



‘Confident, Independent, Forward-thinking’

Expectations



Kents Hill Park School

Classroom Expectations

To make great progress

- Be on time.
- Bring correct equipment.
- Work hard, taking pride in what you do.
- Allow others to do their work.
- Follow staff instructions, without question.
- Treat other people with respect.



Manners and Everyday Rules

- Good Morning/Afternoon
- **S.T.E.P.S** 1. Smart - every time 2. Thank you - every time 3. Excuse me - every time 4. Please - every time 5. Smile - every time
- Addressing staff by Mrs/Ms/Miss/Dr/Mr
- No sweets or chewing gum
- If you do not have anything nice to say, then don't say anything at all
- Treat others how you would like to be treated
- Littering
- No mobile phones
- Keep to the left
- "Sorry..... it will not happen again"
- Work Hard, Be Kind
- If you feel unwell please inform a teacher and they will decide if you are to go to the medical room.
- Please only go to **PUPIL SERVICES** to call home in an emergency. Ringing someone to bring in books, equipment or PE Kit is not an emergency. Ringing to say you want, or do not want to stay after school for a club is not an emergency and should be arranged prior to coming to school.
- Do not go to main reception unless directed to by a member of staff
- **Standing for visitors:** We conduct many tours with prospective parents and visitors over the course of the year. Whenever a visitor is brought into a classroom you will stand and show respect to the visitors. The member of staff conducting the tour will indicate when you should sit down. You may be asked questions about the lesson and you will explain your learning as eloquently and in as much detail as you can.

Lessons

Start

- Use the hand sanitiser provided when you first arrive.
- You will remain in the same room and seat each day.
- You should remain seated and wait quietly and patiently for your teacher to arrive.
- Uniform should be worn correctly.
- Coats should be put in your bag and bags placed under your desk in your classroom.
- No music Players or Phones.
- You must sit in the seating plan set by the Teacher.
- You should place your pencil case and exercise book on your desk.
- Complete the “Do it now task”
- You must answer the register with Yes Mrs/Miss/Ms/Dr/Mr.....



During

- Silence is the default. You must be silent at all times unless instructed to talk by the member of staff. You must not talk over members of staff, visitors or other pupils.
- You should remain in the lesson from start to finish. Ensure you have all your equipment and you visit the toilet just before school starts, break and lunch.
- You should follow instruction first time and without answering back.
- Follow STEPS, STAR and SHAPE at all times.
- If a member of staff identifies something you have done wrong you should not question it but reply with “Sorry *Mrs/Ms/Miss/Dr/Mr* it will not happen again”



End

- Teachers signal the end of the lesson. You must not pack away unless directed to do so by the teacher.
- Before the arrival of your next teacher you must remain in your seat and remain quiet. You will need to get all books/equipment needed ready for the next lesson.
- When they leave the room they should use the hand sanitiser provided.



Before and after the school day Year 7

- Pupils riding bikes must dismount once on site and walk their bike into the first bike Sheds. Please ensure that you wear a helmet at all times and bring lights during the winter month.
- Once you have locked your bike you must leave back through the pedestrian gate and follow the Year 7 route into the building.
- Pupils on bikes/scooters/skateboards or any other modes of transport are not to ride around the car parks or paths on the school site. Pupils must dismount their vehicles once on the school site (Past the Redway).
- Year 7s to enter and leave the building through main reception and then go straight to your classroom. The Year 7 bike shed is the first one down the main drive.
- You should leave promptly at the end of the day and not wait around. All pupils must leave the school site adhering to social distancing.
- If you have to wait until 3:30 for an older sibling you should wait in your classroom then leave in the usual way and meet them outside the front of main reception.
- If you arrange to be picked up from school you should ensure you are picked up promptly as there will be no waiting on the school grounds. This includes the car park area. It is important that you are picked up in the correct area as shown on the diagrams.



Year 7 Before and After School

- Route
- Entry and Exit from School
- Drop off and Pick up
- Cones
- Bike Shed
- When walking to school from either directions safely make your way onto the Year 7 route.
- Social Distancing



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Before and after the school day Year 8

- Pupils riding bikes must dismount once on site and walk their bike into the bottom bike sheds along the main drive. Please ensure that you wear a helmet at all times and bring lights during the winter month.
- Once you have locked your bike you must follow the Year 8 route into the building.
- Pupils on bikes/scooters/skateboards or any other modes of transport are not to ride around the car parks or paths on the school site. Pupils must dismount their vehicles once on the school site (Past the Redway).
- Year 8s to enter and leave the building through the doors at the bottom of stairwell 1 then use the stairs to go straight to your classroom on the top floor.
- You should leave promptly at the end of the day following your Year group route off site. You must not wait around and all pupils must leave the school site adhering to social distancing.
- If you have to wait for a sibling you should meet them outside the front of main reception.
- If you arrange to be picked up from school you should ensure you are picked up promptly as there will be no waiting on the school grounds. This includes the car park area. It is important that you are picked up in the correct area as shown on the diagrams.



Year 8 Before and After School

- Route
- Entry and Exit from School
- Drop off and Pick up
- Cones
- Bike Shed
- When walking to school form either directions safely make your way onto the Year 8 route.
- Social Distancing



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Before and after the school day Year 9

- Pupils riding bikes must dismount once on the school site and walk their bike to the bike sheds next to the sports hall. Please ensure that you wear a helmet at all times and bring lights during the winter month.
- Once you have locked your bike you must follow the year 9 route into the building.
- Pupils on bikes/scooters/skateboards or any other modes of transport are not to ride around the car parks or paths on the school site. Pupils must dismount their vehicles once on the school site (Past the Redway).
- Year 9s to enter and leave the building through the main doors leading to the dinning room and go straight to your classroom. Use stairwell 3 to access P1 and Pupil Services.
- You should leave promptly at the end of the day following your Year group route off site. You must not wait around and all pupils must leave the school site adhering to social distancing.
- If you have to wait for a sibling you should meet them outside the front of main reception.
- If you arrange to be picked up from school you should ensure you are picked up promptly as there will be no waiting on the school grounds. This includes the car park area. It is important that you are picked up in the correct area as shown on the diagrams.



Year 9 Before and After School

- Route
- Entry and Exit from School
- Drop off and Pick up
- Cones
- Bike Shed
- When walking to school form either directions safely make your way onto the Year 8 route.
- Social Distancing



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Year 7 Breaks and Lunch Times

- No equipment allowed Just what you want to eat/drink.
- All litter must be placed in the bins provided.
- You must use the toilets on the first floor at the start or end of Break/lunch and start/end of the day.
- Once finished you must wash your hands and then walk to your breakout area with the rest of your Year group.
- There is no running allowed.

Break

- You will be walked by your teacher to your outside area.
- You must be silent and remaining in a straight line.
- At the end of break once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 3 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Lunch

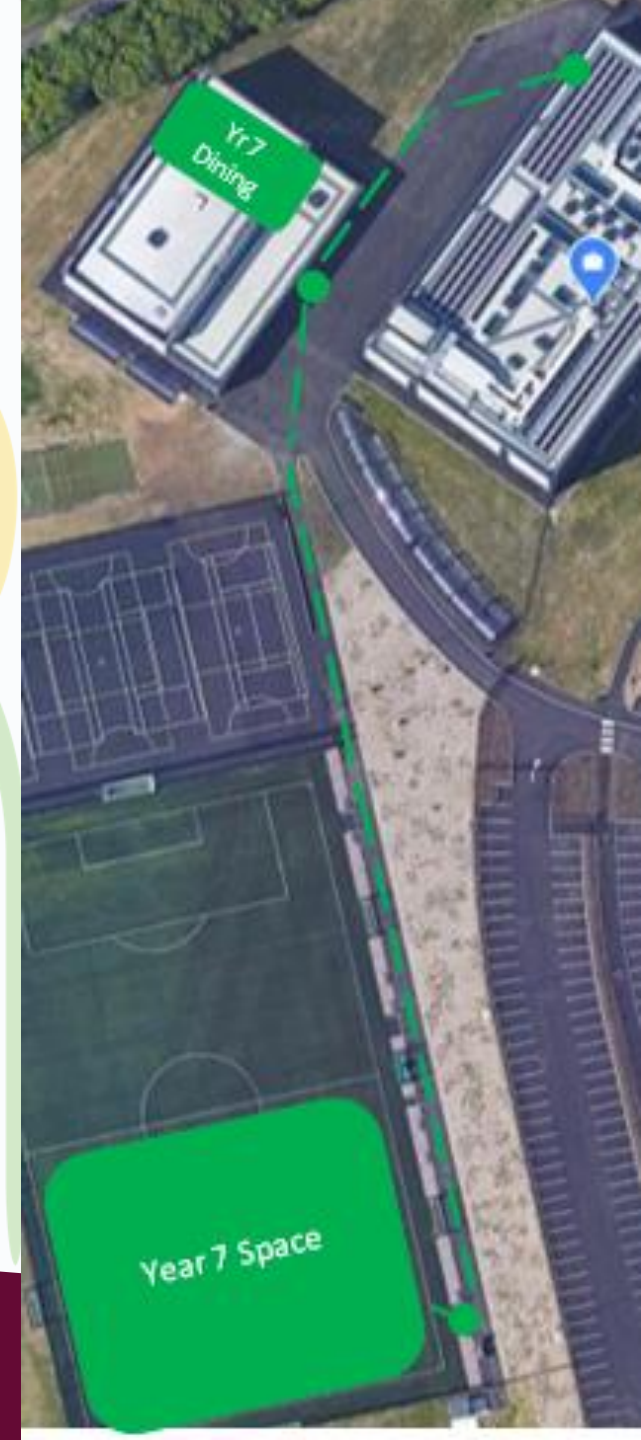
- You will be walked by your teacher to your Dining area.
- You must be silent and remaining in a straight line.
- At the end of Lunch you will be escorted to your outside space.
- At the end of Lunch once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 5 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Bad Weather

- You will be informed if you must remain in your indoor dining areas in the event of bad weather.

Year 7 Diagram

- Route
- Toilet
 - If pupils are not sensible we will have to use your break times and wait for any pupils needing the toilet before you can start your break!
- Entry and Exit from School
- Bad Weather
- Social Distancing



Year 8 Breaks and Lunch Times

- No equipment allowed Just what you want to eat/drink.
- All litter must be placed in the bins provided.
- You must use the toilets on the second floor at the start or end of Break/lunch and start/end of the day.
- Once finished you must wash your hands and then walk to your breakout area with the rest of your Year group.
- There is no running allowed.

Break

- You will be walked by your teacher to your outside area.
- You must be silent and remaining in a straight line.
- At the end of break once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 3 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Lunch

- You will be walked by your teacher to your Dining area.
- You must be silent and remaining in a straight line.
- At the end of Lunch you will be escorted to your outside space.
- At the end of Lunch once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 5 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Bad Weather

- You will be informed if you must remain in your indoor dining areas in the event of bad weather.

Year 8 Diagram

- Route
- Toilet
 - If pupils are not sensibly we will have to use your break times and wait for any pupils needing the toilet before you can start your break!
- Entry and Exit from School
- Bad Weather
- Social Distancing



Year 9 Breaks and Lunch Times

- No equipment allowed Just what you want to eat/drink.
- All litter must be placed in the bins provided.
- You must use the toilets on the ground floor at the start or end of Break/lunch and start/end of the day.
- Once finished you must wash your hands and then walk to your breakout area with the rest of your Year group.
- There is no running allowed.

Break

- You will be walked by your teacher to your outside area.
- You must be silent and remaining in a straight line.
- At the end of break once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 3 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Lunch

- You will be walked by your teacher to your Dining area.
- You must be silent and remaining in a straight line.
- At the end of Lunch you will be escorted to your outside space.
- At the end of Lunch once the whistle is blown you must line up in a straight line opposite your class sign.
- Your session 5 teacher will collect you and walk you to your classroom.
- Once again you must be silent and remain in a straight line.

Bad Weather

- You will be informed if you must remain in your indoor dining areas in the event of bad weather.

Year 9 Diagram

- Route
- Toilet
 - If pupils are not sensible we will have to use your break times and wait for any pupils needing the toilet before you can start your break!
- Entry and Exit from School
- Bad Weather
- Social Distancing



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Toilets

- Only 4 pupils allowed in the toilets at any one time.
- You must line up along the yellow lines keeping to the left for Boys and right for Girls along the corridor.
- Ensure you wash your hands with soap and for 20 seconds.
- When you leave make sure you walk back down the corridor. Do not head towards the other set of toilets.
- If Pupils are not sensibly we will have to use your break times and wait for any pupils needing the toilet before you can start your break!
- Once you have finished you must follow your year group route to either your:
 - Outside space
 - Dining area
 - Classroom

Expectations during Prep

- Come to prep prepared to work
- Complete any homework you have
- Normal classroom expectations apply
- You will need to self manage your work – there won't be teacher input
- Collect all the books you will need for prep at lunchtime, as if it were another lesson
- Some intervention and support sessions will take place – you will be notified if you are involved
- You will not be allowed to go to use computers, or printers, or collect books, etc.
- Positive and negative points will be awarded as usual
- If you complete all your homework you will memorise and recall your knowledge organisers
- You will not be allowed to read your books if you have finished.



Isolation (P1)

- To have all equipment including a reading book.
- No Talking
- No verbal or none verbal communication with peers.
- To complete all work to the best of your ability.
- If work has been completed to standard you must either read or revise from Knowledge organisers.
- To remain in your seats.



Corridors

- Follow any one way signs.
- You should walk on the left in single file.
- You should behavior appropriate in corridors.
- No running, eating or shouting.
- No pupils to lean over the balconies looking down into the Dining room.
- No pupils to leave objects on the side of the balconies.
- You are not to use the central stairs.
- The stairs at the back left (GF Hall, 1st Floor MFL and 2nd Floor library) of the building (staircase 1) are for YEAR 8
- The stairs at the back right (GF DT, 1st Floor Hums/English and 2nd Floor Science) of the building (staircase 2) are for YEAR 7
- The middle stairs (GF Dining Room, 1st Floor next to reception and 2nd Floor opposite the staff room) of the building (staircase 3) are for YEAR 9 to access P1 and Pupil Services

Detentions

Reasons for setting detentions (Lesson)

- Persistent failure to follow classroom expectations
- Lack of work in lessons
- Homework
- 2 negatives in a day is 10mins after PREP the same day
- 5 Negatives in a week is 30 minutes after school on a Thursday
- Isolated for a lesson is 30 minutes after school on a Thursday

Types of detentions

- 10 minutes = Break/Lunch/After School
- 15 minutes = Lunch/After School
- 30 minutes after school Thursday
- 50 minute after school Thursday
- First break – 10 minutes (reinforce expectations)
- Lunch time – 15 minutes
- After school – no more than 60 minutes



Behaviour Policy Codes and Sanctions

- Incorrect uniform
- Arriving late to school or lesson
- Failing to produce homework by the due date
- Failure to produce a piece of homework to standard
- Failing to bring all pieces of equipment required for a lesson

Negative Classroom Behaviours

- Lack of effort
- Defiance
- Disruption
- Rudeness
- Verbally Unkind to peers

1. If a pupil is behaving inappropriately a warning is issued. If the behaviour is deemed bad enough you may be removed without a warning.
2. Still failing to behave appropriately they are removed for the lesson. 30 minute after school Thursday detention issued.





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