



6 Point Plan for Outstanding Behaviour	
Staff will	Students will
Before school	
<p>Be on the playground by 8:37am if teaching period 1</p> <p>Ask to see a note in their planner if they are moving around the building unsupervised, and usher them outside if no note</p> <p>Greet students warmly and politely on the gate or in corridors</p>	<p>Be on site by 8:40am at the latest</p> <p>Behave respectfully in the canteen, library or playground</p> <p>Never go to 1st floor or above unless they have a note in their planner</p> <p>Greet adults warmly and politely on the gate or in corridors</p>
At line up	
<p>Always arrive 3 mins early for break, lunch and recess line up</p> <p>Support the lead duty person by using the hand signal, ushering and saying thank you to students as they move into their lines</p> <p>Ensure students are facing forward, in silence</p> <p>Issue sanction with explanation should someone speak after the final warning or behave inappropriately</p> <p>Use positive reinforcement and scan/reorganise their lines to ensure sensible walking to class</p>	<p>Stop talking and go straight to line up when hand signal is given.</p> <p>If first hold any doors en route to class</p> <p>Walk sensibly to class in silence</p> <p>Provide planner straight away, if asked for</p> <p>Raise hand if they wish to speak</p> <p>Wait silently outside the class and await instructions</p>
In lessons	
<p>Check equipment every p1</p> <p>Log sanctions on SIMS and in planner with verbal explanation</p> <p>Use hand signal with 5-1 countdown when silence/attention is required</p> <p>Use RWD, Removal with explanation when dealing with negative behaviours for learning</p> <p>Always praise publicly and sanction privately</p> <p>Write students' names on board when on W or above</p> <p>When dismissing, class line up inside then issue class R and escort class to meeting point or ground floor</p>	<p>Get their equipment ready for lesson</p> <p>Respond immediately to hand signal/countdown</p> <p>Respond positively to RWD Removal, not answering back but speaking professionally to teacher at end of lesson or appropriate time in order to understand the reason</p> <p>Always track (look at) the teacher/speaker when he/she is talking</p> <p>Respond immediately to class R and leave lesson in silence</p> <p>Take notes at the back of their exercise book in order to capture key information</p>
At break and lunch	
<p>Arrive promptly to duty</p> <p>Engage with students, actively scanning other students</p> <p>If on duty in the canteen, stand and actively supervise students when silence is required</p> <p>Support the lead duty person by using the hand signal, ushering and saying thank you to students as they move into their lines</p> <p>If not on duty be on corridor to ensure library atmosphere across the academy</p> <p>Ensure no students are on 1st floor/above without a note</p>	<p>Interact positively with staff and peers</p> <p>Respond immediately to hand signal/countdown</p> <p>Stay on the ground floor only unless they have a valid note in their planner</p> <p>Report to a member of staff any negative behaviour or bullying</p> <p>Listen thoughtfully to the daily reflection</p> <p>Stay in small groups in the playground</p>
In corridors	
<p>If not teaching be on corridor to ensure library atmosphere during changeover</p> <p>Challenge any student not in lessons asking for planner, send back if no planner</p> <p>Give a warning if a student is talking (unless final warning already given)</p>	<p>Always walk briskly on the left in silence</p> <p>Have a note in planner if out of lesson</p> <p>Be silent at all times of the day to ensure library atmosphere</p>
After school	
<p>Always be on corridors/stairwells to ensure smooth dismissal</p> <p>Escort their class to the ground floor in silence</p> <p>Wait with classes until dismissed from the end of day line up.</p>	<p>Walk silently down to the ground floor, exiting the building professionally</p> <p>Go straight home, not loitering in shops or the park</p> <p>Respect the neighbourhood and wear their uniform with pride</p>