

Student Expectations

The Margaret Ward Way

'Excellence is a habit...'

Statement of intent

At St Margaret Ward Catholic Academy, we firmly believe that we should take a proactive role in the development of respect for all persons and to build an inclusive community. Our intention is to form and mould the people in our care, as we are all created in the image and likeness of God.

As a priority, we place the aspirational goal of the eradication of all disruption to learning as the long term target over the next three years.

We have a duty of care to all students and staff to ensure that our academy is a safe and secure place of learning and work; also where we treat each other with dignity and respect in going about our daily work and routines. Recent discussions in education have stated that we have a moral imperative and duty to educate and continuously re-educate our students in terms of excellent behaviour and help to form them as young adults ready for the next stage in their lives.

Thus, we have designed the Margaret Ward Way – this is simply how we do things in our community; our expectations are high and clear; we want each and every student in our community to leave with a deep sense of morality, having been formed and educated in how to act in wider society as they progress onto the next stage of their lives. We want to enable all students to have a high quality education.

Community expectations and rules:

As a community we uphold the following statements and rules that each and every member of the student community will follow, as found in the Home / School Agreement.

Expectation	Why we have this?
That we will pray together as a form or class at points in the day and take part in acts of worship reverently.	<ul style="list-style-type: none">This is part of who we are as a faith community. We start and end our day in prayer. We also meet at points in the year as a year group or whole school to celebrate mass and other acts of worship as a community.



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<p>That every student will complete acts of service towards others at some point in the year.</p>	<ul style="list-style-type: none"> • We have this because doing service or acts of kindness towards others marks us out as belonging to a Lasallian School, with its distinctive vision and ethos. • We wish to create a culture of vocation – one which encourages you to reflect on life’s purpose.
<p>That you will attend school every day and be on time for school. (see attendance policy)</p>	<ul style="list-style-type: none"> • This is all about managing your time and ensuring that you are ready to learn. • In later life, when you are working – you will have to be on time for many different things. It is about forming a habit.
<p>That you will attend every single lesson and be on time for that lesson.</p>	<ul style="list-style-type: none"> • We need to know that you are safe when you are in school. • You must be on time for every lesson as every single lesson counts in your learning. • So that you can leave St Margaret Ward with an excellent education, with excellent qualifications ready for the next stage of your lives.
<p>That mobile phones are banned on the school site. That we become a ‘Phone-Free School’</p>	<ul style="list-style-type: none"> • So that students can fully engage in the school community, in all lessons. • To minimise distractions to learning during the school day. • To reduce the opportunity for cyber-bullying and minimise the effects of social media on students. • To enable all students to feel safe around the school.
<p>That students follow the uniform policy of the school.</p>	<ul style="list-style-type: none"> • So that everyone feels part of the school community. • That we have an identity as a school. • That we look ready for the world of learning and work. • That we take pride in our appearance and can follow codes of conduct with reference to attire.



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<p>That we walk on the left hand side of all corridors / stairs.</p>	<ul style="list-style-type: none"> • So that we can safely manoeuvre around the school site in a mature and responsible manner, guaranteeing the personal safety of all members of the school community.
<p>That when another adult enters a classroom, students will stand up.</p>	<ul style="list-style-type: none"> • This is because we are teaching you how to be polite and courteous; this is part of who we are as a school community.
<p>That we line up in silence outside our classroom at the start of the lesson and follow the classroom routines.</p>	<ul style="list-style-type: none"> • This is to have a formal start to every lesson, so that everyone can start learning as quickly as possible.
<p>That we have certain items with us at all times. These are to be known as the essentials for learning. A school bag containing:</p> <ul style="list-style-type: none"> • Pencil case; which will include 2 pens (black or blue, a green pen, a pencil, a ruler, a rubber, a sharpener and a calculator. • Our reading book • Our planner. • All of our materials needed for that day. 	<ul style="list-style-type: none"> • This is so that we are ready to learn as soon as we get into a classroom and that learning can start rapidly, without disruption. • We need to ensure that we are always ready for lessons, that we are organised for the day ahead and that we take more responsibility for ourselves. • This information will be on display on posters in every classroom.
<p>That we follow the instructions of all members of staff.</p>	<ul style="list-style-type: none"> • This is to enable us all to work effectively as a team, so that learning can take place without disruption. • This is also to allow for important information to be relayed to you in the event of an emergency.



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<p>Valuable personal items should not be brought into school at any time.</p>	<ul style="list-style-type: none"> • St Margaret Ward Catholic Academy's insurance does not cover loss or damage of these items. • We want you to be focussed on building relationships with school friends and developing all aspects of your learning and development during your time at school.
<p>That when we are talking to staff or in class we follow these guidelines:</p> <p>We speak in sentences. We have our hands away from our mouths. We articulate our words. We project our voices We make eye contact</p> <p>S – sentences H – hands away A – articulate P- projection E – eye contact</p>	<ul style="list-style-type: none"> • We do not want you to be ordinary students. We want you to be extra-ordinary and stand out from the crowd. • When people go for job interviews and have to complete presentations, these are some of the soft-skills that employers want to see. • We are forming you for your life – not just for your qualifications that you will sit when you are 16 or 18. • This will be on posters in every classroom. • This will happen every time we speak with staff.
<p>When we speak to adults in our school community, we will follow these guidelines:</p> <p>We will say, 'Sir or Miss' We will say, 'Thank You' We will say, 'Excuse Me' We will say, 'Please' We will 'Smile'</p> <p>S – Sir / Miss T – Thank You E – Excuse me P – Please S - Smile</p>	<ul style="list-style-type: none"> • This is all to do with simple and basic manners. • Manners do not cost a thing and they are a sign that you are a respectful person. • Manners are essential in our world. • They are an outward sign that you are a polite person. • Politeness costs nothing, yet it will certainly help you in all walks of your life. • This will be on posters in every classroom / office to remind us all. • This will happen every time we speak with staff.



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<p>When we are in lessons, we will follow these procedures:</p> <p>We will 'Sit Up' We will 'Listen' We will, 'Ask and Answer Questions' We will, 'Nod our heads' We will, 'Track the teacher'</p> <p>S – Sit up L – Listen A – Ask and answer questions N – Nod our head T – Track the teacher</p>	<ul style="list-style-type: none"> • This is to do with how we act in our lessons. • We must make sure that our priority in lessons is learning and that we are following the instructions of our teachers at all times. • If we are distracted or we distract others, then our learning suffers and we don't make as much progress as we should. • If you do these things in lessons – you will be successful in your learning at school, college and also when you go into higher or further education. • These will be on posters in planners / classrooms / offices
<p>Until 8.35 am, students must only be in the school dining room and in the main corridor leading to the library.</p>	<ul style="list-style-type: none"> • This is to ensure that you are safe and if there is an incident that we know where all students are in the morning.
<p>From 8.35 am until 8.40 am, students should only be on the ground floor of the main school building.</p>	<ul style="list-style-type: none"> • This is to ensure that you are kept safe whilst in school and that you are in an area that is staffed and supervised.
<p>Students must not be on the school premises after 3.35 pm, unless they are in a supervised study group or activity.</p>	<ul style="list-style-type: none"> • This is to ensure that you are safe at all times.



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<p>No-one must leave the school premises without permission once they have arrived in the morning.</p>	<ul style="list-style-type: none"> • This is to ensure that we know who is on the school site at all times and that we can account for everyone in an emergency situation.
<p>Students must follow the procedures in the attendance policy when arranging appointments during school time.</p>	<ul style="list-style-type: none"> • During the school day, you should be in school, attending lessons and fully learning. • We know and are aware that it is difficult to make some appointments outside of the school day. • Where possible, medical appointments should be made outside of the school day, so that it doesn't affect your learning.
<p>All food and drink must be consumed in the designated areas (these will be identified to you) and students must ensure that no litter is left around the school site.</p>	<ul style="list-style-type: none"> • We want you to eat and drink in certain areas of the school only. This is for health and safety reasons. • We want our school community to look beautiful at all times and for every member of the school community to take a pro-active role as a citizen in the school.
<p>Chewing gum is not allowed in the school at any time.</p>	<ul style="list-style-type: none"> • Chewing gum causes a real mess and is a problem around the school and is often left underneath tables and also thrown onto carpets, where it cannot be fully removed and leaves a stain.
<p>All students follow the entry to lessons and exit from lesson routines (see separate sheet on this)</p>	<ul style="list-style-type: none"> • This is to ensure that you have a routine with which you become familiar regarding how lessons are started and are ended at St Margaret Ward.
<p>High energy drinks such as Red Bull, Monster Energy and other such drinks are banned at all times on the school site.</p>	<ul style="list-style-type: none"> • These contain huge amounts of caffeine, which can lead to an overdose in young people. • These can lead to sensation and attention seeking behaviour; potential neurological and cardio-vascular effects on children and young adults.



Code of Conduct

Our Habits – because excellence is a habit...

As exceptional students, we are committed to developing the following habits:

- **That we are READY TO LEARN AT ALL TIMES**
- **That we treat ourselves and others with RESPECT AT ALL TIMES**
- **That we take RESPONSIBILITY for our actions and our learning AT ALL TIMES**

We are valued and we should also value others.

This means that each of us will...

Conduct Expected	Examples of how we can do this
Be courteous at all times	<ul style="list-style-type: none">• By showing respect for others in how we speak and conduct ourselves.• By holding doors open for staff and visitors.• By standing up when a member of staff enters the room.
Be considerate at all times	<ul style="list-style-type: none">• By being punctual.• By being attentive in lessons.• By caring for people and their property.
Be prepared at all times	<ul style="list-style-type: none">• By being in the correct uniform.• By having all the correct school equipment.• By being ready to work.• By not using mobile phones.
Be hardworking at all times	<ul style="list-style-type: none">• By attending all lessons on time.• By following instructions.• By striving for excellence in all things.
Be proud	<ul style="list-style-type: none">• By following the uniform code.• By caring for my surroundings.• By using my locker.• By picking up litter.• By cleaning up in the dining room or designated eating areas.
Be safety conscious	<ul style="list-style-type: none">• By moving around the school calmly on the left.• By observing all safety practices.• By using equipment carefully.

Remember that at all times we are representatives and ambassadors of St. Margaret Ward Catholic Academy.



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Classroom Routines

CLASSROOM ENTRY AND EXIT ROUTINES

If an adult enters the room, we stand up as a sign of respect.

Lesson Entry	Lesson Exit
<ul style="list-style-type: none"> Teacher greets students positively at the door – student replies with: Good morning Sir / Miss / Good afternoon Sir / Miss 	<ul style="list-style-type: none"> 3 minutes before the bell – students tidy away, allowing the class teacher to sign reports if necessary.
<ul style="list-style-type: none"> Students enter the room, take out everything needed for their lesson: exercise book / planner / pencil case / anything else they need. 	<ul style="list-style-type: none"> 1 minute before the bell – students stand behind their chairs in the classroom. Their bag is on their shoulder ready to leave the room. Teacher does final check of uniform – do students look smart on leaving my lesson?
<ul style="list-style-type: none"> Bags on floor underneath desks. 	<ul style="list-style-type: none"> On the bell – teacher thanks the class for working hard, students reciprocate and thank the teacher.
<ul style="list-style-type: none"> Outdoor coats should be in bags or in lockers. 	<ul style="list-style-type: none"> Students exit the classroom row by row, or table by table, silently leaving the classroom.
<ul style="list-style-type: none"> Students stand behind their chairs / stools / work area. 	<ul style="list-style-type: none"> Students keep to the left of corridors and all staircases and make their way to the next lesson.
<ul style="list-style-type: none"> Formal register at the start of the lesson. 	
<ul style="list-style-type: none"> Blazers can be removed and placed on back of the chair. 	
<ul style="list-style-type: none"> Students invited to sit down and then they complete a 'Do Now' activity. 	

