

Stoke Park School

CONSISTENCY FRAMEWORK

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Your school, Your say
@Stoke Park

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CONSISTENCY FRAMEWORK

Consistency In Lessons

Staff and students must always follow the consistency framework. Staff must always follow the consistency framework to ensure that all students know exactly what is required of them. Senior leaders will regularly visit classes to support implementation of this framework. This framework is to ensure maximum learning and progress.

We expect staff and students to consistently follow these classroom routines.

On arrival to lessons:

- Staff and Students will arrive punctually to lessons.
- Students will line up quietly for the lesson or follow the agreed procedure. At this point staff will quickly check uniform.
- Staff will greet students at the door of the classroom.
- Students will find their allocated seat, get out all equipment, (the Stoke Park 16, books, including their Student Planner), place bags on the floor under their chairs or in the designated area and then sit quietly, within 90 seconds.
- Staff will ensure that the lessons begin promptly.

Start of lesson / register / addressing lateness:

- Students will be silent when a teacher stands quietly facing a class,.
- Staff will take an attendance register during the first 10 minutes.
- Students will be silent and politely answer, “Yes Sir / Yes Miss” as the register is called.
- Lateness will be coded in SIMs and the number of minutes late recorded.
- Students who arrive late to lessons will apologise and be seated and the teacher will conduct any required discussions at a time when learning will not be disturbed.
- Staff will follow up on lateness and time will be made up.
- All teachers will have a seating plan to enhance the learning experience and environment. Students will sit where asked to by their teachers.
- Staff will provide a well-planned, well-resourced lesson.

Rules for Talk:

- When the teacher or a student is talking to the whole class, students will be silent and listen.
- If they wish to ask or answer a question, students will always put up their hands and then wait, unless they have been invited to talk by a teacher, or the teacher has explained that a different system will operate for that lesson.
- Students should be encouraged to take turns and will never be allowed to interrupt.

- When instructed to discuss work with peers discussion should be at a conversational level.
- Respect will be shown to whoever is talking; teacher or student.
- Polite vocabulary and tone will be used in lessons and impolite vocabulary will be corrected.
- Much of the time staff will direct questions to students rather than hands up.

Routines in the classroom:

- Students will not leave their seats without permission. All students will sit on their chairs correctly and face the teacher as appropriate.
- Students will follow the instructions of their teacher to ensure an orderly environment with no breaches of health and safety regulations.
- No student will be allowed to leave a lesson, e.g. to visit the toilet or fill a water bottle, except in exceptional circumstances; in these circumstances, a note will be issued.

End of lesson:

- Lessons will finish on time. Sufficient time will be allowed for students to leave the lesson promptly.
- Teaching spaces will be left tidy and litter free.
- When asked to by the teacher, students will stand up quietly, push their chairs in and stand behind their chairs in silence. When the bell rings staff can then dismiss the class.
- Staff will stand at the doorway/on the corridor checking uniform on departure.
- Staff will ensure all students adhere to the one way system.

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Consistency Around the School

All staff will approach and question any student not adhering to the following routines. Such interactions will be friendly but firm and non-confrontational. All students will be aware that, even when not in lessons, their behaviour must be of the highest standard. Staff will maintain a visible presence in their allocated areas at break and other times.

We expect staff and students to consistently follow these routines around the school.

Manners and conduct:

- All staff / student interactions will be characterised by positive relationships and mutual respect. There will be no tolerance of rude behaviour and staff will encourage students to show consideration, behave calmly and to be polite, using good manners, e.g. smiling, "Please" and "Thank You".
- Students will be helped to understand what acceptable language is and that inappropriate language can offend. Swearing or inappropriate language will always be corrected by a member of staff. Any student swearing directly at a member of staff will be excluded from school.
- Anti-social behaviour such as littering, vandalism or spitting will not be tolerated. All staff will expect students to follow instructions first time, without question. Shouting is unacceptable except in extreme circumstances.
- Staff are expected to model the use of polite and respectful language when interacting with students.

Movement around the school:

- Everyone will walk on the left where appropriate and respect the one-way system. There will be no pushing, running, shouting or unruly behaviour. Teachers will monitor corridors and stairwells to ensure the safe movement of staff and students
- General courtesy will be shown by all members of the school, e.g. by holding doors open for each other. Students will be directed to move purposefully and quietly to and from lessons without stopping to socialise, etc.
- Students will not use the reception entrance unless they have permission to do so
- Coats off in the building at all times.
- In the event of a fire alarm, students and staff must move quickly, quietly and in an orderly manner to the designated fire assembly point. Upon arrival, students will line up in alphabetical order in their tutor group and wait for the register to be taken in silence.

Break and lunch times:

- Wherever possible, students should spend their break and lunch time in a purposeful activity by engaging with a club or intervention activity.
- If students are not involved in a club or activity they will remain calm and quiet if inside the building. When visiting the canteen students will queue in an orderly manner and follow instructions
- When the whistle sounds for the end of break and lunch time, students will move to their next lesson without delay and use the quickest and most appropriate route.

Respect for ourselves and our environment:

- Respect must be shown for property, e.g. rooms, equipment, chairs, tables and books. Ball games are only allowed to be played outside in appropriate areas.
- All litter will be placed in bins and where snacks are eaten care must be taken to avoid 'mess'. Plastic bottles of water are permitted, however, chewing gum is not allowed in school and will be confiscated.
- Cigarettes, lighters, matches, alcohol, drugs or dangerous items are forbidden. Staff will confiscate any prohibited item found. No eating in corridors or classrooms. Food will only be eaten before or after school, at break or lunchtime. No food should be taken out of the canteen.
- No students should be in classrooms unsupervised.
- All staff have a display area of the school that they are responsible for. This should be maintained at all times.

Mobile phones and valuables:

- Mobile phones are allowed in school at the responsibility and risk of the owner.
- Any use of mobile phones must be outside the school building for students.
- We advise that, in general, valuable items should not be brought to school and that parents and carers must consider very carefully before sending students to school with such items, since we cannot accept any responsibility should they go missing.
- No headphones in school should be visible.

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Uniform

*Correct uniform will be worn by all students whilst in attendance at the school, **on the way to and from school***

Uniform:

Students will wear the school uniform correctly. It demonstrates a sense of belonging, of pride and of self-respect.

- A white shirt with a conventional collar will be worn, with the top button fastened and a school tie.
- Any clothing worn underneath the shirt will be plain white in order not to be visible.
- Students will wear a school jumper at all times unless a member of staff has given them permission to remove it in class.
- School appropriate black trousers or a black skirt will be worn avoiding extremes of fashion and be of an appropriate length (Jeans, cords, tight trousers, stretch fabric, split designs, leggings or hipsters are not acceptable).
- All students will wear leather or leather look shoes.
- Students will bring their full PE uniform to their PE lessons
- Jewellery is restricted to two small studs, one in each ear. Other forms of body piercing (face, tongue, etc) or tattoos are not permitted and extreme hairstyles are not appropriate. If worn, make-up must be discrete.
- Outdoor clothing must be smart and avoid extremes of fashion. No coats, hats or caps should be worn indoors. Headscarves (e.g. hijabs) may be worn and must be plain black.
- Tutors will check uniform daily.
- If any student does not have correct uniform they must have a temporary uniform pass from the Pastoral managers.
- Students may be asked to wear replacement uniform provided by the school and, if their attire is particularly poor, may be asked to go home to change.
- All items of clothing and equipment should be named and be smart and clean. Stoke Park School cannot accept responsibility for lost items of equipment and clothing.

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Community

A school is a hub of any community and staff and students will be respectful members of the community who uphold our values and ethos inside and outside school.

Community:

Staff and students will make a positive contribution to the community

- All students are encouraged to play an active part in the life of the community in which they live. Participation in community or voluntary based groups such as air cadets, army cadets, Scouts, Guides, St John's Ambulance Service or sporting clubs allows students the opportunity to become giving and positive contributors to their community.
- All students at the school are ambassadors for our values and ethos whether this be within school, on the way to or from school, on trips or visits and in interactions between members of our school community, within the community. (The Headteacher does have the legal right to take action upon members of our school community even when issues arise outside the school or out of school hours, where this affects the reputation of our school or the well-being of our students.)
- The school will provide opportunities for students to be involved in local community projects which enhance community cohesion.
- Parents and visitors should treat the students and staff with respect and this will be reciprocated.
- Students are and will continue to be actively engaged in local charitable causes including fundraising for Myton Hospice, Coventry Foodbank and Zoe's Place.
- Students will volunteer in our local community.
- Students take opportunities to volunteer at our link school in Uganda.

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Sixth Form

At Stoke Park School we offer the best of both worlds, the academic rigor and support of a school with the feeling of a college. Students have the freedom to express themselves as young adults, whilst still receiving all the support and guidance they were used to up to the age of 16.

Sixth Form

Sixth Form students have a key role to play in the school as role models to younger students and will follow these routines

- Students will adhere to the uniform code of smart/casual dress.
- All staff and students will be punctual to lessons and a register should be taken on arrival or within the first 10 minutes of the start of the lesson.
- No lessons should ever be cancelled and if a teacher is going to be absent cover work must be left with the Head of Department or the Sixth Form Pastoral manager. It is usually expected that students will complete the work in the usual teaching room unless otherwise specified.
- All students will be involved in some sort of Community/Classroom support. These include: classroom support, reading mentors, tutor buddies, sixth form ambassadors, subject Ambassadors and Duke of Edinburgh Award.
- The 5th hour in Year 12 will be used for students to review the learning of the previous week's work or in exam practice or as otherwise directed by the subject teacher.
- Neither staff nor students will consume food in a lesson although drinking water is permitted. No food or drink will be consumed in the ICT area.
- At all times staff should remain in the lesson.
- Both students and staff will leave rooms neat and tidy so they are ready for immediate use.
- In the 6th form study areas there will be a quiet atmosphere that encourages and promotes successful academic study.
- Mobile phones and headphones will not be used or seen in the building
- Students will be suitably equipped for learning with a folder, stationery and a USB device.
- Students will use the signing in and out procedures.

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Presentation

Consistency in Presentation

Students must adhere to the following guidelines in respect to the presentation of their work.

- Use the top line of the page
- Underline your title and date
- Date on the right hand side
- HW/CW in LH margin
- Use blue/black for writing
- Draw any diagrams in pencil
- Stick any loose sheets in your exercise book.
- Make use of all possible space in the exercise book. Do not miss out pages and rule off previous work.
- There should be no doodling in exercise books.
- If you make errors just put a single line through the mistakes with a ruler.
- No pages should be ripped out of the exercise book.

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Marking and Feedback

Quality Marking

- is clearly identifiable through use of department marking stickers or grids
- is carried out every 6 lessons, for subjects taught more than once a week
- is carried out once during each half term, for subjects taught only once a week
- focuses on a specific piece of work or sequence of pieces of work, as agreed by the department
- identifies *clearly* what the learner has done well
- indicates how the learner can improve, in the form of a *specific* task or question
- uses Stoke Park literacy marking codes
- is followed by time for learners to act on the feedback given

Between 'quality marking' milestones, work is checked and acknowledged in a variety of ways, including

- self-assessment
- peer assessment
- 'acknowledgement marking' during the lesson
- verbal feedback

All pieces of homework are acknowledged.

Marking for Literacy

For key pieces of written work, the teacher identifies aspects of literacy to improve. These are indicated with a number.

1. Write a new first sentence using a word or phrase from the question to start your answer more effectively.
2. Copy out the correct spelling of any words that have been circled and numbered 2.
3. Re-write this sentence using words that are more specific and ambitious.
4. "I need to use a (name the punctuation you missed) in this sentence."
5. Check your working and try this question again
6. Re-write just this sentence with a connective at the start to answer the question more clearly.
7. Combine these sentences using connectives that will help you answer the question more clearly.
8. Re-write this sentence and add an example or quotation to prove your point.
9. Re-draw your diagram or chart in a clearer way.
10. Write another explanation to support your point in this paragraph.
11. Re-write this section explaining how you achieved this conclusion.
12. Write a sentence that defines this word or phrase.
13. Re-write just this sentence using subject specific terminology.
14. "This is a new paragraph because..."
15. Write just this sentence out again with a word you have missed out.