

The International
school & community college

Unlocking Potential

**Be
4
Learning**

2011 - 2012

Be 4 Learning is a positive whole school approach which aims to ensure that the learning environment allows for effective learning for all to take place.

It is based on the principal that good behaviour is expected as the norm and that all students will learn to develop self awareness and self discipline to enable them to make the right choices and to take personal responsibility.

Be 4 learning is a 3 phase system which will provide clearly defined guidelines and will give the student every opportunity to achieve the expected standards of behaviour.

Phase 1: Teacher expectations/sanctions – Focus on Learning made clear. This might include being requested to stay behind at the end of a lesson.

Phase 2: Faculty expectations/sanctions – This supports teacher expectations and will include other members of the Faculty. This might include a Faculty detention involving the Head of Faculty.

Phase 3: School expectations/sanctions – This supports Faculty expectations and will involve senior staff and a school detention.

Punctuality

Lates to School and to Lessons:

Students are expected to arrive at school at 8.30 am – 8.40 am. By 8.45 am students should be outside their Form Room. Registration is 8.45 am – 9.20 am (to include Tutor Time/Assembly). Lesson 1 starts at 9.20 am.

The gates are locked at 8.45 am and students will then enter via main Reception.

Students who arrive more than 5 minutes after the start of the lesson are **recorded late**.

There will be consequences for lateness and parents/carers are reminded that they are not only responsible for their child's attendance, but also their punctuality.

A locked garage has been made available for students wishing to ride bikes to school. This will be open from 8.30 am – 8.40 am. Students **MUST** arrive by this time if they want to secure their bike. Parents will be asked to provide students with their own bike locks for within the garage. The garage will remain locked until the end of the school day.

ISCCEB – SUMMARY OF SCHOOL RULES

You are expected to:

- **BE present at school every day**
- **BE on time to school every day**
- **BE on time to lessons/registration**
- **BE in full school uniform**

- **BE** waiting quietly in single file outside a classroom if you cannot enter.
- **BE** walking quietly on the left in corridors.
- **BE** respectful of other people's property.
- **BE** respectful of others and treat them in a way that you would want to be treated yourself.
- **BE** polite and courteous to other people.
- **BE** able to follow the instructions of all adults.
- **BE** aware of the school environment and keep it clean and tidy.
- **BE** aware that eating and drinking is only allowed in the restaurant area. (Water is acceptable at the discretion of the teacher in the classroom environment. Chewing gum is not allowed at any time.)
- **BE** in the correct place, especially at break and lunchtime.
- **BE** aware that mobile phones and other personal electrical devices **MUST** be switched off in Tutor Time, Assembly and lessons.

General - Classroom Rules (Allowing everyone to achieve their potential)

You are expected to:

- **BE** fully prepared for the lesson and ready to learn.
- **BE** attentive - listen carefully when any adult is talking.
- **BE** able to use all equipment appropriately and safely (including all ICT equipment)
- **BE** in the correct seat
- **BE** patient – Please put up your hand and wait for the teacher to ask you to speak.
- **BE** respectful of others and allow them to learn and get on with their work.

Be 4 Learning Praise/Reward System

Praise may be given in many ways by staff in the classroom and around school.

General

1. Verbal praise e.g. well done, thank you (for opening doors, picking up litter etc)
2. Written praise on work/reports
3. Stickers/stamps on work/postcards/prize draws etc/reports
4. Faculty Praise System
5. Use good work as model to others.

Formal School Praise for progress/learning/achievement in individual subjects

1. Praises are logged on the system and totalled against each student name.
2. Praise slips may also be issued as proof that a 'system' praise has been added. Form Tutor keeps a record of class Praise Slips on Form Chart provided and uses to motivate/encourage class
3. Subjects have individual Praise Slips (Available from HOF)
4. Staff name/sign slips and give to student
5. Students hand Praise Slips to Form Tutor

Formal School Praise for any School Community Praise e.g. helpfulness, going the extra mile, responsible behaviour

1. These praises are recorded in the same manner as above.
2. Staff should use School and Community Praise for any worthy contribution to the well being of the school community

*It is recommended that Subject Staff use up to 5 Praises per lesson (in total, **NOT** per student) as a motivational tool and that students are aware at the beginning of **SOME LESSONS** what criteria will be used to issue praise.*

It is again recommended that usually Praises are not awarded to the same student in consecutive lessons.

Praise

The **Subject** Praise system has been designed to help motivate students and redirect the Focus on Learning.

The **School Community** Praise System has been designed to reward students for positive acts around school that contribute to the well-being of the school community.

Praise Certificates will be presented in lessons or assemblies by appropriate staff.

Subject Praise Certificate Presentations

**5
10
15
20
25
30
35
40
45
50**

**Presented by Subject
Teacher in lessons
HALF TERMLY**

**55
60
65
70
75
80
85
90
95
100**

**Head of Faculty/Subject
Leader presents by
arrangement with Subject
Teacher
HALF TERMLY**

Over 100 to be presented at Annual Awards

School Community Praise Certificate
Presentations

5
10
15
20
25
30
35
40
45
50



**Presented by Form Tutor
in Tutor Time
HALF TERMLY**

55
60
65
70
75
80
85
90
95
100



**Head of Student Progress
presents by arrangement
with Form Tutor**

Over 100 to be presented at Annual Awards

Other formal Praise

Faculties;

Have developed their own system (e.g. Maths – Weekly Prize Draws - Ask Head of Faculty for details).

Year Teams:

Award other certificates and prizes as the Tutor/Head of Student Progress/Mentor decide (e.g. Student of the Month).

Attendance:

Certificates/ Prizes /Prize Draws regularly held in Assemblies for Students and Tutor Groups who meet Attendance Targets. See National Challenge 94% Attendance Action Plan Staff Handbook 2009/2010.

Head Teachers Award

This is awarded half-termly to one boy/girl in each year group.

Annual Awards Evenings

These take place in October for Years 7 – 10 Year. Students have been nominated by their teachers in all subjects for awards based on their performance in lessons/ internal and external examinations the previous school year.

Examination Awards Evening

This takes place in November for any Students year 9 –Post 16 who have taken external exams e.g. GCSE/BTEC/AS/Vocational Examinations.

Rewards Trips/Visits

Heads of Student Progress and Year Teams may plan reward trips throughout the year. Students must meet B4L and attendance targets to secure a place on these trips.

End of Year Trip – to be confirmed

All students and most staff will have the opportunity to take part in the end of year trip in July. Criteria/cost of the trip will be announced in the Summer Term.

SUBJECT SPECIFIC RULES

Subject specific rules will be displayed in individual classrooms and rules will be discussed with the students.

Teacher Detentions

Subject teachers may detain students as follows during the day if necessary without notice:

Break: 15 minutes to allow toilet break

Lunch: 15 minutes to allow for food, drink and toilet break.

After School: 10 minutes

The school bus will not leave until 3.35 pm

FACULTY AND SCHOOL DETENTIONS

Stage One Student notified of detention. 24 hours notice to parents is required as these are held after the normal school day.

Stage Two Detention letter issued to notify parents

Stage Three Student attends Faculty detention (30 mins) or School detention (40 mins). If a student is absent the detention will be sat the next day they are in school.

Failure to attend a Faculty detention will result in a school detention being issued.

Failure to attend a School detention will result in a parental meeting.

Be 4 Learning

The following behaviours are more serious and will be dealt with accordingly

1. Verbal or physical abuse of a member of staff
2. Fighting
3. Possession or use of alcohol or drugs on the school site
4. Possession of a weapon/dangerous item on the school site
5. Maliciously setting off of the fire alarm
6. Deliberate damage to or theft of school property
7. Smoking in school
8. Bullying/racist behaviour towards another student
9. Making a false allegation against a member of school staff.

NB: Some of these offences may lead to isolation, parental meeting, exclusion, permanent exclusion.

Mobile Phones

School Policy

Mobile phones and other items of personal value such as electronic devices, should not be brought into school, however, in support of student safety travelling to and from school, students are allowed to carry phones with them

Problems caused

These items are expensive.

- They may be damaged, lost or stolen
- School does not take responsibility for these items

Their use

- Interferes with progress in lessons
- Is a distraction to self and others
- Escalates issues between students using texts and facebook

Permitted usage

Phones and I Pods may be used during break and lunch times in allocated social areas

- Restaurant
- Social Space
- Playgrounds

They must be switched off and stored out of sight (including ear phones) at all other times

Misuse in lessons

- Given 1 warning to turn the device off and put it away, out of sight.
- On the second occasion, student will be removed from lesson and further action will be taken

- Item will be confiscated
- Parent may be contacted
- Parent may be required to collect device from school

Specific Misuse

Taking photographs and videos are not allowed at all. Anywhere.

Offences

Using a mobile phone or similar device improperly is an offence under the Protection From Harrasment Act 1997 which may result in arrest, or Telecommunication Act 1984 which may result in arrest and a Penalty notice for each offence

10 -15 years of age	£40 fine
16 years and over	£80 fine