

Ark Acton Academy Staff and Student Code of Conduct 2020/21

Staff are expected to:	Students are expected to:
Before school	
<ul style="list-style-type: none"> • Greet students warmly upon their arrival into school. • Be at allocated duty points, reminding students/sanctioning on uniform/other where appropriate. 	<ul style="list-style-type: none"> • Ensure your bag is packed for the following day and your uniform meets the standard of the academy, including using the academy rucksack. Switch off your mobiles and place in your bag. • Greet teachers upon your arrival to school by smiling and making eye contact. • Be on site by 08:33 latest - if late, report to late gate where you will receive a 1 hour detention the same day. • Go for free breakfast in the canteen and mentally prepare for a day of learning.
Morning line-up	
<ul style="list-style-type: none"> • Pastoral team/lead duty person – be at line-up for first whistle at 08:33am. • Support lead person by using hand signals, ushering and saying thank you to students as they move into their lines. • Ensure making sure students are facing forward, in silence, bags on their backs, planner in their hands with the right equipment – issue sanctions accordingly. • Tutors - Be at line-up for 8.35am ready to lead your class to morning reading. 	<ul style="list-style-type: none"> • Be in the MUGA ready for line up (unless instructed otherwise). Final whistle at 0835. • Put your face covering on. • Walk sensibly & silently in line with your form tutor to morning reading. • Respond immediately to the first and second whistle, remain silent and await instructions. • Listen to announcements from your HOY.
In lessons	
<ul style="list-style-type: none"> • Greet students and check equipment when entering the classroom. • Logs sanctions on BromCom and in the planner (with verbal explanation). • Use hand signal when silence/attention is required. • Use reminder, warning and detention when dealing with non-conformity • Praise students publicly and sanction privately (where possible). • Use 'Patrol' to remove student from class following RWD 	<ul style="list-style-type: none"> • Line up silently outside of class and when entering the classroom. • Place planner and equipment on your table. • Respond immediately to hand signal – remain silent and await instructions. • Follow teacher instructions the first time otherwise you will receive a reminder, warning and then a sanction after school. • Use STAR upon your teacher's request. • Be proactive in taking notes/answering questions whilst making eye contact.
During break and lunch	
<ul style="list-style-type: none"> • Arrive promptly to duty. • Engage with students, actively scanning other students and sanctioning where appropriate. • If not on duty/teaching be on your corridor to support a positive transition across the academy. • Ensure no students are in the building without good reason, e.g. library • All students to eat in the designated areas. 	<ul style="list-style-type: none"> • Interact positively and respectfully with staff and peers. • Report to a member of staff any negative behaviour or bullying. • Stay in your designated playground. • Stay in groups no larger than 4 in the playground. • Keep your hands and feet to yourself-no physical contact to always be observed. • Footballs should be no bigger than a size 3 and will only be permitted to play in the MUGA area.
During Transition	
<ul style="list-style-type: none"> • Use the dismissal 3, 2, 1 to dismiss lessons in an orderly and timely manner. • If not teaching be on corridor to ensure a calm and positive atmosphere during changeover. • Challenge any student not in lessons asking for planner, equipment, paper if they have forgotten their book etc . Sanction if they have no note. 	<ul style="list-style-type: none"> • Always walk briskly and sensibly and follow the one way system and keep left. • Have a note in planner if out of lesson, otherwise a detention will be given. • Keep noise to a minimal . • Ensure you have your equipment and planner in your hand so you waste no time in your lesson.
After school	
<ul style="list-style-type: none"> • Always be on corridors/stairwells to ensure smooth dismissal. • Reminder for your class to check detentions lists/to attend interventions if applicable. 	<ul style="list-style-type: none"> • Attend detention if you have one. • Follow the behaviour policy and go straight home and change out of uniform. Do not stop in any shops or hang around in the local area. • Respect the neighbourhood and wear the Ark Acton Academy uniform with pride.