

	Habit for Life	Question	Reality	Reason - We Care / Life Responsibility
Key definitions and terms	Triage - look back / plan forwards	What is triage? How is it different to reflection?	Triage is not reflection - instead it is the first part of the reflection process so students can reflect and learn from situations.  If students do not meet the expectations (uniform, punctuality, politeness, focus etc.) students will be sent to triage. In triage, the staff will assess the situation and if a student should go back to lessons, they will escort them back. Students are only taken back to lessons if there is a genuine reason for lateness. Support - If a student should go to reflection, staff talk it through with the student to make a plan to help.	<ul style="list-style-type: none"> <li>- Taking responsibility is a key skill in life.</li> <li>- Teachers can focus on teaching.</li> <li>- The same staff are in triage so they can see any patterns or if a student needs more help. It is a really important part of the system.</li> <li>- This helps students to reflect and learn from mistakes.</li> </ul>
	Reflection - look back / plan forwards	What is reflection? What happens there?	The school no longer have a 'day of Internal Exclusion' as a consequence. If a student needs to go to reflection, they will be there for the remainder of the lesson that they have disrupted or arrived late to, the following lesson plus the start of a break - this time is important because it means other students have disruption free learning. The length of time is important because it allows a meaningful and supportive conversation in Triage as well as the time to reflect. Students at Key Stage 4 use knowledge organisers during this time. Key Stage 3 students use knowledge for life booklets.	<ul style="list-style-type: none"> <li>- Taking responsibility is a key skill in life.</li> <li>- This process helps students to take responsibility and reduced instances of making the same mistakes.</li> </ul>
	Distraction	What do you mean by distraction? Was a student was sent out for day dreaming	Distraction is when a student is distracted; they are not fully engaging in the situation or learning. This includes staring out of the window, putting your head down on the desk, ignoring the teacher, day dreaming. Support - A teacher will use a range of strategies to help a student focus. But if the student doesn't respond, this becomes a disruption to learning.	It is important to focus on your learning or you will not be able to remember the new information.
	Disruption	I heard that a student was sent out for 'burping', 'yawning', 'tapping a pen'. Is this true?	Disruption is when a student stops others from learning. This includes shouting out, talking to someone during a quiet task, talking over a teacher, repeatedly being distracted so a teacher has to keep stopping to remind them to focus. Anything that stops other students from being able to focus on their learning is a disruption. Support - If a student disrupts the learning, they will be given a named reminder and a chance to put things right.	We care about students and their learning. All students deserve to have a disruption free learning environment so they can do their best.

Uniform	Wear the correct uniform	I heard that a student was suspended for laddered tights. Is this true?	Support - Every morning before school, students have access to full school uniforms that they can borrow. There is no sanction for borrowing uniform. At any time of day, we hold stock of underwear, socks and tights for students to have if they need them. In some cases, a student may be sent to reflection for the remainder of the day if there is a uniform issue that cannot be resolved because the student is refusing to meet uniform expectations.	<ul style="list-style-type: none"> <li>- Dressing appropriately is a key skill in life.</li> <li>- Students should be responsible for ensuring they follow the school uniform rules and for replacing damaged clothing.</li> </ul>
	Wear the correct uniform	I heard that students are given 45 minute detentions for their shirts being untucked. Is this true?	Students are not sent to reflection for shirts being untucked. Staff will approach using the strategy 'connect and correct'. They will talk to the student and ask the student to check/correct their uniform. If a student deliberately or persistently has their shirt out, this may become deliberate defiance - which is a different issue.	<ul style="list-style-type: none"> <li>- Dressing appropriately is a key skill in life.</li> <li>- We understand that sometimes shirts do come out and it <b>is</b> helpful to be reminded.</li> </ul>
	Wear the correct uniform	Are students forced to wear their blazers at all times including during the heat wave?	Students are given permission to take off their blazers during warm weather. During lessons, students can remove blazers. At break and lunch, students can remove their blazers; we ask them to put their blazers on before they come back into school.	Dressing appropriately is a key skill in life.
	Wear the right clothing - do not roll skirts		Students are not sent to reflection for skirts being rolled. Staff will approach using the strategy 'connect and correct'. They will talk to the student and ask the student to check/correct their uniform. If a student deliberately or persistently has their skirt rolled, this may become deliberate defiance which is a different issue.	<ul style="list-style-type: none"> <li>- Dressing appropriately is a key skill in life.</li> <li>- Rolling skirts damages the zip which means that it has to be replaced, making the uniform more expensive.</li> <li>- Skirts should be an appropriate length - rolling skirts means they are often too short.</li> </ul>

Have the right equipment	Be organised - have the right equipment	I was told that a child was given detention for not having a pen. Is this true?	<p>The compulsory equipment is: clear pencil case, black or blue pen, purple pen (first one provided by the school), pencil, ruler, rubber, pencil sharpener. These items are important to make sure that learning takes place without disruption.</p> <p>Support - Before school, break times, lunch times and afterschool students can purchase equipment very cheaply from the library or can borrow it from the Uniform Shop.</p> <p>If a student is sent to triage for lack of equipment, equipment can be purchased or borrowed (sold via Parent Pay).</p> <p>Currently we are supporting students who do not have the compulsory equipment in lessons by directing them to triage where this is resolved and the student is returned to lessons.</p>	<ul style="list-style-type: none"> <li>- Being organised is a key skill in life.</li> <li>- This is similar to ensuring students have their mouth guards to play hockey and rugby, or shin pads and the right boots for football.</li> </ul>
Attend on time	Punctuality	Are students being sent to detention for being a few minutes late?	<p>All students have 5 minutes movement time plus 2 minutes to get to lessons on time. This means that students cannot be late outside this window - they have up to 7 minutes to arrive to each lesson.</p> <p>If a student arrives after the 7 minutes, they will be sent to triage for support. Students are only taken back to lessons if there is a genuine reason for lateness.</p>	<ul style="list-style-type: none"> <li>- Punctuality is a key skill in life.</li> <li>- Students deserve a disruption free start to their learning and students arriving late has an impact on this.</li> </ul>
	Be organised	I heard that students are not allowed to go to the toilet. Is this true?	<p>All students are allowed to go to the toilet. However, we encourage students to use facilities before school, at break times, movement times, lunch times and afterschool rather than disrupt their own learning by going in the middle of a lesson.</p> <p>If a student asks to go to the toilet, a teacher will talk to them to see if they definitely can't wait until the end of the lesson. If the lesson has only just started, they may ask them to wait until after the register has been taken or after the task has been explained.</p> <p>Support - For students on their periods, sanitary items and spare underwear are always available from year teams or Pastoral offices.</p> <p>Support - We then ask students to check in with their year team for a supportive conversation - this is not a mini detention. This will take a couple of minutes so that the year team can check the student is ok.</p>	<ul style="list-style-type: none"> <li>- Being organised is a key skill in life.</li> <li>- During the work place, it is not always possible to leave a place of work to go to the toilet so this teaches students good habits.</li> <li>- We care - we don't want students to lose their learning times.</li> <li>- Students are asked to go to the year team because this makes it a little less 'easy' to just miss lessons - this prevents students asking to go to the toilet to avoid the lesson or the work.</li> </ul>
	Be organised	I have been told that students are not allowed to drink water. Is this true?	<p>Students are allowed to drink water or still drinks during their lessons (except in Science labs, Computer rooms and other specialist rooms). However, we do ask that students sip sensibly. If a student is abusing this, they may be asked to put their water away. It is expected that drinks are kept in school bags and students sip their drink discretely.</p>	<p>We want students to take responsibility for having a drink but they also need to be responsible in their actions so they don't need to rush out to the toilet.</p>

Respond and interact well	Disruption free learning	I heard that a student was sent out for 'burping', 'yawning', 'tapping a pen'. Is this true?	Students deserve disruption free learning. We know that sometimes students call out or can be off focus without deliberately meaning to stop the learning – but it prevents others from learning. Teachers will use a range of strategies to help a student focus if they are distracted. However, if they are disrupting the learning of others, they will have a named reminder. At this point, they are given a chance to reset, focus and earn house points. If the student continues to disrupt the learning, they will be sent to triage. If the student is rude in response, they will be sent to triage.	Students deserve a disruption free environment to learn in.
	Disruption free learning	Why do students have to use bookmarks to track their reading?	For the vast majority of readers having a bookmark is beneficial to developing good reading habits. Students in Year 7 – 9 have been given a personalised bookmark which includes their ZPD. If a student is not using their bookmark, the teacher will remind the student. If they persist and are non-compliant in this, they will be given a named reminder. If a student still continues not to meet the expectations, they will be sent to triage. Expert readers with a well-developed 'return sweep' are allowed to keep their bookmark a few lines ahead of where they are reading.	<ul style="list-style-type: none"> <li>- This helps students to take responsibility for their reading.</li> <li>- We care about reading and know that this will help students with their reading.</li> <li>- Bookmarks help teachers to track focus and students to keep track.</li> <li>- A number of students do not have chronological reading age – reading will improve life chances significantly.</li> </ul>
	Reflection	Are suspended for putting their pens down or putting their head on the desk when they are in reflection?	When students are in reflection, they are supported to be successful. They are asked to remain on task (using the knowledge for life booklets or knowledge organisers). Distracting others by continually tapping pens, whistling, talking, or being silly could lead to a named reminder. At this point, the student is spoken to so that they can reset. If a student continues to not meet the expectations, it is likely to result in suspension. Support – If a student is struggling to meet the expectations, a member of the Senior team will have a supportive conversation to help the student to be successful.	<ul style="list-style-type: none"> <li>- Taking responsibility is a key skill in life.</li> <li>- Students deserve a disruption free environment.</li> </ul>
	Respond appropriately	I heard that a student was suspended for rolling their eyes. Is this true?	We expect students to be polite and respectful when speaking to others. During conversations with teachers, students are asked to respond appropriately. Tutting, eye rolling, defying, walking away are behaviours that are not helpful to resolving a situation. During these times, students will be given a chance to correct and connect with the teacher. If they continue to respond poorly, they may be sent to triage to talk the situation through. This may lead to a period in reflection. Support – Teachers and triage staff will work with students to help them to understand how they can improve in future.	<ul style="list-style-type: none"> <li>- Politeness and respect are key skills in life.</li> <li>- We want to support students in responding appropriately even when they find a situation difficult.</li> </ul>

	<p>We are here to help</p>	<p>Have the HUB facilities have been taken away? Can students still access the DSLs and Year teams?</p>	<p>Our Graduated response and HUB provision continues this year. The HUB base has moved to outside ICT 3 and ICT 4. Students who previously used the HUB at lunch times can now use the HUB lunch room in Room 0. Students can also use Room 09 in the Japanese gardens. The DSLs are still available – a student just needs to ask and someone will create an appointment for them. Year teams are also available every break and lunch to help.</p>	<ul style="list-style-type: none"><li>- Students deserve support.</li><li>- We care about our students and want to support them in taking responsibility for accessing support when they need it.</li></ul>
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