learn new empowering habits that will make you successful in life. Smithdon High School adults care enough to be strict. Every time an adult gives you a Consequence, they are reminding you of the behaviour we really want and the behaviour we can't allow you to hold on to. If we allow you to hold onto old habits of laziness, selfishness, rudeness, excuse-making, sulking and feeling sorry for yourself, we are not helping you grow up into responsible, successful adults. If somebody drops something, you help them pick it up. If someone trips up, you check to see they are alright. You don't laugh at people. You help them. If you hear about anybody being unkind to another Smithdon High School pupil you tell an adult immediately. If you don't tell the adults then the unkindness will continue and increase. At Smithdon High School we work hard and we are kind to one another.

## S.T.E.P.S

Sir or Miss - every time

Thank you - every time

Excuse me - every time

Please - every time

Smile - every time

## Sir or Miss

Pupils always refer to adults as Sir or Miss. It's a sign of respect. It's polite. Pupils never forget to say Sir or Miss at the end of their sentences. All adults will treat all pupils with respect and be extremely polite. All pupils will treat all adults with respect and be extremely polite at all times.

## Thank you

In school we hold doors open for one another, we let people pass in front of us, we don't barge past, we politely let people pass. We pass books along carefully, efficiently, politely, in silence. We queue for lunch politely and efficiently, in single file, facing forward and dressed smartly. We line up silently to enter classes, we face forward, we know that every single second counts. These are all signs of mutual respect. Smithdon High School is built upon adults and pupils treating each other with respect. We are a team working together.

## **Excuse me**

We never push past or interrupt people. If we want to get past we say "Excuse me please" very politely. Then we wait patiently if necessary. Similarly, if we want to talk to somebody, a teacher for example, we say, "Excuse me. Do you have a minute? Could you help me with something?" We don't take others for granted. We are polite. We are especially polite and respectful in corridors, on the stairs and when queuing. We remain in single file, silent and facing forward. We do what we have to do very smoothly and efficiently. We are polite to classmates, pupils we don't know, and to all members of staff. That includes office, canteen and cleaning staff. There are no exceptions. When we go to an office, such as pastoral, we knock on the door and wait to be invited to enter the room. Smithdon High School is built on mutual respect.

## **Please**

Smithdon High School pupils and adults show an "attitude of gratitude" every day and in every interaction they have. We say Sir/Miss, Thank you, Excuse me and Please very naturally.

## **Smile**

We always smile. We are polite and welcoming. When we greet somebody we smile, when an adult says hello to us in the corridor we reply with an upbeat, "Hello Miss!" or "Morning Sir!" and we smile. We are professional. When we speak to others, people are immediately struck by the way we smile, the way we project, the way we articulate.

## **SHAPE**

At Smithdon High School we speak in full SENTENCES. We make sure our HANDS are away from our faces as we speak. We ARTICULATE. We never mumble. We PROJECT. That means we speak clearly and loudly for the whole class to hear. We do not shout at each other. We look people in the EYE. We make confident EYE contact.

## **Mobile phones**

Pupils are not allowed mobile phones, or any other form of electronic device, on site at Smithdon High School. If pupils have a phone with them it must be switched off and in their bag NOT pocket. If a pupil's mobile phone is seen or heard anywhere on the school site after a student has entered the site or before a student has left the site, it will be immediately confiscated and a consequence will be sanctioned.

It can be collected from the office at the end of the day. If the mobile phone is confiscated more than once, we will then ask parents or guardians to collect the mobile phone from the school. By sending your child to Smithdon High School you agree to abide by all of our rules. Families are advised that any electronic devices, including mobile phones, are left at home. This is the only certain way to avoid any risk of confiscation.



## In the classroom

### SLANT

- Sit up straight
- Listen carefully
- Ask and answer questions
- Never interrupt
- Track the teacher

At Smithdon High School we S.L.A.N.T. in every lesson. This is a key habit that will help you succeed in school and in life. When you S.L.A.N.T. you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to their teachers and their classmates. Smithdon High School is built on mutual respect. We speak to one another politely at all times, and our body language and facial expressions are polite too. S.L.A.N.T. is a key part of showing mutual respect and courtesy.

#### Sit up straight

At Smithdon High School you sit up straight at all times and you never slouch. Teachers have a seating plan and you sit in the seat they have allocated. When you read you always follow the text with your ruler or guide, with both hands on the ruler/guide. This helps you concentrate, so you remember more and understand more. When you are not writing or reading, you sit up straight with your arms folded. Your teachers will instruct you: "3,2,1." Everyone will sit up extra straight, eyes front, looking at the teacher. You will follow their instructions first time, every time. The same rules apply to all, so are fair to all. No exceptions.

#### Listen carefully

At Smithdon High School you listen to every single word your teacher says very, very carefully. You especially listen to instructions very, very carefully. You don't pick up your pen or your ruler, or anything else, until your teacher gives you the signal. You listen carefully to your peers when they are talking.

#### Ask and answer questions

When you want to ask a question you always put your hand straight up in the air and wait for the teacher to respond. You must wait for the teacher. Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to respond to you. If we didn't do this people would be interrupting the teacher all of the time. If you are confused, or unsure what to do, let the teacher finish what they are saying and then put up your hand to ask a question. When you ask and answer questions, speak confidently and in a loud voice so the whole room can hear.

#### Never interrupt

You never interrupt your teacher or your peers when they are talking. If you are confused, or unsure what to do, let the person finish what they are saying and then put up your hand to ask a question. If your teachers have decided that your actions were rude or damaging to your education you will

receive Consequences. Sometimes you may even be put in internal isolation. You may think your teacher was unfair but the teacher's decision is final. You never answer back or interrupt.

### **Track the teacher**

Your teacher is the expert. This means you keep your eyes on the teacher whenever he or she is talking. You never turn around – even if you hear a noise behind you. You don't look out of the window. You don't lose focus. You really, deliberately concentrate on what the teacher is saying at all times. You look at the board. You listen. You read. You practise the work set in silence unless instructed otherwise. You deliberately try to understand and to memorise the information and the processes you have been taught. If someone tries to distract you, raise your hand and tell the teacher.

### **The beginning and end of lessons**

It is essential that you make your way very quickly and efficiently between classes. You walk between lessons calmly and quietly. You can chat to your friends in the playground in the morning, break time and lunch time.

When you get to your lesson you wait outside for your teacher. You never enter a room without your teacher's express instruction. Being on time is a sign of politeness. Being late is rude and disrespectful. When we line up we face forward, we never turn around, we are silent. Our job is to move very quickly, efficiently and politely between lessons.

Lessons start and end very efficiently and calmly at Smithdon High school. When you enter the classroom, you go to your seat, take out your books and equipment, put your bag and coat on the floor under your desk, then stand behind your chair in silence until instructed to sit down by the teacher. Then you begin your first task.

At the end of each lesson you stand behind your chairs in silence when instructed by your teacher. Your teacher will use the last few minutes of each lesson to pack away, ask you questions and get you ready to go off to your next lesson. Your teacher will dismiss you row by row. We do not teach right to the very last second and then pack away in a rushed and inefficient manner. You pack away exactly as instructed. You do not talk to your friends. You remain focused on the task of packing away and then you track the teacher. Around two minutes before the end of your lesson your teacher will give you the signal and you will stand in silence, and You will say thank you to your teacher as you leave the classroom. Your teacher will ask you questions as you wait. He or she will choose pupils to ask by name rather than with hands up. If you are in a computer room, you will make sure the mouse, keyboard and screen at your station are all in the correct position.

We never go to the toilet or to get water between lessons or in lesson time unless we have a toilet pass. The toilets are open before lessons and at break times. You should not go to the toilets or the water fountain in the last five minutes of break or during lessons to ensure you do not miss a single second of lesson time. Staff exit cards will only be issued to pupils in exceptional circumstances, as pupils should not be out of lessons at any time.

We respect ourselves, each other and our environment, leaving spaces tidier than when we arrived. All of this demonstrates the Smithdon High School values of Strength, Integrity and Excellence. Be kind and work hard.

## Rewards

- R1** Good work and kindness.
- R2** Exceptionally good work or exceptional act of kindness.
- R3** A postcard home for being a positive role model to others.
- R4** A personalised letter home for demonstrating the school values of Strength, Integrity and Excellence.
- R5** A particular act of exceptional kindness awarded by the Headteacher or Head of School.

*Rewards codes equal points awarded to students and the points will add up over the course of the year, leading to certificates and other reward opportunities.*

## Consequences

- C1** Formal Warning  
(two formal warnings in a day will lead to a 45-minute, next-day after-school detention)
- C2** Removal to another classroom (A8 if during break or lunchtime)  
(will lead to a 1-hour, next-day, after-school detention)
- C3** 90-minute after-school detention and a parental meeting  
(2 or more C2s in a week will lead to the C3)
- C4** Internal exclusion  
(lasting 1-3 days, including a 90-minute, after-school detention on each day, and a parental meeting, to include the start of a 3-week report with mid-term parental review)
- C5** Fixed Term Exclusion (lasting 1-5 days) and/or a Pastoral Support Plan  
(a 6-week plan set up with parents, including a report with a mid-term parental review).  
*If this fails, it could lead to a Managed Move or Permanent Exclusion.*

**All of the above are at the discretion of the Headteacher and Head of School**



# Uniform

We take pride in our school and our pupils, and we think it is important that this is reflected in how our pupils look as they go about their studies.

Our uniform is aimed at giving pupils a professional and purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging.

Our uniform consists of:

- Navy Blazer with red trim and school badge on pocket. (pupils in years 8-11 can continue to wear the Black Blazer with school badge on the pocket until they require a replacement)
- Plain white shirt or blouse with collar.
- School clip on tie.
- Plain black socks; or grey or black plain un-patterned tights. Knee socks are not allowed.
- Compulsory grey box pleat skirt with school badge; or plain grey trousers in slim, standard, or comfort fit.
- Flat black leather-type shoes with enclosed toe and heel.
- Belts where worn should be plain black or grey with a small buckle.

Pupils are not allowed to wear the following:

- Hooded tops of the type that are often referred to as 'hoodies'.
- Trousers with very tight fitting legs, jeans, leggings, jeggings, jogging or track suits, pin-stripe or cords.

We recommend that pupils have a sturdy backpack (ideally this should be black or navy and free from logos and branding).

If pupils are found to be wearing incorrect uniform or inappropriate clothing we will contact parents to resolve the issue. It is the responsibility of parents to ensure that their children leave home appropriately dressed in the correct school uniform.

Pupils may be sent home to change and we may issue sanctions if the uniform is not as listed above, or if it is worn incorrectly.

Full school uniform should be worn correctly on the way to school, throughout the school day, and on the journey home.

## **PE Kit**

Our PE Kit consists of:

- Red football shirt, polo shirt or T-shirt (from school supply) \* only one item required
- Black sweatshirt (from school supply)
- Black shorts or skort
- Red socks (from school supply)

(Pupils in years 8-11 can continue to wear the blue PE kit until they require a replacement)

Every pupil is expected to get changed for PE even if they cannot participate fully in the practical aspects for example through illness or injury, as they can take on the role of an official, coach or helper for the lesson. All kit must be clearly marked with the pupil's name and form.

## **Jewellery**

No visible body/facial piercings or retainers including tongue piercings and ear 'tunnels' are to be worn. Pupils will be asked to remove these.

One small pair of plain stud earrings may be worn but must be removed to allow pupils to participate in PE.

No rings, necklaces or bracelets are to be worn.

Pupils may wear a wrist watch.

## **Make-up and Hair**

Light make-up may be worn but must be discreet.

No false eyelashes. Pupils will be asked to remove these.

Hair may not be dyed bright or 'unnatural colours'.

No nail varnish.

Acrylic/Gel/Nexgen nails or tips are not allowed in school.