



All Saints'
Academy
Cheltenham

READY TO LEARN POLICY



2022 - 2023

All Saints' Academy, Vision and Ethos

Our Christian Vision

Where every member of our extended family realise their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

Our Christian Purpose

Is to be a beacon of hope founded on Christian values serving Cheltenham and the Diocese of Gloucester where there is excellence in learning, achievement and fulfilment.

All Saints' Academy is an Anglican Church Academy serving the community of Cheltenham, sponsored by the Diocese of Gloucester.

All Saints' Academy is a learning and loving community which seeks to be a sign of reconciliation, living in the hope of the Gospel. The Academy strives to live out the values of the Gospel and bear witness to the teaching of Jesus.

In order to achieve this, the Academy will: recognise that every individual is created in God's image and is worthy of respect; fulfil the potential of all students by providing an excellent holistic education; nurture the spiritual development of all within the Academy community, whilst recognising that faith is a free response to God and cannot be imposed; foster a search for truth; work for the common good, instilling in students a desire to serve others and work for justice and peace.

The academy will uphold the tenets, teachings and practices as governed by the Bishop of Gloucester.

Our Christian Ethos

At the heart of All Saints' Academy is the belief that Christ is at the centre of all we do and are. Rooted in His teaching, we seek to fulfil in every member of our community their full potential so they are able to 'live life to the full' and recognise that they are called to use their gifts and talents for the benefit of all.

We seek to do this by:

- providing a safe and secure environment where faith, prayer, compassion and reconciliation are visible in word and in action;
- providing an excellent education with a broad, balanced and creative curriculum which will allow everyone to discover their potential and to develop and share their unique talents;
- providing opportunities for all to be nourished and challenged both academically and spiritually in their respective beliefs;
- respecting and valuing the diversity of all, believing that everyone is created as a unique individual in the image of God;
- building a resilient community able to reach out and support others, both locally and globally;
- modelling through the Academy's policies, practices and values a concern to serve the common good, a heart for justice, a desire for reconciliation and the need to protect and sustain the environment.

Expectations of Staff

The purpose of this document is to ensure that there is consistency across all staff in the Academy. The consistent implementation of these daily routines across the Academy will have a positive impact on behaviour, safety, learning and progress. There is an expectation that all staff will work together on this as part of a team and will challenge if this is not done.

Before morning registration

- Teaching staff must be on site and sign in by 8.20am Monday - Friday (other staff according to contract).
- Staff should be outside at the Year Group Zone before 8.30am to meet and greet students with the Progress Leader.
- Staff without a Tutor Group (TG) should prepare for the day and, if necessary, support other colleagues.

Morning registration



- Tutors meet students outside at their Year Zone at the start of registration.
- A whistle will be blown at 8.30am. Students line up in alphabetical order with Curriculum Organiser and pencil case in hand. Tutors check this and uniform.
- Tutors lead students in single file to their tutor room, ensuring outdoor coats are removed on entry to the Academy and carried or put in bags.
- Students stand behind their chairs to say the Academy Prayer. Students then sit.
- Tutors take the register aloud. Students must respond 'Yes, Sir' or 'Yes, Miss'.
- If any students come in late, they should be given L mark and the number of minutes recorded. Late students are met at the main doors by staff and names are logged. Students who are persistently late will be put in detentions after school.
- Registers must be saved immediately.
- Tutors should ensure that all students have put any coats and outdoor wear in their lockers or bags.
- Any student leaving class must have a corridor pass.
- Tutors ensure that students have the correct equipment and uniform and send students to the Pastoral Office if necessary.
- Tutors present information needed by the students for that day.
- Tutors check Pastoral Support Plan (PSP) cards and ensure that all students who need them have them.
- Students should stand behind chairs and are dismissed one row at a time.
- Tutors should ensure that the room is locked and left tidy.

Corridors and stairs



- All staff must be present on corridors at the change of lessons.
- We all walk quietly on the left and in single file on the staircases and corridors. We always take the most direct route between lessons.
- We all respect other people's personal space and always behave safely.
- Any staff moving about should monitor student behaviour and address where necessary.
- Staff must not carry hot drinks and food on corridors or stairs whilst students are moving around the building.
- Sixth Form students must not use mobile phones or headphones in corridors.
- A bell sounds for staff and students to move to a new lesson and another sounds 4 minutes later to indicate that all students should have arrived.

Lessons

- Classroom teachers meet and greet at the door.
- Students line up quietly, standing in twos with Curriculum Organisers in hand.
- Students enter when permitted by the teacher and stand behind their chairs until invited to sit down by the teacher.
- Teaching staff must take the register aloud at the start of the lesson. If any students come in late, then they should be given an L mark and the number of minutes recorded. Challenge this lateness and record this on SIMs. Students must be marked as present or N, there should be no blanks. Registers must be saved immediately.
- Staff should note which students are absent and the reasons why. If any students have been marked present but are not in class then an email should be sent to 'missing' naming the student who has not arrived and the room they should be in.
- If any student is in the Academy and is taking part in any form of intervention or has another appointment then this should be recorded on SIMs by the person they are with.
- Students must be discouraged from going to the toilet during lessons.
- Students are not expected to leave class during lesson time. If this is necessary, they must have a corridor pass from their teacher.
- Students found without authorisation to be out of class will be escorted back and will be given a detention.
- Any student permitted out of a lesson must be in full uniform.
- Students must not be sent out of the classroom if they have misbehaved unless they are on their way to the subject leader or another member of staff.
- Students should stand behind chairs and staff must check uniform. Students are dismissed one row at a time.
- Staff will ensure that the room is locked and left tidy.



Break times

- Staff must ensure they know when and where their break duties are and arrive promptly.
- Staff must check what is required for this duty and fulfil this.
- Staff on duty are expected to be visible and proactively monitor behaviour.
- At break times, all staff must be prepared to support colleagues if necessary.
- Staff on duty should ensure that students line up in single file to buy food and drinks.
- Students must always follow the code of conduct and staff instructions.



Afternoon registration

- Each afternoon's registration lesson supports the implementation of the Life Programme curriculum.
- Tutors meet and greet at the door at the start of afternoon registration and check uniform.
- Students line up quietly, standing in twos with Curriculum Organisers in hand.
- Students enter when permitted by the teacher and stand behind their chairs until invited to sit down by the teacher.
- Take the register aloud. If any students come in late, then they should be given an L mark and the number of minutes recorded. Challenge this lateness and record this on SIMs. If any student does not attend registration but has been present send a 'Missing' email. If truancy is the reason for absence, a detention will be set.
- Each lesson contains a collective act of worship, and this will be extended once a week.
- Check PSP cards and that all students have them completed; where appropriate discuss the record with the student and sign it.
- Discuss any behaviour concerns with students.
- Follow up attendance concerns with students.
- Reward gains in Life Points and demonstration of Academy values on the Values Board.
- Explain any messages, announcements and information as required.
- Ensure that the room is locked and left tidy.

Fire Evacuation Procedure

- All staff must familiarise themselves with the Fire Evacuation procedure around the Academy.
- In the event of a fire alarm, all staff must ensure the safe and orderly dismissal of students via the nearest fire exits. Classroom doors are to be left closed and unlocked.
- All staff must move to their tutor group meeting point and lead with lining students up in silence, completing written registers and supervising until the given further instruction.



Expectation of Students

Code of Conduct

A good working atmosphere is essential. Our Code of Conduct encourages students to show self-discipline and to be responsible for the consequences of their actions. We expect high standards of attendance and punctuality, for students to prepare themselves for lessons and learning, and to demonstrate friendly and thoughtful behaviour towards others.

In the classroom students:

- Follow all Academy routines.
- Participate fully in their learning.
- Cooperate well with others and show Academy values of respect, love, service, reconciliation, justice and peace.
- Have their pencil case and curriculum organiser on desk at start of lessons.
- Respect and care for all equipment.
- Leave the classroom in an orderly manner, properly dressed in full Academy uniform.
- Never leave the classroom without permission.



Learning Duty and visits to classrooms

When SLT and Progress leaders visit a classroom, students will stand quietly and respond to questions about their learning.

In the community:

- Our community includes our local residents as well as everyone studying and working at the Academy.
- We represent the Academy when travelling to and from the Academy each day.
- We wear correct uniform all the way from home to the Academy, and back again.
- We treat the residents in the vicinity of the Academy with the greatest possible respect.
- We respect the residents' right to live in a quiet, litter-free community.
- We always represent our Academy in a manner that makes everybody proud.
- We always demonstrate our Academy values of respect, love, service, reconciliation, justice and peace.
- We leave the school site at 3.10pm and head straight home, unless engaged in an Academy activity supervised by a member of staff.
- We do not wait around in groups in the community.

Expectation of Students

Bullying

Bullying because of race, sex, religion, accents, disability or any other feature, is not acceptable in the Academy and will always be challenged immediately. Incidents will be reported so that patterns of behaviour can be detected, dealt with in accordance with the Academy policy and parents informed. Staff will log all incidents of bullying on SIMs and/or CPOMS.



Homework

Students must complete and hand in their Homework on time and in accordance with the Homework timetable. Homework is set and viewed through Satchel One, which guides students with how to organise their work and submit it. Satchel One can be monitored by parents to oversee their child's progress. Where students require extra support with homework it is expected that they will raise this with their teacher in lesson or via Satchel One before the due date for submission.

Attendance

All students are set an attendance target of 100% at the start of each term. Parents must strive to make medical/dental appointments outside of the Academy day wherever possible to enable this to happen. Students are rewarded termly for their attendance with Bronze, Silver or Gold awards.

Punctuality

Students who are not in the Academy by 8.40am will receive a late mark. Students must also return to their tutor room during afternoon registration to receive their attendance mark for the afternoon. Students who arrive after 8.40am twice in one week will serve an hour detention the following week.

Holidays during term time

Parents are asked not to book holidays during term time. If they must request to take their child out of the Academy then they need to collect a Planned Absence Form from reception and return it completed. A letter will be sent giving the outcome of the request.

Permission will be refused in all but very exceptional circumstances and a fine may be issued if students go without permission.



Expectation of Students



Uniform & Appearance

A high standard of personal appearance is expected of all students and anyone arriving at the Academy in incorrect uniform will be loaned items from the Pastoral Office where possible. Students wearing incorrect uniform may be sent home to correct their uniform or be asked to work in the Reflection Room.

Coats: May be worn to school but must be put in lockers or in a bag upon arrival. No hooded or sports tops are permitted.

Blazer: Must be worn every day when around the Academy, but may be taken off when in lesson with permission.

Shirt: Must be worn tucked into trousers or skirt. Top button to be fastened.

Tie: Must be worn correctly at all times.

Jumper: Students are given the opportunity to wear the Academy jumper as well as a blazer.

Skirts and Trousers: Must be purchased from Schooltogs or Universal Uniform. Skirts must be at least 22 inches long.

Socks: Must be black.

Shoes: Plain black. Must be suitable for school and worn to and from the Academy. High heels are considered dangerous and not allowed.

Headscarves: Girls may wear a headscarf for religious or cultural reasons but this must be plain black.

Jewellery

This is generally inappropriate for the Academy and can be a hazard. Therefore, it should be limited to a watch and one pair of small stud earrings to be worn in the lobe of each ear. No other body piercings are permitted and covering of such with plasters is not sufficient. Nose studs, ring etc. are not to be worn in the Academy or plastic items in piercings.

Make-up

Make up, is not permitted. False tan and false eyelashes are not permitted and eyebrows may not be drawn. Nail varnish or false nails are not allowed.

Tattoos are not permitted and should not be seen.

Hair

No extremes of fashion will be allowed.

Students' hair should be smart. Extreme haircuts are not permitted (minimum grade 2 length).

Brightly coloured dyes are not acceptable. Long hair should be tied back when directed by staff. Any hair bands should be simple and plain.

Equipment

All students must have a bag appropriate for study. All students must have a clear exam-style pencil case, containing a pen, pencil and ruler as a minimum, and their Curriculum Organiser.

Locker

All students can have a locker. A deposit of £5 is payable for the key. Students are responsible for looking after their own key.

Meal Arrangements

A biometric system is used whereby students pay for any food by placing their finger on a reader. Free School Meals allocation goes onto student accounts automatically each day.

Expectation of Students

Acceptable ICT Use

The Academy has provided computers for use by students. The computers are provided and maintained for the benefit of all students, who are encouraged to use these resources to support learning, and ensure they remain available to all. Students are responsible for good behaviour on the Internet just as they are in a classroom or elsewhere in the Academy. Students are required to sign an Acceptable Use Policy Statement before they can access our ICT systems. Students are reminded that access is a privilege, not a right and inappropriate use can result in that privilege being withdrawn.

ICT Equipment :

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not use removable media (such as CDs, USB flash drives etc.) that is known to contain viruses and other malicious software.
- Do not connect mobile equipment to the network (e.g. phones, laptops, tablet PCs, PDAs etc.) without permission.
- Do not eat or drink near computer equipment.



All Saints' Academy Effective Behaviour Management

First Focus:

Use the 5 steps to de-escalate a behavioural situation

- I've noticed that...
- I need you to...
- Contextualise and build on a students' successes, e.g. remember when...
- I know you can... or I believe in you because you...
- Thank you, well done!

Second Focus:

When a situation arises that results in a sanction, ensure you do have a restorative justice approach as a follow up.

- What happened?
- How can I help you get it right next time?
- What will this look like?
- How will we celebrate success? (I'll be looking for this)

Habits of teachers who manage behaviour well:

- They meet and greet at the door of the room.
- They persistently catch students doing the right thing.
- They teach students the routines and behaviours that they want to see.
- They model the Academy values every day.
- They set rules / routines / expectations for their students and consistently apply them with positive and negative consequences.
- They enthuse and inspire their students to believe they can be successful.
- They relentlessly work to build mutual trust. They refuse to give up on any student.
- They are calm and professional.

"The only behaviour that you have absolute control over is your own"

*Paul Dix
Pivotal Education*

Rewards and Sanctions

Pastoral System

The pastoral system at All Saints' Academy is an integral part of the curriculum. We view the system as one that guides students toward self regulation and developing behaviours and attitudes to grow. As teachers we know that our pastoral responsibilities are central to our role. The pastoral system should not be viewed as one that simply reacts to crisis situations.

The Pastoral system will depend for its effectiveness not only on the positive response of tutors but also on the effective recording and communication system, thus providing a total picture of the individual child. It is therefore essential that all staff have full regard to agreed procedures as stated in all Academy policy documents.

Tutors

The effectiveness and success of the pastoral system depends upon the quality of relationships that develop between students and their tutors. A positive and effective pastoral system requires all tutors to recognise and embrace their central role of caring in the Academy. The tutor is the first line of contact with individual students in their tutor group and will provide the main communication channel with the home for most students. The tutor will also have basic functions to perform and these are clearly defined.

Rewards

Non-verbal and verbal praise are the quickest and easiest ways of rewarding good work and behaviour, and of raising student motivation and self-esteem. The most effective teachers are alert and observant in 'catching students being good' and giving appropriate praise. This can include contacting home with positive comments using certificates, letters or phone calls. Staff should issue LIFE Points directly to the students which they collect in their LIFE Record.

Students in each year group are rewarded throughout the year by teachers, tutors and learning mentors.

There is a wide range of rewards opportunities planned throughout the year, including 100% attendance prizes each term and the Year Graduations and Bishops' Award in Term 6.

Internal Truancy

In the event of a student not arriving to class or a student being seen truanting, staff should use the email 'Missing' to make the appropriate staff aware of this. The people in the email group will receive the message and support by looking for the student, using radio communication if necessary. Students found truanting will be issued with a detention. Students leaving class without staff permission will usually be issued with a detention.

Detention

Any student who is given a detention will be told clearly when they will serve it, usually the same day.

If a student fails to serve their detention, their Progress Leader will contact home to set a more severe sanction of a Principal's Detention which runs on Friday for 2 hours. If the student's behaviour is of significant concern, they will be issued with a period of at least one day in the Reflection Room.

Suspensions

Students will only be suspended from the Academy by the Principal or Vice Principals. Suspended students will be sent home following parent/carer being notified by telephone. A letter will be sent home following this. Prior to readmission, conditions will be agreed between student, parent and the Academy.

Learning Duty

A team of staff through the week are on duty monitoring and supporting learning across the Academy. The aim is to support staff in developing effective practice and to evaluate the progress of students.

Disruption to Learning in lessons

- If a student is disrupting learning in a lesson, the teacher will issue a verbal C1 and try to resolve.
 - If the student continues to disrupt the learning, the teacher will issue a C2 and continue to adapt teaching to engage the student.
 - If the student continues to disrupt the learning climate, the teacher should issue C3 and refer to the arranged support within the Faculty.
 - If Faculty support is unavailable or not possible, the teacher should send an email to “Learning Duty”. The duty member of staff will aim to attend promptly to support with resolving the issue and a detention will be set. The student should remain in the classroom until the duty teacher arrives.
 - If a more significant negative behaviour is seen, such as verbally or physically threatening or dangerous behaviour then a message should be sent to “Learning Duty” earlier and support gained from within your faculty if more urgent.
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- Detention will run each day in the Cotswold Hall from 3.10-4.10pm.
 - Principal’s Detention will run on Friday from 3.10-5.10pm.

Pastoral Support Plans

Students who repeatedly fail to meet the high standard of learning habits expected will be placed on a Pastoral Support Plan Programme. At level one, this process is monitored by the student’s tutor but if there are further concerns, the student will be moved to level two which is monitored by their Progress Leader and then to level three which is monitored by a member of SLT.