



SBL Academy

READY TO LEARN

Guidance Document



SBL
SIR BERNARD LOVELL
ACADEMY



WELLSWAY
MULTI ACADEMY TRUST

Summary >>

Ready to Learn is a whole school behaviour and learning policy which covers all aspects of school life. All sanctions are given through a central school system and are carefully monitored by the Pastoral Team, Behaviour Manager and senior staff.

The aims of Ready to Learn are:

1. To **eliminate disruptive behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the school, and no learning time is wasted
2. To provide **clarity for staff, students parents and carers** about acceptable behaviour and the consequences of misbehaviour
3. To encourage students to **take responsibility** for their own actions
4. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behavioural consequences

Ready to Learn is a whole school system which relies on all staff using it in a fair and consistent way.

Rules >>

Rules are broken down into 3 areas:

- Rules in the classroom
- Rules around school
- Rules relating to serious incidents

Rules in the classroom >>

- **Arrive to all your lessons on time** (within 3 minutes of the bell)
- **Sit where you are told**
- **Show you are ready to learn** (by starting promptly and continuing to work to the best of your ability)
- **Listen respectfully when others are talking**
- **Keep off-task conversations for social times**
- **Work in silence when an adult asks you to**
- **Allow others to learn** (do not distract people)
- **Stay in your seat**
- **Don't eat or drink** (only water is allowed in lessons – nil by mouth in science)
- **Speak to others with respect.**

If you break one of these rules, an adult will tell you that you have a “warning” and your name will be written on the RTL board. If you break a rule for a second time, you will be sent to the Isolation Room for 5 lessons, including spending your break, tutor & lunchtime in isolation and your parents or carers will be contacted. You will remain in the Isolation Room until 3.15.

Parents/ carers will receive a text message from the school if their child is sent to the Isolation Room.

Rules around school >>

At SBL, we expect each other to behave with respect at all times. That means walking around the school calmly and quietly, respecting each other's space and looking out for each other.

Defiance

If a member of staff asks you to do something, you must do it. If you do not immediately do what has been asked, the member of staff will say to you 'This is a reasonable request. Are you choosing not to follow it?'

If you refuse, or if you walk away, you will be sent straight to Isolation for 5 lessons.

Academy Detentions

There are no warnings for these misbehaviors. You will receive an 'Academy Detention' for any of the following:

- Running indoors = 20 minute Academy Detention
 - Eating and drinking in banned areas = 20 minute Academy Detention
 - Shouting indoors = 20 minute Academy Detention
 - Not clearing away your tray in the canteen or dining hall = 20 minute Academy Detention
 - Pushing/shoving = 40 minute Academy Detention
 - Being out of bounds = 40 minute Academy Detention
 - Inappropriate language or attitude = 60 minute Academy Detention
 - Hitting or kicking lockers or any other school property = 60 minute Academy Detention
 - Dropping litter/throwing food = 40 minute Academy Detention
 - Incorrect uniform with no pass from HoH (**tutor only**) = 40 minute Academy Detention
 - Failure to bring pen & correct equipment to school (**tutor only**) = 20 minute Academy Detention
- (For term 6 the minimum expectation is a pen. A full equipment list will be provided in preparation for next academic year)*

Rules relating to serious incidents >>

These are incidents which warrant a parental meeting, Isolation, warning of fixed-term exclusion, fixed term exclusion, a governors' warning, or permanent exclusion.

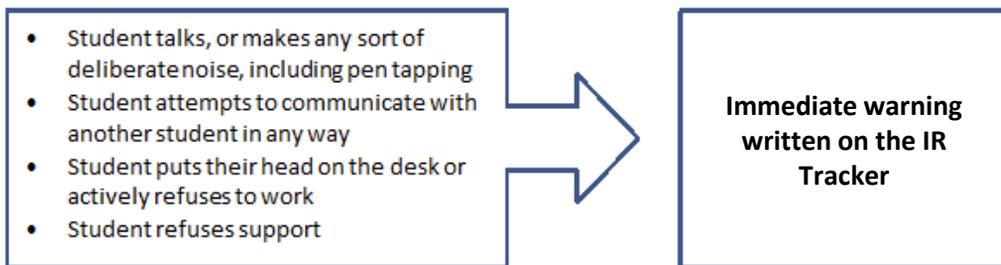
Defiance (refusal to carry out a reasonable request made by, or walking away from, a member of staff.)	Students should be asked explicitly, "I have asked you to ... This is a reasonable request. Are you refusing to do as I have asked?" There must be no negotiation. If a student does not immediately comply with your request, he or she should be sent straight to isolation.
Verbal or Physical abuse of staff.	This may include: <ul style="list-style-type: none"> • Pushing past staff • Swearing at staff • Rudeness and name calling
Truancy or wandering for 10 minutes or more during a lesson.	Students may only be out of lessons with an exit pass. If a student breaks this rule and is out for more than 10 minutes of a lesson, this will immediately result in a referral to the Isolation Room for 5 lessons.
Violent or dangerous behaviour	This may include: <ul style="list-style-type: none"> • Fighting • Threatening behaviour
Possession or use of alcohol or drugs	This is against the law, and may result in permanent exclusion. Students may not refuse to be searched if an adult has reason to believe that they may be in possession of banned substances.
Possession or bringing a weapon or dangerous item on to the school site	This is against the law, is extremely dangerous, and may result in a permanent exclusion.
Malicious setting off of the fire alarm	This is against the law, causes significant disruption to the whole school, and will result in a fixed term exclusion.
Deliberate damage to or theft of property	This may include: <ul style="list-style-type: none"> • Deliberate vandalism of lockers, display boards, doors and windows. • Deliberate vandalism to the school toilets
Smoking	Smoking is not permitted anywhere on the school site. If a student is seen smoking or has the clear intent to smoke on the school site, this will result in a referral to the IR and/or a fixed term exclusion.
Bullying or prejudicial language directed at another person	This may include: <ul style="list-style-type: none"> • Physical or verbal abuse of others • Offensive text messages or misuse of social networking or other internet sites.

Rules in the isolation room >>

Students must work in silence at all times, in 'exam conditions'. If a student shows they are not 'Ready to Learn' in the Isolation Room, then they must immediately receive a warning. If they show this again they must receive a second warning. At this point, the Pastoral Team will contact home to alert the parent or carer that their child is on their last warning and will be excluded if they disrupt again. If they show it a third time, they will be sent home and will be required to serve 5 periods in the Isolation Room on return.

As such, the Isolation Room will have the same rules as an examination, with two important exceptions:

1. Students are allowed to ask for help
2. Students must continue working



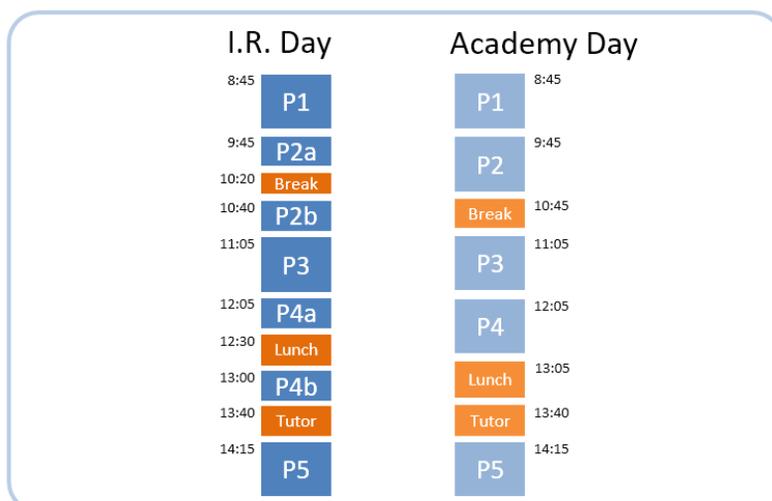
Arriving in the Isolation Room

Students must arrive in the Isolation Room within 5 minutes of when the class teacher's email was sent. If they do not, they will be excluded for that day and on return will still serve their remaining time in the IR.

Exceptions to staying in the Isolation Room

A student must never be allowed out of the Isolation Room to attend a normal lesson, including a lesson to complete coursework. A student may only leave the Isolation Room if they have:

1. A public examination / NEA & Controlled assessment
2. A literacy, numeracy or behaviour intervention
3. A pre-arranged appointment out of school



Fixed Term Exclusions

Managing fixed term exclusions

All return from exclusion meetings will take place between 8-9.30 on the day the student returns to school. The Pastoral Team will make the phone call to arrange this meeting. The Pastoral Team will conduct all meetings resulting from Isolation Room incidents.

The Head of House will conduct meetings for incidents, other than Isolation Room behaviour. A member of the Senior Leadership Team may conduct meetings for very serious incidents.

In exceptional circumstances, and with the agreement of the AHT, a discussion may take place by phone with the parent or carer.