

Relevant School Policies

The standard responses contained within this leaflet are drawn from a number of sources including the following policies, procedures and documents:

- Restorative Practice Procedures
- Out of Class Procedures
- Mobile Device Procedures
- Alford Academy Lessons & Learning
- Late Procedures

Understanding the Teacher Jargon

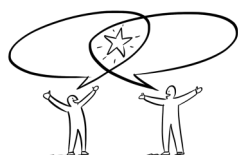
PTG - Principal Teacher of Guidance

DHT - Depute Head Teacher

PT - Principal Teacher

Stage 2 - A 'Pause for Thought'. Being asked to step outside of the class, and reflect on what has happened, before being joined by the teacher for a discussion about this.

Phone - In the context of this guide, any mobile device including peripherals e.g. headphones.



Our Pause for Thought Questions

These are the questions you should reflect on if asked to step outside a class (Stage 2). Copies are outside our classrooms.

- *What happened?*
- *What were you thinking at the time?*
- *What are you thinking about it now?*
- *How are you feeling now?*
- *Who's been affected?*
- *What do you think needs to be done to put things right?*
- *How can we make sure that this doesn't happen again?*

Our School Values

Honesty

Hard-work

Ambition

Respect

Kindness

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Our Top 10 Disrupters to Learning & Teaching

and

Our Standard Responses

v1.1

During Session 2018-19 A consultation was conducted to identify the top 10 unnecessary disruptions that got in the way of learning and teaching.

We want to be **The Very Best Teachers** with **The Very Best Learners**, and in seeking to reduce unnecessary disruptions have produced this summary. As well as listing the disrupters, it also contains our standard response, so that all members of our learning community - teachers, parents, and pupils, know what to expect when these disruptions occur, and can work to ensure all our expectations are met.

Our Top 10 Disrupters to Learning & Teaching ... and our Standard Responses



1 Asking out to the toilet



If you ask this we will respond **"Can you wait?"** If you cannot wait you will need to sign out of the class. If this happens repeatedly you will be referred to your PTG.

We expect that the majority of pupils can manage their routine in such a way that they go to the toilet before school, during break or at lunchtime.

2 Talking over the teacher



Learning will stop, we will respond **"please be quiet and listen" and we will wait for silence.** If you continue you will be told to wait outside until we can discuss it with you further. (This will be logged as a stage 2.)

Cross talking (talking over people) is not compatible with our school value of Respect.

3 Unauthorised use of mobile phones, smart watches or head-phones



If your phone is **ON without the teacher's consent, or is misused** it will be **confiscated** and passed to the office for you to collect at the end of the day. After a second confiscation a parent/carer will need to collect it. After a third confiscation you will lose the privilege of having a phone in school. **A refusal to comply with any confiscation will result in an instant ban.**

When 'in class' we expect your phone to be off and 'out of sight' unless you have asked and gained consent from your teacher to use it as a learning tool. In S1-S3 we do not permit pupils to listen to personal music in class. In the Senior Phase listening to music on your phone is at the discretion of the teacher.

Sadly our previous policy on personal music was being abused by some pupils. Any member of staff can confiscate a pupil's phone

4 Asking out for a drink/to fill a bottle



You may not leave the class for a drink or to fill a bottle. You will have to wait.

We expect that you will bring a bottle of water if you wish a drink, and that you will make this last for up to 3 periods. You may only refill bottles before school, during your break or at lunch. Not during class or between class changes.

5 Outdoor clothing/hoodies on in class



You are expected to remove hoodies and jackets before the register has begun. If you have not done so by the time the register is complete we will log this as a demerit with no further discussion. We will then resume learning and let your PTG follow this up.

We expect that you will get yourself ready for learning promptly, and respect the schools dress code.

6 Pupils without a pencil/pen



You are expected to arrive to class fully prepared and equipped. If you are not, quietly ask a friend to lend you what you need before the learning starts. If you have to ask your teacher for basic resources we will try and help, but this will be logged as a demerit for your PTG to follow up with your parents/carers.

We expect that you will arrive to lessons equipped with the resources you need, and a readiness to learn.

7 Off topic chatting

If we feel your chatting is getting in the way of learning, we will let you know. If you continue, we will speak to you outside the class (and log this as a stage 2). If you continue after this, you will be referred to the Faculty PT.

We expect that you will respect our judgement if we feel your learning is impacted by excessive off topic chat.

8 Pupils late to class



If you arrive after the register has started, you will be marked late. When you arrive be careful not to disrupt the learning. At an appropriate point explain your lateness to your teacher. Lateness to class will be followed up by your PTG and may result in us contacting home.

We expect you to be punctual.

9 Not following instructions



If you do not follow our instructions, we will ensure that you understand them. If you disregard instruction we will speak to you outside the class (and log this as a stage 2). If you continue after this you will be referred to the Faculty PT.

We expect that you will follow our reasonable instructions. If you feel our instruction was not reasonable speak to us privately after the lesson.

10 Arguing back



If you argue back, you will be told to step outside (and we will log this as a stage 2). When we speak to you outside, if you continue to argue and do not listen, you will be referred to the Faculty PT, a partner room, your PTG or a DHT as appropriate.

We expect you to show all members of our community respect.

Also applies