

Expectations and routines	Pupils Expectations	Staff model
Attendance and Punctuality	<p>Know that you must try to attend school every day.</p> <p>Know that you must try to arrive at school on time every day.</p> <p>Know that attending school on time every day is important so that you don't miss important learning</p>	<p>We model good punctuality and attendance</p> <p>We support those who need our help</p> <p>Being a role model to pupils</p>
Uniform	<p>Know that we wear full uniform and it is worn correctly - shirts tucked in etc.</p> <p>Know to remove outdoor clothing (coat, hats caps, gloves, scarves etc.) when entering the building</p> <p>Know that we can wear a watch and no other jewellery</p> <p>Know to bring correct PE kit as appropriate</p>	<p>Ensure uniform is correct at all times Provide 'spare' correct uniform as appropriate</p> <p>Engage in dialogue with families when uniform is not correct, to understand what causes this and break down barriers to wearing the correct uniform.</p> <p>Be understanding and fair yet uphold the standards expected</p> <p>Check uniform regularly, in line with the routines part of this document Present themselves in appropriate dress, in line with staff policy</p>
Prayer and liturgy/ Assembly	<p>Know that we line up with our form group</p> <p>Know that we enter/exit in silence and we walk into/out of the hall</p> <p>Ensure uniform is worn correctly (tuck shirt in etc.) on entry and exit</p> <p>Know we sit in forms</p> <p>Know that we face the teacher leading and face forwards with eyes on the speaker</p> <p>Know that we are punctual to the hall or drama studio</p>	<p>Arrive on time to line up pupils</p> <p>Verbally remind children of expectations and praise children for meeting them</p> <p>Organise class into appropriate order to go into the hall Ensure uniform is checked</p> <p>Lead class into the hall and clearly indicate where children are to sit (ensuring adequate space for other lines/pupils) Praise/remind children for following expectations of sitting and participation</p> <p>Actively engage with assembly</p> <p>Ensure orderly exit from hall and return to class</p> <p>Praise and reward as appropriate</p>
Visiting speaker	<p>Know that we enter the assembly hall in a quiet and orderly manor</p> <p>Know we sit silently when the guest speaker is presenting</p> <p>Know we ask respectful questions</p>	<p>Know we are responsible for our class and where pupils are sitting</p> <p>Know we spread ourselves around the hall to monitor pupils</p> <p>Know we challenge any disrespectful behaviour and move pupils seats</p>

Moving around school	<p>Know that we move around school quietly and quickly</p> <p>Know that we line up outside classrooms in one line</p> <p>Know that we are polite and courteous to adults / other children with a greeting</p> <p>Know that we open doors for others Know that we pick up litter, coats and resources if on the floor or untidy</p> <p>Know that we knock on and wait for permission to enter a room (where appropriate e.g. Student services, offices, another classroom)</p> <p>Know that we follow corridor rules - walking on the left hand side</p>	<p>Regularly remind class of expectations when moving through school</p> <p>Line the class up - establish a class order</p> <p>Check smartness of pupils before and after moving</p> <p>In instances of unwanted behaviour we stop and challenge</p> <p>Be polite and courteous to adults / other children with a greeting and hold/open doors for one another Take pride in appearance – shirts tucked in etc.</p> <p>Praise and reward children</p> <p>Model manners and showing courtesy to others- e.g., holding doors open</p>
Dining Room	<p>Know that we line up – one behind the other,outside the Junior Dining Room</p> <p>Know that we only line up when it is our year group whose turn it is</p> <p>Know that when eating, we stay in our seats</p> <p>Know that we say please and thank you</p> <p>Know that we walk in the dining room</p> <p>Know that we eat our food in the designated areas and not outside</p> <p>Know that we clear away our table space, cutlery, plate, cup and leave tidy</p>	<p>Check uniform on entry and exit of Junior Dining room e.g. all coats should be removed</p> <p>Remind pupils of expectations</p> <p>Monitor the cleaning of plates and cutlery</p> <p>Check spaces as pupils leave the eating space</p> <p>Praise and reward the correct behaviour</p> <p>Ensure we are on time to duty points in the dining room</p>
Respectful - Manners	<p>Know that you should always say ‘please’ when you are asking for something.</p> <p>Know that you should always say ‘thank you’ when you receive something or someone does something nice for you.</p> <p>Know that you should let any waiting adults through a doorway before walking through yourself.</p> <p>Know that you should say ‘Good morning/afternoon’ to adults if spoken to.</p> <p>Know that it is important to show gratitude to others by thanking people for what they have done for you</p> <p>Know that if you respect someone, you have a good opinion of their character or ideas.</p> <p>Know that being responsible means being able to be trusted to do the right things that are expected of you without supervision.</p>	<p>Know that you should always say ‘please’ when you are asking for something.</p> <p>Know that you should always say ‘thank you’ when you receive something or someone does something nice for you. Know that you should let any waiting adults through a doorway before walking through yourself.</p> <p>Know that you should say ‘Good morning/afternoon’ to adults if spoken to.</p> <p>Know that it is polite to give eye contact to the person you are talking to.</p> <p>Know that it is important to show gratitude to others by thanking people for what they have done for you</p> <p>Know that if you respect someone, you have a good opinion of their character or ideas.</p> <p>Know that being responsible means being able to be trusted to do the right things that are expected of you without supervision.</p>

Break and lunch Time	<p>Know that you must exit the buildings sensibly</p> <p>Know that you must play safely without hurting anyone. Know that we do not 'play fight' because we may hurt someone by accident.</p> <p>Know that you must be kind, by including people in your games</p> <p>Know that someone who is kind behaves in a gentle, caring, and helpful way towards other people.</p> <p>Know that, when the bell is sounded you leave immediately to go to lessons</p>	<p>Ensure we are on time to duties</p> <p>Ensure we are wearing high vis to make ourselves visible</p> <p>Ensure we get duties covered in periods of known absence</p> <p>Monitor behaviour of pupils within your designated area</p> <p>Challenge any play fighting that is taking place</p> <p>Ensure you are visible presence in your area</p> <p>Be visible to other staff to ensure all areas of the school are covered</p> <p>Ensure no pupils are in the buildings during break or lunch time and to move them out to the yard.</p>
Ready to learn - Classroom	<p>Know to be punctual</p> <p>Know that we keep our workspaces /resources tidy (before/during/after work)</p> <p>Know how to be ready for the lesson e.g., had a drink, toilet break etc.</p> <p>Know that we move sensibly to lesson</p> <p>Know that we line up in single file</p> <p>Know arrive to lesson fully equipped</p> <p>Know that our uniform is correct with coats off</p> <p>Know that we walk in a quiet, calm manner around the classroom</p> <p>Know that we treat equipment appropriately and with respect</p>	<p>Ensure we follow the POP in all lessons</p> <p>Establish, teach and model routines and expectations</p> <p>Meet and greet children and adults on entry to the room</p> <p>Use clear instructional language</p> <p>Be on time to each lesson</p> <p>To be consistent in routines/behaviour/expectations</p> <p>Ensure allocated places for pupils in a seating plan</p> <p>Be organised and well prepared for the lesson: Ensure resources are ready and accessible</p> <p>Ensure workspaces/classroom is tidy, including their own desk</p>
Behaviour outside of school	<p>Know that when we are wearing your school uniform we are representing the school community and must always behave responsibly and respectfully.</p> <p>Know that we should be considerate of other people arriving and leaving school.</p> <p>Know that being considerate means thinking about other people's needs, wishes and feelings.</p> <p>Know that examples of being considerate on the way home include walking not running, giving people plenty of space, using a quiet voice not shouting.</p> <p>We know how to stay safe online and use technology sensibly and safely.</p>	<p>Ensure we are at duty points at the end of the school day</p> <p>Ensure we are wearing high vis to make ourselves visible</p> <p>Ensure we get duties covered in periods of known absence</p> <p>Ensure we follow the teacher standards and are professional outside of school</p>

	We know who to go to for help and support	
Fire Drill	Know where we must line up Know we should line up in alphabetical order in silence Know we must answer our name clearly when the register is completed Know we must remain in silence till we are dismissed and return to lessons in an orderly manner	Ensure we are wearing high vis to make ourselves visible Report and collect register from HOY Register to be taken quickly Register to be returned to HOY accurately and quickly alerting any pupil who is absent. Ensure form group is stood in silence till they are dismissed
Exams	Know that we meet in the covered area on time. 8:40am for morning and 12:55pm for afternoon exams Know that we have all our equipment ready for every exam Know we enter the hall in complete silence and find our seat. Know that we listen to the instructions that are given before we start the exam. If there is an issue we put out hand up to ask for assistance. We know that no electronic devices including watches are allowed in the exam areas.	Ensure we are on time in the covered areas to support students. The register is completed quickly and accurately Ensure if anyone is missing we alert the attendance team immediately.
Pupil Safeguarding (Child on Child)	Know that we treat others how we would like to be treated. Know that when we see others being unkind to anyone we report this to any member of staff. Know that we do not put our hands on any other student without permission. Know we treat all members of the school community with respect and dignity	Ensure we challenge any unkind behaviour towards others. Ensure we intervene if we see any physical altercation between others. Ensure we seek support when needed.
Online Platforms	Know that we use online platforms safely Know that we do not use online platforms to be unkind to others. Know that we report any issues online to "Tell the Team" or any member of staff.	Ensure all of our online platforms are set to private. Ensure we report to the safeguarding team if any student contacts us through online platforms. Ensure we challenge any student being unkind to others online.