

# Classroom Code of Conduct



## Three Simple Rules...

### Be Ready

Arrive on time to all lessons, with the right equipment and correct uniform – be 'ready to learn' in two minutes of entering the classroom.

### Be Respectful

Be Respectful – Do not distract others. Respect the member of staff and other students, following all instructions without question or answering back.

### Be your Best

Complete all work to the best of your ability, complete homework, active participation in learning.

The highest standards of personal behaviour and individual responsibility, consistently managed at all times in all areas of the school, underpinned by our three simple rules.

## Collecting Stamps

- If you break one of the three simple rules you will not be given your stamp.
- If you break two or more of the three simple rules you will not be given your stamp and you may receive a break or lunchtime detention from your class teacher.
- You may gain additional stamps for exceptional contributions.

+ Be Ready

+ Be Respectful

+ Be your Best

# Disruption Free Learning



## C1

Warn

### Warning 1

Disturbing learning

### Examples

- Calling out
- Talking while teacher is talking
- Silly behaviour
- Physical disruption
- Inappropriate comments/language
- Defiance
- Refusal to work

## C2

Move

### Warning 2

Action required by teacher

### Examples

- Move seats
- Move outside the classroom (2 mins)

+ Be Ready

+ Be Respectful

+ Be your Best

## C3

Remove

### Disruption has continued

Action required – call ECO  
Student taken to the PLR  
Staff to record on SIMS

PLR staff will set a 30-minute detention for that day (failure to turn up will result in 1-hour detention the next day)

In emergency circumstances or incidents of severe disruption please call for ECO (Emergency Call Out) and later record on SIMS

# Rewards

## Getting the Basics Right

### Stamps

#### Three Simple Rules

Be Ready – Be Respectful – Be Your Best

### Attendance

99% – 100% Excellent  
96% – 100% Good but not perfect

### Punctuality

On time for registration  
On time for lessons

## Rewards

### Online Rewards

'Cash In' your stamps for stationery, sport equipment, lunches, lunch passes, gift vouchers and other prizes

### Rewards Postcards



### Headteacher's Medals

Earn Bronze, Silver and Gold medals throughout the year

### Visits

Get your stamps and keep excellent attendance and punctuality to earn the opportunity to attend educational visits from day visits to trips abroad

### Activities

Film screenings, activities, guest speakers, performances and treats for those with excellent attendance, punctuality and diaries full of stamps

## Celebration

### Celebration Assemblies

Celebration each half term with awards for individual students and tutor groups for effort, attitude and attendance

### Presentation Evenings

Formal presentation of awards for effort/attitude and progress

### Sports Presentation Evening

Awards for participation and achievement in sport

# Harrow Way Checklist

**Good behaviour needs to be planned for prior to the lesson.** The best way to ensure settled behaviour is to stick to your routines and practice them so students fully understand how to conduct themselves in the classroom. The checklist might seem prescriptive, but routines and rituals provide a sense of security. Be persistent, be consistent and drill students in your classroom routines until they are second nature to them and you. Make starts, ends and transitions orderly, purposeful and safe.

## Before the lesson, have you:

Planned a lesson with challenge for all students?



Planned for students with additional needs?

Set objectives where all students can meet or exceed their targets and show progress?



Made an up-to-date seating plan?



Given feedback in line with the HWCS policy?

Manned your area outside the corridor and greeted students at the door?



'One foot in and one foot out'

## Beginning of the lesson, have you:

Ensured all students are Ready to Learn within two minutes of entering the classroom?



Engaged students with a do now task as they arrive?



Taken the register within the first Ten minutes of the lesson?

## During the lesson, have you:

Insisted on silence when teaching is taking place?  
Make sure students are sitting up.



Engaged with students during the lesson and not been sat at your desk?

Made sure students face you and have pens down when listening to you? (Track the speaker).



Used a variety of teaching and learning strategies to engage learners?

Planned transitions between activities?



Used our Rewards Protocols and focused on positive behaviours?

Used **RIP** (reprimand in private) and **PIP** (praise in public)?

Followed C1 – C3 to ensure disruption free learning?

## End of the lesson, have you:

Collected books/work in and made sure students return equipment in an orderly way and leave desk/room/environment tidy?

Issued stamps for those who have achieved the three simple rules 'Be Ready, Be Respectful, Be your Best'?

Made sure students push chairs under desks/or on desks at end of Period 6?

Returned to the corridor to ensure a smooth transition?



'One foot in and one foot out'

Dismissed students in an orderly manner?

+ Be Ready

+ Be Respectful

+ Be your Best

# Stepped Approaches Summary



## Behaviour

## Attendance

	Responsible	Action	Responsible	Action
<b>M</b>	<b>Tutor</b>	<ul style="list-style-type: none"> <li>Weekly Monitor stamps</li> <li>Behaviour points</li> </ul>	<b>Tutor</b> 97 – 100%	<ul style="list-style-type: none"> <li>Absence talk to student</li> <li>Termly JMCL</li> <li>Colour coded letters</li> </ul>
<b>1</b>	<b>Tutor</b> Rise in behaviour points and detentions	<ul style="list-style-type: none"> <li>Contact home</li> <li>Tutor Report</li> </ul>	<b>Tutor</b> (<97% and declining)	<ul style="list-style-type: none"> <li>Phone home when absent</li> <li>Challenge absence on return</li> <li>Pass any concerns to JMCL</li> </ul>
<b>2</b>	<b>Year Leader</b> or <b>Curriculum Leader</b>	<ul style="list-style-type: none"> <li>Meeting with parents</li> <li>Possibly PLD</li> <li>Regular home contact</li> </ul>	<b>Year Leader/ JMCL</b> (< 94%)	<ul style="list-style-type: none"> <li>Letter one sent by JMCL</li> </ul>
<b>3</b>	<b>Year Leader</b> or <b>SLT</b>	<ul style="list-style-type: none"> <li>Case Review discussion</li> <li>Key worker</li> <li>Actions in place</li> </ul>	<b>Year Leader/JMCL</b> (<94%) Letter one BUT attendance declines	<ul style="list-style-type: none"> <li>Letter two sent by JMCL, formal attendance meeting with parents</li> <li>Discuss EHA where applicable room/environment tidy?</li> </ul>
<b>4</b>	<b>JT</b> or <b>SLT for Inclusion</b>	<ul style="list-style-type: none"> <li>Link</li> <li>Full time provision</li> </ul>	<b>Year Leader/JMCL</b> No improvement No valid reason for absence	<ul style="list-style-type: none"> <li>Letter three sent by JMCL</li> <li>Warning legal intervention</li> </ul>
<b>5</b>	<b>Education Inclusion Service</b>	<ul style="list-style-type: none"> <li>PEX</li> <li>Alt Provision</li> </ul>	<b>JMCL</b> No increase or medical evidence 10x unauthorised absences Penalty notice served or ALP referral	<ul style="list-style-type: none"> <li>Further U/A absence</li> <li>Legal action instigated</li> </ul>



# Harrow Way Community School

Learning for life, success for all

- + Be Ready
- + Be Respectful
- + Be your Best

Headteacher: **Mr M Serridge, MA**  
Harrow Way | Andover | Hampshire | SP10 3RH  
[harrowway.hants.sch.uk](http://harrowway.hants.sch.uk) 01264 364533