



# STS Expectations

*Hold fast that which is good*

Everyone plays a key role in developing a positive school ethos.

*Hold fast that which is good*

# Positive Recognition

- Good/excellent classwork
- Good/excellent attitude
- Good/excellent assessments
- Good/excellent attendance
- Good/excellent behaviour
- Good/excellent homework
- Being helpful
- Consistently smart uniform
- Perseverance
- Sporting achievements
- Other –For example could be for the students who support others with reading.

## STARS:

Sandwich  
Technology  
Achievement  
Rewards

*Hold fast that which is good*

# How will points be allocated?

- Good will be worth 1 STAR
- Excellent will be worth 3 STARs

*Hold fast that which is good*

# Types of reward

**Small rewards** – awarded in termly, year-based assemblies

Bronze      50 stars

Silver      125

Gold      225

Diamond    350

Platinum   500

**Large rewards** –

External trips such as Cinema/ice skating in Term 6

*Hold fast that which is good*

# Types of reward

- In Term 6, 40 students from each year group (7-10) will be given the opportunity to go on a rewards trip.
- Year 11 rewards will be based around their prom.
- 6<sup>th</sup> Form rewards are chosen at the time (i.e Escape Room)

# How the students will be chosen.

- From each year group:
  - Top 5 students based on academic achievement
  - Top 5 students based on academic progress
  - Top 30 students based on their number of stars.

# Whole-school behaviour procedures

**Student is involved in widespread disruption to learning in a number of different subject areas, or repeated referrals in one subject. Student is involved in higher levels of inappropriate behaviour either in or beyond regular classroom lessons.**

1	Student has a number of classrooms referrals within a single subject	Subject action plan HOD/class teacher to consider strategies (seating plan/support or intervention/groupings etc.). Subject tracking
2	Student has a number of classroom referrals across a range of subject areas	One day in the ALP for every 3 referrals in a week. Year team to complete a student action plan including a daily tracking sheet. Possible referral to external agencies
3	Persistently disrupting the learning of others, failing to engage with support on offer.	Head of Year action plan. Sanctions: ALP, alternative day / fixed term exclusions. Parent and student re-integration with senior staff, behaviour contract issued. Referral to external agencies. Use of in-school mentoring and support.
4	Serious breach of school code of conduct. Behaviour is dangerous, threatening or anti-social.	
5	Student continues to show high levels of disruption and refuses to engage with support mechanisms	Headteacher and senior staff, seek alternative placement / managed move / permanent exclusion.



# What happens if you miss a detention?

- Miss a break detention – reset to lunch detention
- Miss a lunch detention – reset to After School Detention (ASD)
- Miss an ASD – reset to Wednesday Afternoon detention
- Miss Wednesday Afternoon detention- reset to Extended Learning hours (3.30pm-5pm)
- Miss Extended Learning Hours – given 3-6pm and a meeting is arranged with your parents.

Wednesday Afternoon Detention = 6 hrs 50 mins of school that day!  
Extended Learning Hours = 8 hrs and 20 mins of school that day!

# Start to the day

- Gates will be locked at 8.40 by duty staff and students arriving after this time will be signed in as late. All late students will report to attendance office and a break detention set
- Students arriving after the 'late gate' is closed (8.50am) will receive an ASD

*Hold fast that which is good*

# Punctuality and Truancy

## **Classroom routines:**

- Register must be taken by teacher in first 5 minutes of the lesson or form time
- Students that are late to lesson with no reason – break time detention

*Hold fast that which is good*

# Student dress code

## Expectations

- School jumper/cardigan purchased from school in college colours
- School polo shirt purchased from school in college colours
- School trousers/Skirts
- School shoes must be plain black (no canvas)
- Black coats
- All outdoor clothing should be removed as you enter the classroom
- Make- up should only be worn discreetly
- Jewellery should not be worn except a plain single stud for pierced ears
- Facial jewellery (eg nose stud) is not allowed
- Hair should be in natural colours and simple styles Extraordinary styles including shaving, shaving patterns and extreme colours are not allowed
- Nails must be natural. Only clear polish allowed

## Consequences

- Tutors to record all instances of poor uniform and send to reflection room. Second week onwards:
- uniform problems: Students can expect to not be allowed access to their lessons and break times or to be sent home to change
- Jewellery problems: Students will be asked to remove the item
- Hair problems: refer to year office and parents will be contacted and students making the necessary arrangements to address this breach

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Please remove all jewellery  
unless it is a single pair of stud  
earrings.

Nose piercings recently done can  
only be a small, clear stud.  
Nothing else.

This is an issue  
around health and  
safety not STS  
nagging you.

*Hold fast that which is good*

# Jewellery-Failure to comply

- Item will be confiscated for the whole term
- Parents will be contacted
- Sanction—at least ALPs, possible 3-6pm if persistent refusal to follow the expectation

# Equipment for school

## Expectations

- All students should have a school bag in which they can carry the equipment and books for the day
- Basic equipment required each day in your school pencil case:
  - Pens
  - Pencils
  - Ruler
  - Logbook
  - Timetable
  - Calculator
- We would also encourage students to have:
  - Highlighters
  - Coloured pencils/pens

## Consequences

Students failing to bring school equipment will receive the following sanctions including:

- Staff reminding expectations and note made in logbook
- **Detention—immediate break detention if no timetable on them when requested from staff**
- Parent informed and deadline agreed for students to be properly equipped
- Each offense should be recorded in SIMs
- **It is important that teachers lead on this as it is the learning in your classrooms that is impeded by a lack of equipment**

*Hold fast that which is good*

# Eating and drinking

## Expectations

Students may only consume food in the designated areas which are as follows:

- The restaurant
- The playground
- Designated eating areas by the Catering van and covered areas just outside the restaurant
- Students may not consume food in any of the classrooms or corridors, but staff may allow eating at a lunchtime club; in this case staff and students will be responsible for the tidiness of that area
- Chewing gum is not permitted anywhere on the school site
- There is to be no unauthorised selling of food and drinks

## Consequences

Chewing gum:

- Asked to put in bin

Eating in corridors / classrooms

- Asked to move to allocated areas and clear up any litter

*Hold fast that which is good*



# Computer and Internet use

## Expectations

All student computer use is governed by the school's ICT Acceptable User Policy. Staff and students should be familiar with this. In essence, students will:

- use the IT facilities for the purpose intended
- treat the IT rooms and all IT facilities with respect
- only use their own accounts; it is a serious breach of protocol to access the IT Network via other users' accounts and passwords
- not use proxy sites to access the internet
- not bring in or access any inappropriate materials
- not 'stream' music, radio or video from the internet (unless they have the specific permission of a member of staff)
- only use school email appropriately in terms of content, frequency and who it is 'sent-to'; no spam / no foul language / no harassment of other students or staff

## Consequences

Students using IT facilities inappropriately :

- Warned and asked to stop from offending behaviour
- Second offence in same lesson
  - Removed from computer for remainder of lesson
- Serious inappropriate use of IT facilities (including accessing another's account)
  - Referred to HOD (or HOY in more serious instances)
  - Parent contact and IT access withdrawn for fixed term\*

Inappropriate use of email

- First offence, warning
- Second offence, parent contact, fixed term ban\* depending on nature of abuse

Deliberate damage / vandalism

- Refer to HOD (serious incidents to college office)
- Students will be expected to pay towards costs of damage caused

\*Students whose access is suspended must sit separately away from machines with pencil and paper in all IT lessons etc.

***Hold fast that which is good***

# Prohibited items

## Expectations

Students should not bring in any item which is potentially dangerous to themselves or others:

- Smoking is prohibited anywhere in the school buildings or school grounds BY LAW. Students shall not bring to school or be in possession of any cigarettes, lighters or other smoking materials. This includes e-cigarettes/vapes
- Students shall not bring to school or be in possession of any alcohol or illegal drugs.
- Students should not be intoxicated or otherwise under the affects of alcohol or any other substances while on the school grounds, or while taking part in any school-related activity off-site.
- Students should not bring any weapons to school, fake or otherwise.
- Students may not bring any items of food or drink with the intention of selling these to other students.
- Fireworks (including snaps) are not allowed in school
- All medication should be signed in at reception as per the school's medication policy / the student's care plan.

## Consequences

Any students bringing in any in items that may be a danger to themselves or others will be immediately referred to Year Office. Sanctions imposed may include:

- Being sent home for own safety
- Having the items confiscated\*
- Detentions
- Being referred to the police
- Alternative school days
- Fixed term exclusion
- Having an alternative school provision imposed
- Permanent exclusion

\*confiscated will be destroyed or handed to police.

***Hold fast that which is good***

# Homework

## Expectations

- Homework is an essential part of the students diet and contributes to their learning experience and ultimately, examination success
- Homework encourages students to develop the skills, confidence and motivation needed to study effectively on their own. It consolidates, reinforces and improves skills and understanding developed in school
- Homework is important and will be assessed by the class teacher and reported on in each assessment window. Homework will be recorded on SIMs
- All students are expected to complete their homework in accordance with the set homework schedule

## Consequences

If a student fails to complete their homework within a subject, on time the following sanctions will be applied:

- First warning- detention with the teacher
- Second warning-HOD detention
- Failure to attend HOD detention – whole school ASD

If a student fails to complete regular HWK they will subject to a range of Tutor Mentor and Head of Year interventions

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# Movement and out-of-bounds

## Expectations

Movement around the school:

- When required to line up, queue in single file
- If leaving the classroom during lesson times students must carry their logbook with a **timed note** from the member of staff **stating where they are going**

Areas out of bounds during the school day:

- Dover Road (any area beyond the school boundary) Walkway down the side of school by the science area
- Leisure centre (unless in PE lessons)
- Car park and front of school leading into the reception area
- Students may not congregate in the corridors during break or lunchtime
- They may attend any club which is on, they may also use the OLC, the restaurant and any other designated study areas. Students not taking part in an extra curricular activity should not be in the teaching areas

**N.B. Students must only report to year offices when requested or at break/lunch. At all other times students must report to student reception.**

## Consequences

Any student found or seen OOB should be referred to year office:

- 1st offence = warning and/or break & lunchtime detention
- 2nd offence = parent contact and after school detention
- 3rd offence = parent contact / withdrawn /
- Further offences = higher sanctions as per individual circumstance

*Hold fast that which is good*

# Bullying is never acceptable at STS

## Expectations

Bullying is defined as:

- Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally

Every student in Sandwich Technology School is a valued member of the school community and all students have the right to enjoy their studies and leisure in a friendly environment, free from intimidation, both in the school and in the surrounding community

## Consequences

Sanctions can include:

- parental contact by phone or face to face
- loss of free-time privileges
- after school detention
- internal exclusion
- alternative school day (3.00 pm to 6.00 pm)
- fixed term exclusion from school
- referral to the police
- work with Inclusion Office to help foster positive behaviour experiences
- referral to outside agencies

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# Travel and conduct 'out-of-school'

## Expectations

### Travel to school:

- Students must travel to and from school in a safe and responsible manner, and with consideration for all members of the general public
- Students may not behave in a dangerous or anti-social way nor act in any way which is likely to bring the school into disrepute
- Students must comply with staff directions in and around the vicinity of the school; this includes while travelling to and from school, while queuing for school buses, and while waiting in the Dover Road and surrounding area before and after school.

## Consequences

- Students who behave in a dangerous, anti-social or irresponsible manner on their journey to school can expect to receive a range of sanctions
- For more minor breaches lunch time and ASDs will be used; for more serious breaches the school will combine exclusions with either temporary or permanent bans from using school transport
- Students who fail to comply with the school rules (uniform / smoking / conduct) in the vicinity of the school will be reported to college office(s) and an appropriate sanction given
- Students who choose to ignore staff instructions whilst off the school premises will be treated as RFI and given a higher-level sanction

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