

Teaching and Learning: Pupil Section

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How you should run your classroom

The lesson should begin formally for years 7 to 11. The class should either line up outside the teaching room or should stand behind their chairs at the beginning of the lesson as the teacher says good morning / good afternoon.

Pupils should sit according to a seating plan a copy of which the teacher has in their planner.

A register should be taken using lesson monitor on Class Charts for every class you teach.

Registers should be taken in silence.

Basic aspects of discipline should be observed throughout the lesson:

- Pupils should have planners and equipment needed for the lesson ready at the start of the lesson.
- Pupils should not talk when either the teacher or another pupil is talking.
- Pupils should follow instructions.
- Pupils should not allow themselves to be distracted or distract one another.
- Pupils should listen and never prevent other pupils from learning.
- Pupils and teachers should be polite and respectful of one another.

At the end of the lesson, teachers should instruct the pupils to pack away, stand behind their desks and then dismiss them.

If a pupil's inappropriate behaviour causes the teacher to have to give a sanction or to report the pupil to the Head of Department, the teacher should indicate this on CLASS CHARTS by ticking the behaviour box.

Poor behaviour in lessons should be reported to the Head of Department who is responsible for dealing with it appropriately. If a pupil misbehaves a second time, this should again be indicated on Class Charts but also followed up with a **departmental detention**.

Every time homework is late, the teacher should indicate this on CLASS CHARTS by ticking the late homework box. In addition to this, a second late homework for the subject teacher should lead to a **departmental detention**.

Lateness to lessons or arriving with the wrong equipment can also be indicated on CLASS CHARTS.

Good work which deserves recognition should be recorded on CLASS CHARTS for all year groups.

Teachers might aim to reward one or two pupils a week in this way.

How you should run your Form Room

Please ensure the following rules are followed:

Form tutors should be in the form room by 8.45am. The class should stand to mark the formal start of the process. The register should be taken in silence with all pupils sitting down. It is your legal responsibility to take the register and to ensure that it is accurate.

The form room must be kept tidy. There should be a tidiness rota which is followed.

Hair, uniform, jewellery and make-up must be checked at every registration. This can be done simply by the form tutor standing by the door as the pupils leave the form room.

Form tutors should accompany their form to hall assemblies and stay with their form ensuring silence as they approach the hall. Tutors should support the Head of Year by ensuring silence and excellent behaviour during assemblies. Tutors should accompany their form to year assemblies; they will be told whether they are required to stay at year assembly by their Head of Year.

Form tutors should ensure a form assembly is run once a week and that there is silent reading time once a week. Form tutors should also work with small groups of pupils discussing academic and pastoral progress and setting pastoral targets. These could include attending extracurricular activities. These discussions could also take place after a report or progress card has been issued. The form tutor can seek the Head of Year's permission to keep pupils out of year assembly in order to conduct these discussions or to have them when the Sixth Form Mentors are working with the form.

Planners should be on desks for every form time. Year assembly should be the point when form tutors check planners. This is a vital part of helping the girls with organisation and any work problems.

Registration

If a pupil is not in registration, they will be marked with an N on the register. The office will then update this using the late signing in book with an L or noting an absence. Punctuality is monitored by the Head of Year when they receive the weekly print out from the Attendance Officer. Five am lates in a term should lead to a **Head of Year detention.**

Afternoon registration is completed on CLASS CHARTS by the lesson 4 teacher.

Pupils on study leave and on visits will be automatically marked by the Attendance Officer.

Assembly

Forms should arrive at assembly no later than 8.55am. Form tutors must escort their form to assembly and remain in hall assembly with their forms ensuring that their form waits in silence.

The form tutor must accompany their form to every house assembly and stay with them during assembly. The form should be encouraged to get involved in house activities. House points are awarded by and recorded by the Sixth Form House Captains.

Lockers

Please ensure that pupils use their lockers sensibly. Pupils should not be carrying coats around school with them at all; this includes Sixth Form pupils who should not be wearing coats in lessons or around school.

Mobile Phones

Mobile phones should be switched off and in the pupil's locker. If a mobile phone is seen, it should be confiscated and taken to Helen Bush, Mrs Cogan's PA. It will then be returned to the pupil at 3.45pm on the following day.

Form Captains

The form should elect a Form Captain and Vice-Captain for the Autumn term and a different team for the Spring term. They should elect a School Council rep for the whole year. Pupils should be encouraged to nominate their peers and then a secret ballot should take place. How this election is done is at the form tutor's discretion. These names should be entered on lists displayed on the staff notice board so that badges can be awarded in hall assembly. In the Summer term, the form tutor should choose a Form Captain and Vice. These roles are important and form tutors should devise a list of roles and responsibilities from those suggested on the next sheet.

Mentors

Years 7, 8 and 9 forms all have Sixth Form form mentors attached to them. Each form should have two or three mentors who should visit the form regularly, especially during the two form periods per week but also at lunchtimes. Their role is to befriend the form and to run and participate in form activities such as form quizzes and planning form assemblies. Form teachers should arrange with mentors when they are to attend and what their role should be. Any Sixth Formers who are failing to participate in this role should be reported to the Head of Sixth Form.

Form Time

Form tutors should manage form time effectively. This is school time not time for pupils to chat. Management of form time may be directed by the Head of Year or by initiatives linked to reading, literacy, developing growth mindset, careers, etc or may include Thought for the Day or quizzes. Form tutors should discuss this with Head of Year in the first instance.

Uniform

Correct uniform and hair tied back should be checked every morning. All form tutors will be given a supply of make-up wipes and nail varnish remover; spares are available from the School Office. Nail varnish and make up must be removed before the end of morning registration.

Confiscated jewellery should be sealed in an envelope with the pupil's name and form on and taken to Helen Bush, Mrs Cogan's PA. Confiscated mobile phones should be named and taken to Helen Bush, for collection the following day.

Planners

Pupil planners must be checked and signed by the form tutor once a fortnight. Year assembly is the usual time to do this on a rolling programme, at the same time as updating CLASS CHARTS behaviour points.

Absence

Absence notes must be taken to the School Office.

Requests for absence for medical appointments, etc must be taken to the School Office before 8.45am and collected again when the pupil leaves school for their appointment.

Requests for permission to take holidays during term time should be addressed to Mrs Cogan and taken to Mrs Boulton in the School Office

If a pupil feels unwell during the school day, they must report to the School Office who will then contact home. Pupils should not be contacting home themselves.

Each term they will send out attendance letters to anyone who is falling below 95% and for significant absence, 90% or lower, Mrs Cogan will see parents at Parents Evening in addition to immediate contact through the Head of Year.

Rewards (Years 7 – 11)

The whole emphasis of this system will be towards rewarding pupils. Teachers will look for opportunities to reward pupils. Teachers may think about awarding at least one credit per teaching group each week for years 7 to 11.

Rewards can be given for politeness, for being helpful and supportive. Staff will praise girls and offer encouragement and support when opportunities arise. In the main this will be done verbally to the individual or may involve more public praise in front of a class of pupils or in assembly. Outstanding pieces of work are given the Headteacher's Award in assemblies.

Examples of criteria for awarding credits.

- Outstanding test results
- Outstanding effort in class or homework
- Exceeding targets in end of year assessments / unit tests
- A marked improvement in effort or performance
- Contributing particularly effectively to class / group discussion
- Resilience when faced with challenging circumstances
- Supporting another pupil in class or form time

Credits can also be rewarded for

- Being helpful
- Excellent commitment to extra-curricular activities
- Supporting another pupil
- A musical or sporting performance that merits extra recognition,

Bronze, Silver and Gold certificates can be awarded to pupils in years 7 – 9.

Bronze and Silver certificates will be presented during the school year. Gold certificates will be presented at Junior Prize Giving at the end of the year.

10 credits gain a Bronze Award, 20 credits gain a Silver Award, 30 credits gain a Gold Award.

40 credits gain a 2nd Bronze Award, 50 credits gain a 2nd Silver Award, 60 credits gain a Platinum Award

70 credits gain a 3rd Bronze, 80 credits gain a 3rd Silver and 90 credits gain a Head Teacher's Award (certificate and badge)

To record credits

All credits for all year groups will be recorded on ClassCharts.

Year 7, 8 and 9 will have a page in their planner to record the number of credits awarded. Form tutors will give regular updates to pupils on their achievements. When a level has been achieved, the form teacher will sign the page in the planner and the pupil should take their planner to their Head of Year or to the Assistant Head or Head teacher to be signed. Certificates are awarded in assembly (bronze in year assembly, silver in hall assembly).

Credits for year 10 – 11 will be monitored by form tutors and Heads of Year will run their own systems to award prizes.

Sanctions (Years 7 – 11)

Late detention

We will only track morning lates; if a girl is consistently late in the afternoon there will be different explanations. We are concerned with them actually getting into school.

- We will work in cycles of **five**
 - o Five lates constitute a HoY detention and a letter sent home
 - o Ten lates constitute an SLT detention and a letter home which is auto generated by a mail merge list
 - o Fifteen lates and the parents are summoned in for discussion about what is going on!

This SLT detention which will be run by ML on a Tuesday evening after school and will be exclusively for girls who have achieved 10 lates.

Homework/Behaviour detention

LEVEL 1 - LUNCHTIME DEPARTMENT DETENTION

- 2 behaviour points on class charts in any one subject area

PLEASE ENSURE PUPILS RECORD IN THEIR PLANNER WHEN AND WHERE THE DETENTION WILL BE. PARENTS WILL BE INFORMED VIA THE CLASSCHARTS PARENTS APP.

- When the pupil attends the member of staff supervising the detention should indicate this on ClassCharts. The detention time can be used to catch up/support work if you wish. Alternatively they can sit in silence for half an hour.
- If a pupil forgets to attend or they are absent please issue a second DEPARTMENT DETENTION for the following week and ensure the pupil is aware they have one more chance to attend.
- If they fail to attend after a second chance please inform the HoY and they will upscale to a HEAD OF YEAR DETENTION but again please ensure that the pupil is aware of the consequence.

LEVEL 2 - LUNCHTIME HEAD OF YEAR DETENTION

- 4 behaviour points IN TOTAL across ANY subject areas

If a pupil in your form has FOUR negative points across any subject areas you should issue them with a HEAD OF YEAR DETENTION (Wednesday lunchtime for 30 minutes). PLEASE ENSURE PUPILS RECORD IN THEIR PLANNER WHEN AND WHERE THE DETENTION WILL BE. PARENTS WILL BE INFORMED VIA THE CLASSCHARTS PARENTS APP.

- When a pupil attends please indicate this on ClassCharts. The detention time can be used to reflect on why they are in detention and what they can do better next time. It will ideally not be used to catch up on work.
- If a pupil forgets to attend or they are absent please issue a second HEAD OF YEAR DETENTION for the following week and ensure the pupil is aware they have one more chance to attend.

LEVEL 3 - SLT AFTERSCHOOL DETENTION

- 6 negative points across ANY subject area.

If a pupil in your form has six negative points across any subject area they should be issued with an SLT DETENTION (after school on a Thursday for 1 hour). PLEASE ENSURE PUPILS RECORD IN THEIR PLANNER WHEN AND WHERE THE DETENTION WILL BE. PARENTS WILL BE INFORMED VIA THE CLASSCHARTS PARENTS APP.

- The pupil will sit in silence for one hour.
- If a pupil forgets to attend or they are absent a member of SLT or HoY will phone home and the detention will be done ASAP.

SLT detentions can also be issued for the following:

- Truancy
- Defacing school property
- Bullying
- Bad language
- Insolence
- Violent behaviour
- Smoking

SLT detention has priority over all other school based activities – practices, matches, rehearsals, extra lessons or practical lessons.

LEVEL 4

Once a pupil has completed an SLT detention they will be given a chance to improve and start again. However if they then reach a second SLT detention the pupil parents will be asked to come in to meet with Mrs Cogan to discuss the major concerns that we have.

Rewards in the 6th Form

Sixth Form students are also to be rewarded and it is recognised that a positive system of rewards encourages students and creates a culture of healthy encouragement. Day to day rewards should be given as 'Sixth Form Superstar Points' and should be awarded in Class Charts. See criteria below.

At each assessment point, each teaching class will award a 'Sixth Form Superstar' card to a member of the class whose performance was particularly praiseworthy. Please note that these do not have to be given to the student who achieved the highest mark, any praiseworthy achievement can be rewarded in this way. These should be handwritten and give an indication why they have been awarded. They should be given to HHO for distribution.

After each assessment point, two sets prizes are awarded in Common Room assembly. Students with the most Superstar Points and any student who has received a Sixth Form Superstar card are entered into a draw for the prizes.

Examples of criteria for awarding Super Star Points.

- Excellent effort over time
- Outstanding effort in class or homework
- Exceeding targets in end of year assessments / unit tests
- A marked improvement in effort or performance
- Contributing particularly effectively to class / group discussion
- Resilience when faced with challenging circumstances
- Supporting another pupil in class or form time

Superstar Points can also be rewarded for

- Being helpful
- Excellent commitment to extra-curricular activities
- Supporting another pupil
- A musical or sporting performance that merits extra recognition,

Reporting Concerns in the 6th Form

Use Class Charts for indicating any concerns with academic progress and attendance/ Punctuality

If a concern arises the member of staff should discuss the issue themselves with the student and take appropriate action (which may also involve the HoD)

If an issue cannot be resolved at department level, an email should be sent to the appropriate Head of Year and Form Tutor

Concerns of a non-academic nature should be sent to the Form Tutor in the first instance – these can be escalated to the Head of Year/ Head of 6th Form as required.

More significant concerns will be dealt with by LFR and then EC in hierarchy.

Where there are concerns about attendance and lateness, these will be dealt with by the form tutor in the first instance and then escalated to the Head of Year and Head of 6th Form.

Persistent lateness (defined as 3 lates in a half term) will lead to an automatic detention after school on a Friday.

How you should use CLASS CHARTS

It is the form tutor's responsibility to monitor SIMS in order to gather information regarding any late homeworks or behaviour points. We currently use "Class Charts" to do this.

Checks should be carried out weekly.

When a pupil has **four** indicators of late homework / poor behaviour during one term, they should be put into a **Head of Year detention**.

The Head of Year will then complete a letter advising parents of the detention which needs to be returned to them and will tell the pupil when and where the detention will take place.

Serial offenders should be put in **SLT detention** which takes place on a Thursday 3.40 – 4.40pm and is staffed by a member of SLT on a rota (see the weekly bulletin). The Head of Year should organise this taking the letter to the member of SLT who is on duty that week to be signed.

Heads of Year will monitor attendance and punctuality via the weekly reports generated by the Attendance Officer.

Each term, they will send out attendance letters to anyone who is falling below 95% and for significant absence, 90% attendance or lower, Mrs Cogan will see parents at Parents Evening in addition to immediate contact through the Head of Year.

A Summary of using Class Charts/ SIMS

If you are a classroom teacher

You should allocate behaviour notification using Class Charts for

- Homework (remember, **two late homeworks in your subject – departmental detention**)
- Disruptive behaviour (ensure you notify HoY why this has been issued)
- Equipment (failure to bring the correct equipment needed for the lesson)
- It is your responsibility to keep your own record using CLASS CHARTS so that pupils do not reoffend without your awareness.

You should allocate Achievement points to all years.

If you are a subject leader

You need to check Class Charts reporting by your department to ensure consistency

Run a Class Charts report on a regular basis (both behaviour and achievement)

Co-ordinate with the subject teacher and HoY if a pupil is receiving regular negative reports

If you are a form tutor

You need to check Class Charts on a weekly basis to track the record for your form.

Whenever there is a data drop for your year group you need to check the SIMS and Class Charts record for your form.

You should allocate behaviour notifications using Class Charts when the pupil has failed to get their planner signed.

If you are a Head of Year

You need to work with the weekly team of Heads of Year and senior leader to keep a check on Class Charts and SIMS records.

Whenever there is a data drop for your year group you need to work with your SLT line manager to analyse the SIMS record for your year group.

SCHOOL RULES

School rules are drawn up for the general good of the community. Good manners and concern for others should be paramount at all times.

GENERAL

1. Pupils should be punctual to morning and afternoon registration and to lessons.
2. No girl may go out of the school grounds without permission from the Headteacher or the Deputy Headteacher.
3. Years 7-11 are not allowed out at break or at lunchtime without permission from the Headteacher/Deputy Headteacher.
4. There should be no smoking, alcohol and illegal substances in school or on buses.
5. There should be no gum on the school premises
6. There should be no defacing of school property, including text books and exercise books, nor of school buildings.
7. Both copses and the boys' field are out of bounds to girls except when accompanied by a member of staff.
8. The front of the school is out of bounds between 8.50 a.m. and 3.40 p.m. without permission.
9. The part of the field at the side of the school is out of bounds at all times.

DRESS

1. Girls are expected to wear the complete school uniform in Year 7-11 to promote a sense of pride in our school community. Correct PE kit should be worn for all PE lessons.
2. PE kit should be brought to school only on the days when girls have PE lessons. The kit must be kept in lockers until the PE lessons i.e. there should be no PE kit left in classrooms.
3. No jewellery, other than a wrist watch, may be worn in school. If a girl is found with jewellery, the item will be confiscated and kept under lock and key until the end of term.
4. Coloured nail varnish is not allowed.
5. Long hair must be tied back. Ribbons and hair slides must be navy blue.

ATTENDANCE

1. Except in the event of illness, no pupil may be absent, arrive late or leave early unless permission has been previously obtained from the Headteacher.
2. A letter of explanation of absence, addressed to the Headteacher, must be brought by a pupil on her return to school after an absence, unless one has been previously sent. In the case of a pupil absent for more than three days, the Headteacher should be informed. Parents should telephone the school on the first day of absence.
3. Notes requesting permission for absence (e.g. for dental appointments) should be taken to the Office at least one day before the absence before morning registration. Girls should collect them at as they sign out when they leave school for their appointment.

HOMEWORK TIMETABLE

No. of periods per week Homeworks

YEAR 7

Religious Education	2	1 x 20	20
English	3	40 weekend	40
History	1	1 x 20	20
Geography	1	1 x 20	20
Art	1	1 x 30	30
Music	1	1 x 20	20
Language x 2	4	each x 20	40
Science	3	3 x 10	30
Mathematics	3	2 x 15	30
Design Technology	2	1 x 20	20
ICT	1	1 x 20	20
4.40m			
Average	1 hr. Mon.-Thur.		1.30 weekend.

YEAR 8

Religious Education	1	1 x 25	25
English	3	1 x 40 + 1 x 25	65
History	1	1 x 25	25
Geography	2	1 x 25	25
Art	1	1 x 30	30
Music	1	1 x 25	25
French	1	1 x 10 + 1 x 15	25
German/Spanish	2	1 x 20 + 2 x 15	50
Mathematics	3	2 x 25	50
Design Technology	2	2 x 25	50
Science	3	2 x 25	50
ICT	1	1 x 20	20
7.20m.			
Average approx. 1.15 per night			

YEAR 9

Religious Education	1	1 x 30	30
English	3	1 x 40 + 1 x 30	70
History	2	1 x 30	30
Geography	1	1 x 30	30
Art	1	1 x 30	30
Music	1	1 x 30	30
Spanish	1	2 x 15	30
French/German	2	2 x 30	60
Mathematics	3	2 x 30	60
Biology	1	1 x 30	30
Chemistry	1	1 x 30	30
Physics	1	1 x 30	30
Technology	2	1 x 30	30
ICT	1	1 x 20	20
8.30 hrs. 480			
Average 1 hr.45 mins. Mon-Thur. 2.30 weekend			

Years 10 and 11

English	1 hr. + 1 x 30 = 1 hr. 30 mins.
All other subjects	2 x 30 = 1 hour.
At least 9 hrs. 30 mins. Average 1 hr. 54 mins. per night	

GUIDE TO THE HOUSE SYSTEM

Every pupil in the school is placed in one of 6 houses, each run by a House Captain

The house groups will meet on the first Thursday of each half term (and on other occasions) in the following locations:

1. Hall Alpha
2. Drama Studio Esperance
3. Dance Studio
4. Gym
5. Canteen Unitas
6. Sixth Form Common Room

Every member of staff is allocated to a House and will be encouraged to provide support and encouragement to their allocated House.

The House system will be responsible for Charity work, and House captains have replaced the existing charity prefect role. They should work in co-ordination with Mr. Johnson to co-ordinate charity activity.

It is not envisaged that there will be any charity work other than that organised through the aegis of the House system.

The House System will work with PE to co-ordinate the timing and organisation of inter-house sporting events, which will replace the former inter-form events.

House Captain

House captains are responsible under the direction of Mr Johnson for the running and organisation of the House System; they will have an assistant from their own year.

House points are awarded and recorded by the House captains.

The Wirral Girls Challenge

The Wirral Girls Challenge is a volunteering programme

Pupils are encouraged to develop their volunteering and commitment skills by working on a project. There is a page in the pupil planner where they can log their activity and have it verified by someone who has led the activity or who can validate the pupil's involvement.

Volunteering records will be signed off each term. If a pupils shows consistent volunteering throughout the term they will be awarded a challenge badge

UNIFORM LIST FOR 2020-2021

Winter September 2018- Easter 2019

- * Navy blue blazer Trutex
 - * Navy blue skirt – longest length available for waist size Trutex
 - * Long sleeved pale blue shirt with reverse collar Trutex
 - * School V neck jumper with badge
- Plain opaque black tights and sensible black shoes.

Summer (Compulsory during Summer Term. Optional to October half term for Years 8-11).

- * Short sleeved, pale blue blouse with reverse collar. Trutex
- Jumper, skirt and blazer (as appropriate) as above.
Plain white ankle socks and sensible black shoes.

PE Equipment

- | | |
|------------------------------|-------|
| School Polo shirt with badge | KUKRI |
| School Hoody with badge | KUKRI |
| Skort | KUKRI |
| Navy Blue Stretch Gym Shorts | KUKRI |
| White gym shoes or trainers | |

A bag large enough to carry all PE kit

Items marked * may be purchased from the School Uniform Shop.

ALL ITEMS BROUGHT TO SCHOOL SHOULD BE CLEARLY NAMED.

PE uniform should be embroidered with the girl's name on the outside of each garment.

PLEASE NOTE:

- **No jewellery**, with the exception of a clearly named wristwatch, may be worn in school, and will be **confiscated if worn. This includes ear studs, nose studs, rings and necklaces.**
- Girls wishing to have their ears pierced in the summer holidays **must ensure they have sufficient time (approx. six weeks) for healing to take place** before the start of term in September.
- Shoulder length hair, or longer, **must be tied back** with a *navy blue or black band. No exaggerated hair styles or colour.
- Purses must be named **and kept on the person at all times.**
- High heeled shoes/sandals, boots or shoes with little support are unsuitable. **Trainers may only be worn in PE lessons.**
- **Mobile telephones may only be used, outside school hours, in case of emergency.**
- iPods/MP3 players etc. are **not allowed** in school.