

# **Oakdale Comprehensive School**

**Ysgol Gyfun Oakdale**



**Classroom Procedures  
2007-2008**

# MISSION STATEMENT

**Our mission is ....**

To create a happy and productive community of learners in which **all are valued:**

- staff and pupils sustain high levels of confidence and self-esteem.
- staff and pupils achieve and where that achievement is given recognition.
- staff and pupils support and help each other in a spirit of mutual regard and dignity.
- pupils are encouraged to develop into responsible citizens and contribute successfully to a free, democratic society.

## ETHOS

**WE ASK ALL MEMBERS OF THE SCHOOL COMMUNITY ....**

- to give of their best always.
- to engage and participate in as wide a range of activities as possible.
- to treat others as they themselves would wish to be treated.

**WE ARE PREPARING OUR YOUNG PEOPLE SO THAT THEY ....**

**Have the skills to achieve their full potential:-**

- Academically.
- In the world of work.
- In physical and cultural activity.
- As social and political beings.
- Have the confidence, self-belief, flexibility and vision to create lives of quality for themselves and their communities.

# ATTENDANCE & PUNCTUALITY

## ATTENDANCE

The school is directed by law to record and monitor the attendance of every pupil.

- Every pupil should aim to achieve full attendance and parents are asked to refrain from taking holidays during school terms to help achieve full attendance.
- Attendance at 'Registration' and 'Lessons' will be recorded via Attendance Monitor.
- If a pupil is unable to attend school, parents should notify the school on the first day of absence, and a written explanation must be entered in the pupil planner on his/her return.
- The Education Welfare Officer will visit a pupil's home if there is no explanation of absence, if attendance is irregular or erratic, or if the pupil has truanted. Court summons papers could also be issued should attendance fall below 90%.

## PUNCTUALITY

Punctuality is an important part of self-discipline and is essential to good personal management.

- Pupils should arrive no earlier than 8.00.a.m.
- If pupils arrive late after the registration period, they must report to reception to record a late mark and explain the reason for their lateness. Pupil planners will be signed, and the time of attendance recorded in the planner.
- Persistent lateness to school and/or lessons will result in action taken.
- A pupil will be marked late if he/she arrives after 8.35.a.m.in the morning session, and after 2.00.p.m. in the afternoon session.
- If a pupil arrives in school after 8.50.a.m. he/she should report to reception in order to register his/her attendance.

# CONDUCT AND WORK CODE

**"ENDEAVOUR"**

**to follow**

**THE CONDUCT AND WORK CODE**

**in order to**

**"ACHIEVE SUCCESS"**

Oakdale's code of conduct is about.

- Good behaviour in and out of the classroom.
- Working hard for success and achievement.

**Our Code Of Conduct.**

1. Arrive on time and enter the classroom quietly.
2. Remain in your seat unless you are asked to move.
3. Come to lesson properly equipped.
4. Listen to and follow instructions given, in and out of the classroom.
5. Raise your hand before you speak.
6. Treat others, their work and equipment, with respect in and out of the classroom.
7. Wear full school uniform - No jewellery/piercings.

**Our Work Code.**

1. Always work to the very best of your ability. Aim to meet all homework deadlines.
2. Never be afraid to ask for help.
3. Aim to make your Parents and your Teachers proud of you.

**REMEMBER**

**'TOGETHER EVERYONE ACHIEVES MORE'**

# **BULLYING**

**As a member of the school community, every pupil has the right to:-**

- **Live their lives in peace and tranquillity**
- **Not to be bullied**
- **To say 'NO' to anything which they believe is wrong**
- **To protect themselves by ignoring others or by walking away**
- **To tell a member of staff if someone is making them unhappy**

**As a member of the school community, every pupil is expected to:-**

- **Tell someone if they are being bullied**
- **Not to put up with any form of bullying**
- **To work with others to stop bullying**
- **Not to be afraid of reporting incidents - if you do nothing, it may look as if you are supporting the bullying**
- **Not to put up with bullies in your group of friends**

**IT IS EVERY PUPIL'S DUTY TO INFORM A MEMBER OF STAFF IF A FELLOW PUPIL IS EITHER IN DANGER OF OR BEING BULLIED.**

# **ACHIEVEMENTS, REWARDS & SANCTIONS**

## **COMMENDATION AWARDS**

The commendation procedure operates at various times throughout the year. Staff are asked to nominate pupils for commendation awards (i.e. for outstanding work or sustained effort). The pupil nominated is then given a commendation certificate in recognition for his/her efforts.

## **MERIT SYSTEM**

Pupils in Years 7-9 are awarded merit marks for excellence or effort for:

- Work
- Behaviour
- Personal Qualities

The merit marks are awarded throughout the year and are recorded in the Pupil Planner.

## **COMPACT AWARD**

Pupils in Years 10 & 11 strive to achieve the Compact Award goals, namely:

- 95% attendance
- 95% punctuality
- Meeting of work deadlines
- Conforming to school rules
- Participating in the Progress File
- Participating in Work Experience (where applicable)

# CLASSROOM SANCTIONS

If you break a rule a series of sanctions will operate.

Each sanction is automatic and immediate.

STAGED SANCTIONS (within one lesson)

Action taken

S1	Verbal warning	
S2	Formal warning	Name on the board
S3	Move place	Tick next to name and moved place
S4	Further warning after moving place	Referral to HOD & departmental detention (30mins)
S5	Removal from lesson	Removal by HOD/PM/SMT

Pupils will progress through the sanctions for:-

- Being late for a lesson
- Disorderly entry into a classroom
- Refusing to remove outdoor clothing or other inappropriate clothing/jewellery
- Arriving without the necessary books, equipment and materials
- Refusing to sit where instructed
- Interrupting when a teacher or another person is speaking
- Making disruptive noises
- Interfering with the work of others
- Ignoring instructions
- Shouting across the classroom
- Verbal abuse to other pupils
- Wasting time
- Chewing gum
- Using i pods and mobile phones in the classroom

If a pupil reaches S4 for the 3<sup>rd</sup> time, the HOD will:-

1. Contact the pupils parents by telephone/letter
2. Make a 'referral' to the Year Progress Manager

The Progress Manger after receiving the 'referral' from the HOD will:-

1. Interview the pupil and issue a 'GREEN' report (2 weeks)
2. Inform the parent of the action taken (green report/detention) & place the pupil in school detention (1 hour)

**ANY SANCTION IMPOSED ON A PUPIL MUST BE ENTERED IN THEIR SCHOOL PLANNER IN RED INK.**

e.g. S2 - PE - MS    S2 - sanction level PE - lesson    MS - staff initials  
Form Tutors when checking planners must follow up ALL entries.



## **CLASSROOM RULES**

- **BE PUNCTUAL**
- **BRING THE CORRECT EQUIPMENT**
- **LISTEN TO AND FOLLOW INSTRUCTIONS**
- **LET OTHERS WORK**
- **REMAIN IN YOUR SEAT UNLESS ASKED TO DO OTHERWISE**
- **RAISE YOUR HAND IF YOU NEED ATTENTION**

## **CORRIDOR RULES**

- **WALK ON THE LEFT**  
**NO PUSHING/RUNNING**
- **SPEAK QUIETLY**  
**NO SHOUTING**
- **QUEUE QUIETLY AND IN SINGLE FILE WHILE WAITING TO ENTER A CLASSROOM**
- **DO NOT DROP ANY LITTER IN THE CORRIDORS**

# **EQUIPMENT**

- Every pupil will require a strong bag to carry equipment, sports kit or any other items, which are required in order to prevent them being damaged or lost.
- All personal property should be marked with the owner's name. Valuables should never be brought to school.
- Exercise books and textbooks are provided by the school. These are the property of the school and pupils are responsible for keeping all books safe and in good condition. Books or other items of equipment that are lost, damaged or defaced must be replaced.

## **Classroom Equipment**

Every pupil will be expected to provide the following equipment for each classroom lesson they attend.

- A reliable pen
- Pencils - lead (and coloured if required)
- A ruler & rubber
- An inexpensive mathematical instrument set
- A calculator (if required)

## **Equipment for other lessons**

Other lessons such as Physical Education, Design Technology, and Catering may require specialist clothing or equipment. Pupils must ensure they comply with the subject requirements.

**ANY PUPIL WHO DOES NOT PROVIDE THE APPROPRIATE EQUIPMENT FOR A LESSON WILL BE SUBJECT TO SCHOOL SANCTIONS.**

# PROCEDURE FOR STARTING & FINISHING A CLASSROOM LESSON

## STARTING

- The teacher will stand at the door.  
(able to monitor corridor movement and orderly entry)
- Pupils will line up quietly outside the classroom.
- Pupils will enter the classroom when instructed.

No : -coats/hats etc.

Chewing gum

Jewellery

- Pupils will stand behind seats, which will be under the desk, and wait for instructions from the teacher.

## FINISHING

- When given the instruction from the teacher, pupils will stand behind seats, which will be placed under the desk.
- The teacher will stand at the door.  
(able to monitor orderly exit and corridor movement)
- Pupils will leave the classroom when instructed.

No coats must be put on until outside the classroom.

If during a lesson it is necessary for a pupil to leave the classroom they must be issued with a 'teacher pass'.

At the end of every lesson, and at the end of the school day all classrooms are to be left orderly.

# WHAT TO DO IF .....

## Problem

## Who and Where

If I am late?	Before 8.50.a.m. go to registration. After 8.50.a.m. report to Reception with your planner. You will be given a late mark and your attendance recorded.
If I am absent from school?	Your parents should phone school before 9.00.a.m. on the first day of absence. When you return to school you <b>MUST</b> have your planner completed by your parents to explain why you were away.
If the evacuation siren sounds?	Listen carefully to your teacher's instructions. Leave the building quietly, do not run. Line up with your tutor group on the netball area facing the road.
If I have a medical appointment?	It is best to make appointments outside school hours if you can. If you have to go in school time, take your appointment card or letter from your parents to Reception. You will then be recorded as being 'off site'. If you return to school on the same day after the appointment, you must report to Reception to re register.
If I do not feel well?	Tell your teacher. You will be sent to Reception. If you need to return home, your Progress Manager will be notified and your parents contacted by a member of the administrative staff. Under no circumstances should you leave the school or contact home without permission.
If I take medication?	Leave all medication in Reception. A letter from your parents should explain the use and need for it.
If I lose something?	Lost property is taken to Reception. If it is not in Reception tell your Form Tutor. All property should be clearly marked with your name.
If I lose my meal card or leave it at home?	Go and see Mrs Jenkins (Catering Manager) in the canteen.
If I miss my bus home?	Return into school and tell someone. You can contact home by telephone and try to arrange transport home, or we may be able to help you.
If I do not understand my homework?	See your subject teacher or your Form Tutor. Your parents may also be able to help you.
If I have a problem and need help?	Go and see any member of staff. Do not take it upon yourself to telephone a relative. If you need First Aid report to Reception where there is a qualified First Aider.
If my Form Tutor does not arrive to mark the register?	A member of the tutor group should contact the member of staff in the nearest classroom to mark the register. The whole tutor group must remain in the tutor room until the register is marked.

# MONITORING & MENTORING

## MONITORING

- The tutor group 'Monitoring' sheet is a vital tool in recording information about each pupil.
- It **MUST** be completed on a weekly basis as one of the 'Tutor Tasks'.
- Pupils must see that this 'task' is an effective tool in establishing uniformity and consistency throughout the school.
- Form Tutors must inform the Year Progress Manager when a consistent problem arises.
- Year Progress Managers will request the tutor group 'Monitoring' sheets at various times throughout the year.

## MENTORING

- Each Form Tutor will be timetabled for a 'Mentoring' lesson each week.
- Every pupil in a tutor group should receive a minimum of one mentoring session each term.
- When a pupil attends a mentoring session he/she **MUST** produce his/her pupil planner.
- Mentoring sessions discussions should focus on pupil/teacher concerns, progress and 'target/s' for the future. The 'target/s' may be personal and academic.
- Pupils must record the 'target/s' set with the Form Tutor in their pupil planner.
- The Form Tutor must keep a written record of each pupil mentoring session by completing the 'Pupil Mentoring Sheet'.
- On completion of each pupil mentoring session, the pupil and the Form Tutor will date and sign the 'Pupil Mentoring Sheet'.
- Year Progress Managers will monitor pupil mentoring.