

Summerhill School

CONSISTENCY FRAMEWORK

An Agreement From Everyone About How Things Are Going To Be!
A Beyond Outstanding Journey for Everyone

Lessons

**Staff should always follow the framework to ensure that all students know exactly what is required of them.
Students are in school to learn and should follow the framework without the need for staff to request this.
Leaders will maintain a regular presence around school to support the implementation of this framework.**

Arriving at the lesson:

Everyone arrives punctually for a prompt start, with the resources/equipment required for the lesson. Students and staff warmly greet each other at the door. Ideally students will enter the classroom on arrival. On the rare occasions this is not possible, or if the classroom is locked, students will line up quietly and responsibly outside.

Students enter the classroom with enthusiasm and ready to learn. All teachers will have a seating plan. Within 90 seconds of entering the room, students should find their allocated seat, get out all equipment/books, place bags on the floor under their chairs (or in the dedicated storage) and then start the activity provided or sit quietly, waiting for the lesson to start. Students should have their planners on their desk throughout the lesson, since this helps to organise learning and homework, and is a good communication tool between home and school.

Start of lesson:

Students should quickly be engaged in a learning activity. If the date, title and Learning Outcomes are displayed on the board, students should start to enter these into their exercise books. When a teacher stands quietly facing a class, students must be silent and should help each other to be silent. Teachers may use the phrase "Excuse me" to alert students that they should be quiet.

Registers should be taken within the first 7 minutes of the lesson. If the teacher decides to do this by calling out names, students must answer politely with "Yes Miss" or "Yes Sir" when their name is called. If any student arrives late, they should apologise quickly. The lateness will be recorded on the register, including the number of minutes the student was late. It should be followed up and discussed at an appropriate time that does not interrupt the learning flow of the lesson.

During lessons:

When someone is talking to the whole class, everyone must listen carefully and silently. When a teacher is asking questions, these should be targeted to specific students – no hands up, to encourage all students to think hard about every question. There may be occasions when a teacher asks for hands up for a specific purpose. Students should always try to give an answer and everyone must respect each other's responses. Students should put their hand up if they wish to request help, add something to a discussion or ask an additional question. Any polite question related to a topic should be encouraged, even if it cannot be answered immediately during the lesson. Students should be praised for asking questions that show they are thinking about the work, or for the correct use of key words. Teachers will make it clear if students need to work in silence (usually only during tests and other assessments). At other times, students may talk quietly about their work. Students must not waste time on other conversations.

Teachers will use their professional judgement to manage off-task behaviour, however when the student is deliberately or repeatedly disturbing learning, teachers will use the Levels as described in the Behaviour Policy, with Level 1 as an explicit verbal warning, Level 2 as a second warning recorded in the student's planner, Level 3 triggering a detention and Level 4 resulting in removal from the room.

Teachers will ensure that tasks are both accessible and challenging for all students. Students will use the red/amber/green planner cards to show how challenging they are finding the task. They are expected to persevere if they find a task hard; being stuck and getting yourself unstuck is a great feeling!

If homework is being set, this will be done as early in the lesson as possible, so that students have plenty of time to record the homework in the planner. Homework deadlines will take account of the size of the activity and the time required to complete it.

Students out of seats and out of class:

Everyone must sit on their chair correctly, without slouching or swinging. Students should only leave their seat when this is required by the learning activity (eg to collect resources, or take part in group work).

Everyone should make use of break times to visit the toilet and/or fill water bottles: students will only be allowed to leave the lesson in exceptional circumstances. Before a student leaves a lesson, the "out of lesson" section of their planner must be signed by their teacher and the student must carry the planner with them: this will be checked by staff.

End of lesson:

Lessons should finish on time. Teachers will plan time for students to pack away and be ready to move. Students should stay focused on their learning until directed to pack up, and should then do so quickly. It is everyone's responsibility to ensure that the teaching space is tidy for the next lesson. As soon as students are ready to leave, they should stand quietly behind their chairs, with their chairs pushed in. Students should be dismissed by the teacher and leave the room in an orderly fashion, with students and staff thanking each other at the door. If a member of staff unavoidably delays a student so that they are late for the next lesson, the member of staff will record this in the student's planner.

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Around School

All students should be aware that their behaviour should be of the highest standard at all times.

Duty staff should maintain a visible presence in their allocated areas at break and other times.

Staff should approach any student that they meet around the school if any of the following items are incorrect.

Interactions should be friendly and non-confrontational but firm in reinforcing consistent expectations of all.

Manners and conduct:

Everyone should be respectful and considerate to every member of our school community, using polite language and good manners, e.g. "Please" and "Thank You". Everyone should welcome other people with a smile and/or greeting, responding in kind. Students should address staff using their title and surname ("Sir" and "Miss" are also acceptable). Students must follow staff instructions first time, without question.

Everyone must avoid unnecessary physical contact such as pushing or intimacy. Swearing or discriminatory/inappropriate language must never be used. Shouting is unacceptable within our school except in extreme circumstances. Bullying behaviour is never acceptable: any instances of bullying should be reported to a member of staff immediately and our community knows that bullying will be dealt with very seriously. It is important that every member of our community takes responsibility for their own good conduct and encourages others to do the same.

Movement around the school:

Students should move purposefully between lessons without stopping to socialise. Everyone should walk on the left, in a calm, orderly fashion. There should be no running, pushing, or unnecessary noise. Everyone should be considerate and courteous e.g. by holding doors open for each other, or leaving space for wheelchair users. Students should only use the lift if they have a valid lift pass.

Break and lunch times:

Everyone should take advantage of the opportunity to go outside, engage in physical activity and get fresh air whenever possible. Ball games should take place on the MUGA, tennis courts or field. Students should be considerate towards other players / spectators and demonstrate fair play in abiding by the rules of the game.

Social rooms will be available for students who prefer to remain inside at break or lunch times. Everyone will treat these rooms with respect, and only use their designated rooms or the nearby comfy seating areas. Students should not gather in groups in corridors/toilets. Computers in corridors and the Learning Centre may be used for schoolwork or other educational activities.

Food and Drink:

Students are encouraged to carry a bottle of water and to stay hydrated. They may drink water at any time except in an ICT or Science room.

Students should usually eat in the Café, Hall or outside. Staff may allow a student to eat while taking part in a supervised lunchtime activity, and will ensure that the room is left clean and tidy. Eating is never permitted in corridors, social rooms, unsupervised classrooms, toilets, Science rooms, Learning Centre or ICT rooms. Everyone will place (not throw) their litter/waste food into the nearest bin, and take communal responsibility for keeping the school clean and tidy by reminding/helping others to do so. It is lovely to see people picking up litter that they did not drop.

Students will queue responsibly for the Café, following instructions from staff and taking care not to block the corridor. Food that is purchased in the Café will be consumed in the Café or Hall unless it is in a sealed package and therefore suitable for carrying elsewhere. Everyone will take responsibility for clearing their tray, plates, dishes and cutlery, returning them to one of the designated points, clearing up any spillages and helping to look after our school.

Respect for yourselves and our Environment:

Summerhill School is a non-smoking zone and vaping is not permitted. Chewing gum, cigarettes, lighters, matches, e-cigarettes, alcohol, drugs or dangerous items are forbidden. Staff will confiscate any prohibited item, which will only be returned to parents (or passed to the Police if appropriate).

Anti-social behaviour such as graffiti, vandalism or spitting will not be tolerated. Everyone will use furniture in the intended manner and take care not to waste resources.

Mobile phones and valuables:

Mobile phones may be brought to school, but must be switched off and stored in bags when inside the school building, unless a teacher gives permission for them to be used for a specific purpose (eg to photograph a piece of work or to carry out research) or they are being used quietly inside a social room. It is not acceptable to photograph or record any individual without their permission. Everyone should avoid bringing valuable items to school. Individuals must take responsibility for keeping their own valuables (including mobile phones) safe and Summerhill School cannot accept any responsibility should they be damaged or go missing.

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Uniform, Travel and Community

Everyone wants to be proud to be associated with Summerhill School.

Everyone should be careful with their actions to ensure that Summerhill School is a school to be proud of.

All of our community will remind each other of the school's expectations and report any issues to staff.

Staff will challenge anyone who is letting down our community.

Uniform and personal presentation:

Everyone should take pride in their appearance, making sure that they are always smart and tidy, with a good standard of hygiene and cleanliness. Staff will role-model smart professional clothing.

All students must wear their uniform correctly. Form tutors will check uniform daily and write a note in the planner if a student has a temporary difficulty in wearing the correct clothing. Students may be asked to wear replacement uniform provided by the school or asked to go home to change. All staff will challenge any student who is not appropriately attired.

Footwear should be plain black and capable of being polished. Canvas or suede are not suitable. Shoes must cover the toes and have a low heel; boots are not suitable. Grey trousers or a skirt should be worn, of a business-wear style, avoiding extremes of fashion. Skirts will be of an appropriate length, ending no more than 6cm above the kneecap. If make-up is worn, this must be discreet. Hair should be a natural colour, with no extreme styles. Coloured nail varnish or false nails should not be worn. Jewellery is restricted to a watch, one modest ring (without any sharp edges) and two small studs, one in each ear. Other visible forms of body adornment (eg face, tongue) are not permitted. Head coverings may be worn for religious reasons and should be plain black or dark blue.

All clothing should be marked with the student's name. Summerhill School cannot accept responsibility for lost items of equipment or clothing.

Arriving at school:

Everyone should allow plenty of time for their journey so that they arrive punctually at school. Upon arrival, everyone should remove all outdoor clothing and ensure their shoes are free from mud. Students may make use of the Café, Hall or Learning Centre from 8.15am, and may head quietly to their form rooms from 8.30am onwards.

Morning registration and Assembly:

Students make their way promptly to morning registration or assembly. Form tutors or Head of Year will make sure that students are informed about any room changes or other notices. Students listen carefully and engage fully with the assembly or other activities. Form tutors use morning registration to check that students are ready to learn.

Leaving school:

Students with permission to leave school early should sign out at Reception. At the end of the day, everyone with 3.15pm tutor time will move promptly to their form room. Everyone will leave through the designated "green button" exits and use the footpaths. Nobody will take a shortcut through the car park.

In the event of a fire alarm, students and staff should leave the building quickly, quietly and in an orderly manner via the nearest emergency exit, before making their way to the fire assembly point on the tennis court. Students should line up with their tutor group in alphabetical order and wait for the register to be taken in silence.

To and From School / In the Community:

The school's high expectations of behaviour and conduct apply at all times while students are in school uniform, from the moment the student leaves their home until they return at the end of the day, since they are representing the school in the community. Everyone should be considerate to our neighbours and treat others with courtesy, whilst respecting the environment/private property. Smoking/vaping is not permitted and students should avoid congregating in large groups.

Students must wear their school uniform smartly on the way to/from school. Students should wear a suitably smart coat or jacket in cold/wet weather.

Students who choose to ride a bike to school must ensure that it is in good condition. Cyclists must wear a helmet and ride considerately, using bike lights in the dark/poor weather. Parents will park considerately outside the school, respecting road markings. Only students with special needs will be dropped off / collected in the car park: these students will be issued with a permit by Mrs Sprouting or their Head of Year.

In the Community:

Everyone is expected to take pride in representing the school positively at all times. Staff will encourage students to play an active part in their community, join in with organised groups and volunteer their time to help others/the environment. Leaders will support the work of the Police within the community and take action against anyone who brings the school into disrepute.