

THE RIGHT WAY **R**

We want all our students to become responsible, respectful young adults who are ready to flourish in all aspects of life.



Tudor Grange Academy
Kingshurst



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Expected Behaviours for Uniform & Standards

Staff	Students	Parents / Guardians
Staff will challenge incorrect uniform throughout the school day in classrooms and around the Academy.	Students will arrive to the Academy in correct uniform and remain in correct uniform throughout the day.	Parents/Guardians will support the Academy by providing students with correct uniform and ensuring they leave the house in correct uniform.
Staff will challenge students if they do not meet standards of appearance (I.e. jewellery, make-up, hairstyle etc).	Students will follow the school policy regarding accessories. Jewellery is not permitted in the Academy and students will hand over these items if they do not follow this policy. Students will have a natural, non-extreme hairstyle and will not wear excessive make-up or nail varnish (or acrylic nails).	Parents/Guardians will support the Academy's uniform policy and work the with Academy to rectify incorrect uniform.
		Parents/Guardians will uphold the standards and expectations of the Academy and support sanctions given around appearance (jewellery, make-up, hair).
Staff will confiscate prohibited items such as phones and ear pods at first contact.	Students will not bring phones, ear pods and other related items into the Academy. These items are prohibited. If seen or heard, students will hand over these items when requested by a member of staff.	
Staff will be dressed professionally and role model the expected standards. This includes adhering to the staff code of conduct, dress code and modelling expected standards for students such as removing coats.		

Expected Behaviours for Speaking to Adults

Staff	Students	Parents / Guardians
Staff will speak to students with respect and use manners by saying please and thank you.	Students will speak to all adults in the Academy with respect and say please and thank you.	Parents/Guardians will speak to all adults in the Academy with respect and use manners by saying please and thank you.
Staff will use students' first names, rather than nicknames or surnames, when speaking to them as a sign of respect. Where staff do not know a student's name, they will ask.	Students will refer to all adults in the Academy as "Sir" or "Miss", regardless of their role or if they are a visitor, as a sign of respect.	Parents/Guardians will refer to adults in the Academy by their title and surname (e.g., <i>Miss Crehan</i>) and avoid using derogatory nicknames or descriptions.
Staff will speak clearly, calmly, and concisely to students at all times.	Students will use respectful language rather than slang terms when speaking to all adults in the Academy.	Parents/Guardians will use respectful language when speaking to all adults in the Academy.
Staff will speak to students about any behaviour issues or concerns in private, not in public.	Students will stand up straight, remove hands from pockets and not fidget when having a conversation with an adult in the Academy.	Parents/Guardians will raise concerns with the appropriate adult at the Academy, starting with either the class teacher, form tutor or college admin. Patience will be shown in expectation of a response and not expected before 8am and after 5pm, nor at the weekend. Emails will be responded to as soon as possible but aim to be answered within 48 hours.
Staff will greet students on corridor with a smile and a positive greeting, even when challenging students for uniform infringements.	Students will stop when approached by an adult and engage in a conversation and/or follow instructions given first time, every time.	
Staff will be responsive to students' behavioural needs and cues when engaged in conversation and amend their tone/expectations of eye contact when necessary to deescalate a situation.	Students will maintain eye contact with the adult to whom they are speaking as a sign of respect.	Parents/Guardians will converse with adults at the Academy politely, calmly and respectfully in person, on the phone and over email.
Staff will communicate with parents/guardians with professionalism.		

Expected Behaviours for Speaking to Peers

Staff	Students	Parents / Guardians
Staff will challenge students who do not speak to each with respect and will use sanctions and educational conversations as appropriate.	Students will always speak to each other with respect inside and outside of the Academy and in all forms of communication (e.g., face to face, emails etc).	Parents/Guardians will remind and encourage children to speak to each other respectfully.
Staff will always speak to each other with respect and professionalism in all forms of communication (e.g., face to face, emails etc).	Students will challenge each other and/or report any behaviour such as bullying or offensive language.	Parents/Guardians will support the Academy in any sanctions issued if students are not respectful to each other.
	Students will use an appropriate tone and volume when speaking to each other.	Parents/Guardians will use respectful language when speaking to each other.
	Students will speak about other students respectfully, even if they are not present in the conversation.	

Expected Behaviours for travelling to/from the Academy

Staff	Students	Parents / Guardians
Duty staff will positively welcome students onto the Academy site as they arrive in the morning from all site entrances whilst safeguarding their arrival.	Students will remember that whilst travelling to or from the Academy, that their uniform forms a reputational extension to that of the Academy and therefore students will commit to behave in a respectful manner to their peers, transportation staff and the communities they interact with whilst on their journey.	Parents/Guardians will support the Academy in ensuring that students are able to leave home in a timely manner or arrive in good time for the warning bell at 8.25am.
Duty staff will maintain positive affirmations as students depart in the afternoon whilst safeguarding their movements offsite.		Parents/Guardians will support students leaving site each afternoon in planning for timely collection or supporting their child with their onward journey home.
	Students will time their journey to arrive safely, both, to the Academy in time for the warning bell at 8.25am and to arrive home in line with the expectation of parents or carers.	
	Students will be proactive in reporting any incidents involving themselves or other members of the Academy community whilst travelling to or from the Academy.	

Expected Behaviours at the Gate in the Morning

Staff	Students	Parents / Guardians
Duty staff will be at the gate and will greet all students with warmth and care.	Students will be polite and courteous to duty staff.	Parents/Guardians will drop students at the gate and will do so with respect for other students, staff, and parents at the Academy.
Duty staff will demonstrate their knowledge of the children by making positive comments to begin the day.	Students will respond to staff and engage in conversation.	
Duty staff will not remind students of the previous day's misdemeanours. They will adopt a fresh start approach.		
Duty staff will challenge uniform as students enter site	Students will enter the site in correct uniform.	
Duty staff will challenge students on their bikes and ask them to step off on entry into the Academy site.	Students will walk their bikes around the Academy.	

Expected Behaviours at the Gate in the Afternoon

Staff	Students	Parents / Guardians
Duty staff will be at the gate and will dismiss all students with warmth and care.	Students will be polite and courteous to duty staff.	Parents/Guardians will collect students at the gate and will do so with respect for other students, staff, and parents at the Academy.
Duty staff will demonstrate their knowledge of the children by making positive comments to end the day.	Students will respond to staff and engage in conversation.	
Duty staff will usher students out of the gates to avoid lingering on site and at the gate.	Students will leave the site promptly and will treat each other with respect whilst making their way home.	
Duty staff will challenge any anti-social behaviour swiftly. They will explain to the students why their behaviour is anti-social.	Students will remain in correct uniform until they have left the site.	
Duty staff will challenge students on their bikes and ask them to step off.	Students will walk their bikes around the Academy.	

Expected Behaviours for Classroom Entry

Staff	Students	Parents / Guardians
Staff will own their doorframe and engage in positive conversations as students enter the classroom	Students will be on time for their lessons. There is no excuse for lateness at the Academy.	Parents/Guardians will support the Academy in its drive to improve punctuality and remind students about the importance of punctuality.
Staff will challenge corridor behaviour while owning their doorframe and challenge uniform as students enter the classroom.	Students will arrive at the lesson in correct uniform. This will include the removal of coats inside the Academy.	Parents/Guardians will support the Academy by providing students with correct uniform and ensuring they leave the house in correct uniform. Parents will ensure that students are fully equipped. Where this is not possible, parents and guardians can seek support from the Academy.
Staff will treat each lesson as a fresh start.	Students will adopt a fresh start approach when going to lessons. Students must attend every lesson. Opting out is not an option.	Parents/Guardians will support the behaviour policy and any sanctions issued for punctuality and standards.
Staff will have a 'let's get started' task on the board for students to complete in silence. Expectations of student behaviour will be clearly identified, and staff will hold students to account if expected behaviours are not met.	All students will enter the room and open their books/workbooks. They will complete the 'let's get started' task in silence. There is no opting out. If students do not know the answer, they will write a sentence stem ready to complete the answer.	
Staff will check student equipment during the 'let's get started' task.	Students will be fully equipped for lessons. In the case of missing equipment, students may borrow from teachers, and this will be addressed later via a sanction.	
Staff will complete the register within the first ten minutes and follow the Academy's safeguarding policy for absent students (ESCO AWOLs).	Students will address their teacher as "Sir" or "Miss" during the register and remain in silence for the duration of the register.	





Expected Behaviours for Classroom Exit

Staff	Students	Parents / Guardians
Staff will have prepared a reflection task or plenary to summarise learning or lesson content.	Students will engage with the plenary to demonstrate progress they have made in the lesson.	Parents/Guardians will support the behaviour policy and any sanctions issued for student who do not follow Academy expectations.
Staff will ensure they have planned enough time to tidy the classroom and for students to prepare to leave the lesson by the bell.	Students will help the teacher tidy the classroom as per teacher's instructions.	
Staff will ensure students stand behind their desks in silence and in correct uniform ready to be dismissed.	Students will stand behind their desks, with their chair tucked in (or on the desk in science labs), in correct uniform.	
Staff will own their doorframe as they dismiss students one row at a time in a calm, orderly manner.	Students will wait to be dismissed by their teacher and will leave in a calm, orderly manner.	
Staff will ensure students follow the one way system, where appropriate. Staff will challenge students who do not follow these expectations.	Students will follow the one-way system, where appropriate, as they leave lesson.	
Staff will ensure students remain in correct uniform as they walk away from lesson and will challenge students who do not follow these expectations.	Students will remain in correct uniform in the corridors. This includes not wearing coats inside the Academy.	

Expected Behaviours for Learning

Staff	Students	Parents / Guardians
<p>Staff will have a proactive approach to embedding expected learning behaviours by planning for positive behaviour. This includes completing SLDs, seating plans, planning for praise and planning responses to potential misbehaviour. Staff will commit to knowing their learners.</p>	<p>Students will follow seating plans as directed by the teacher.</p>	<p>Parents/Guardians will understand that seating plans are planned and considered and support teachers who make the final decisions on seating plans.</p>
<p>Teachers will plan high quality lessons and will do so with compassion and care for their students' needs. Staff will plan for students who may be less resilient.</p>	<p>Students will be respectful of all adults and other students. Students will understand that sometimes, tasks will be challenging, and they will need to be resilient. Students will commit to trying and working hard.</p>	<p>Parents/Guardians will support the Academy by having high expectations and ambitions for students. Parents will support with home-learning and reading.</p>
<p>Staff will teach learning behaviours with clarity and remind students of the expectations of the Learning Modes. Staff will use the consequence and reward systems fairly.</p>	<p>Students will adhere to the Learning Modes and expectations (outlined below).</p>	<p>Parents/Guardians will support the behaviour policy and any sanctions issued for student who do not follow Academy expectations.</p>
<p>Staff will not allow students out of lesson to get equipment such as printing or a pen. Staff will not allow students to go to the toilet during lesson, but will use professional judgement. If on the rare occasion a student must leave a lesson, staff will give an 'out of a lesson pass'.</p>	<p>Students will use the toilet at break and lunch to maximise learning time in lessons. If needed, students can use the toilet at transition times but must ensure they arrive to lesson on time.</p>	<p>Parents/Guardians will support the Academy by reminding students to be proactive when needing the toilet and go between lessons to maximise learning time.</p>
<p>If a student leaves a lesson without permission, staff will follow the safeguarding policy and issue an ESCO. Staff will also follow this with a sanction and a phone call home.</p>	<p>Students will not leave a lesson without permission. There is no exception to this.</p>	<p>Parents/Guardians will support the Academy by attending meetings if required.</p>
<p>Staff will celebrate students who behave 'the right way' and role model these behaviours to the class. Staff will record praise visually on the board to role model behaviours to other students.</p>	<p>Students will behave 'the right way' in lessons by being ready, respectful and responsible.</p>	<p>Parents/Guardians will remind and encourage students of 'the right way' to support them to be successful.</p>

Learning Modes

<p>Work in silence Allow peers to work without interruption Complete the work to the best of your ability Raise your hand if you need the teacher Remain on task Focus on your own work</p>	<p>Sit up straight, listen deeply Face the front of the class Track the teacher Raise your hand to ask questions Respond when asked a question Only one person can speak at a time</p>
<p>SILENT INDEPENDENT STUDY </p>	<p> RESPECTFUL TEACHER LED DISCUSSION</p>
<p>QUIET LEARNERS </p>	<p> POLITE GROUP WORK</p>
<p>Use inside voices only Only interact with your partner(s) if you need to discuss the work Raise your hand if you need the teacher Remain on task Allow your classmates to work without interruption</p>	<p>Speak to each other with respect Focus on the task you have been set All members of the group should be given an opportunity to participate Use the space directed to you by the teacher Use the volume directed to you by the teacher Allow other groups to work without interruption</p>



Expected Behaviours for Movement Around the Academy Corridors

Staff	Students	Parents / Guardians
Staff will walk of the left at all times to show consideration for other people using the space. Staff will remind students and visitors too.	Students will walk on the left at all times to show consideration for other people using the space.	Parents will support the Academy in its drive to make the Academy corridors a safe and purposeful environment and remind students of the importance of respect.
Staff will use the correct stairs for movement in A Block and D Block, moving up and down floors in the correct staircase. Staff will remind students and visitors too.	Students will use the correct stairs for movement in A Block and D Block, moving up and down floors in the correct staircase.	Parents will support the behaviour policy and any sanctions issued to students for not being respectful in the Academy corridors.
Staff will challenge students who are not being respectful moving around the Academy and will follow the behaviour policy for any students not behaving 'the right way'.	Students will use an appropriate volume as they move around the Academy and be respectful to the Academy community.	
Staff will speak to students with positivity and kindness on the corridors whilst continuing to maintain the high expectations of the Academy and policies in place.	Students will move with purpose from one place to another within the Academy without loitering.	
	Students will be respectful to all users of the Academy corridors, not making physical contact with others, ensuring everyone is safe when moving around the site.	
	Students will speak to each other respect and show courtesy to others, for example holding the door and saying thank you.	
	Students will be considerate of each other's personal space and will not physically touch another student in any situation. We are a non-contact Academy.	

Expected Behaviours for Lunch and Break Times

Staff	Students	Parents / Guardians
Duty staff will be on time to allocated positions and greet all students with warmth and care. Staff will wear a high visibility vest which is collectible from the Principal's PA at the start of the day and returned after duty.	Students will remain in designated areas during break or lunch time.	Parents/Guardians will support the Academy in its drive to improve manners and behaviour within the Academy during social and break times to improve the smooth order of the school.
Duty staff will challenge uniform standards, including coats off indoors, as students move around the Academy.	Students will be respectful to all members of the Academy community and follow all staff instructions and requests first time, every time.	Parents/Guardians will support the behaviour policy and any sanctions issued for not following lunch and break time protocols.
Duty staff will challenge students who are out of bounds and sanction on Bromcom.	Students will behave sensibly and responsibly as they travel around the Academy at break time.	
Duty staff will challenge students if they are not displaying sensible and respectful behaviour to each other or the Academy community.	Students will remove coats inside the Academy and will continue to wear correct uniform.	
Duty staff will challenge students if they are not displaying sensible and respectful behaviour to the environment and Academy facilities.	Students will participate sensibly and safely in physical recreational activities (for example football/basketball)	
Duty staff will log incidents of poor and inappropriate behaviour and own the follow up actions (calls home/informing patrol/logging on Bromcom).	Students will challenge each other and/or report behaviours such as bullying or offensive language.	
Staff will celebrate and reward students who behave 'the right way'.	Students will moderate the noise level and language of conversation with other students at breaktime, so it is sensible, respectful and responsible. They will be mindful and considerate of how their behaviour can intimidate others (for example congregating in large groups)	
Staff will role model the behaviours we expect of students at all times whilst on duty.	Students will only eat food in the designated areas (foyer, restaurant and quad).	

Expected Behaviours for the Restaurant

Staff	Students	Parents / Guardians
Staff will be on time and in the correct place for duty.	Students will join the back of the queue in single file and wait patiently.	Parents/ guardians will support the Academy policies, including sanctions issued for behaviour in the restaurant.
Staff will be proactive when on duty. They will manage queues and support the catering staff.	Students will enter the restaurant in correct uniform without wearing a coat. If they are challenged by staff, they will respond quickly and politely.	
Staff will hold high standards for uniform, including coats. They will challenge students who are not meeting these expectations and restaurant staff will only serve students in correct uniform.	Students with food will sit down to eat or move purposefully outside. Students who are waiting for their friends will sit down at a table away from the queues.	
Staff will remind students to sit down in the restaurant or move purposefully outside.	Students will make positive behaviour choices and remain calm. They will treat all adults with respect and respond politely.	
Staff will follow the school behaviour policy and challenge inappropriate behaviour which is too loud, boisterous, intimidating or dangerous.	As students leave, they will clear up spillages, bin all rubbish from their table, and tuck chairs in.	
Staff will remind students to clear their own rubbish as they leave.		

Expected Behaviours for Detention

Staff	Students	Parents / Guardians
Staff will take an accurate register at the start of the detention as quickly as possible.	Students will line up in full school uniform and wait patiently outside of the allocated detention room.	Parents/Guardians will support the Academy by reminding students of expected behaviours.
Staff will positively reinforce student expectations.	Students will be respectful and understand that all students need to be registered before entering the detention room.	Parents/Guardians will support the Academy behaviour policy and any sanctions issued for students who do not follow the expectations.
Staff will make it clear to students where they need to sit and how long the detention is for.	Students will enter the detention room in silence and sit in the allocated seat.	Parents/Guardians will communicate the reasons for detention with students and support them in making better choices moving forward.
Staff will clearly state how long is left in the detention and give a 10 minute and 5-minute warning.	All students will remain silent for the duration of the detention.	Parents/Guardians will support the Academy by reminding students to attend detentions and accept accountability.
Staff will reset and escalate detentions for any student who does not attend.	Students will sit up straight and remain facing forward for the entirety of the detention.	Parents/Guardians will support the Academy by discussing the impact of poor choices and escalation of detentions if a detention is missed.
Staff will reset a student if they are not meeting expectations in detention. If this behaviour continues after a reset then staff will remove the student and escalate the detention.	Students will only leave the detention room once instructed by a member of staff.	
	Students will exit the detention room in silence and leave site immediately after their detention.	
	Students will understand the consequences of and escalation process for not attending detention.	
	Students will understand that poor behaviour in detention will result in the detention being reset.	

Expected Behaviours for Educational Visits and Out of School Activities

Staff	Students	Parents / Guardians
Staff will complete the process for organising Educational Visits in a timely manner using the online system to record all planning, risk assessing and documentation.	Students will arrive on time at the agreed meeting point for the start of the educational visit and at any point during the visit.	Parents/Guardians will support the Academy in providing payment (where required) and returning a completed consent form for any educational visit in a timely manner.
Staff will submit any queries regarding the visit to the Educational Visits Coordinator.	Students will arrive for their educational visit attired in correct uniform or agreed appropriate attire in the case of visits that require non-school uniform.	Parents/Guardians will contact the trip leader in advance of the educational visit where they need to seek further advice or support.
Staff will complete a register prior to leaving the site and will leave a copy of this in addition to a copy of all consent forms with the Main Reception prior to leaving site.	Students will always remain as part of a group with the staff leaders and peers and will not isolate themselves at any point.	Parents/Guardians will support the behaviour policy and any sanctions issued for punctuality and standards during the educational visit.
Staff will check that students are equipped with all necessary resources, provisions, and attire, prior to them leaving the Academy site.	Students will make the visit leader aware of any resources or equipment they are unable to source prior to the day of the visit.	Parents/Guardians will support the Academy by providing students with the correct uniform or appropriate attire for the context of the educational visit.
Staff will take responsibility for collecting a first aid kit prior to leaving for their educational visit.	Students will address all staff and adults as part of the educational visit as “Sir” or “Miss”.	Parents/Guardians will support the Academy through ensuring students arrive with required equipment, resources and provisions for their educational visit.
Staff to celebrate the opportunity to enrich student learning through educational visit opportunities and to treat the visit as a fresh start for each pupil.	Students will follow instructions as directed by TGAK and educational visit venue staff.	Parents/Guardians will support students in ensuring they arrive safely, in a timely manner for the departure and plan for collection or safe journey home upon their return.
Staff will remind pupils as to the expectation of their behaviour both enroute and within the context of the venue being visited.		
Staff will maintain frequent communication with the EVC throughout the course of the day and will seek to record aspects of the day to enthuse and share with the Academy community upon their return.		