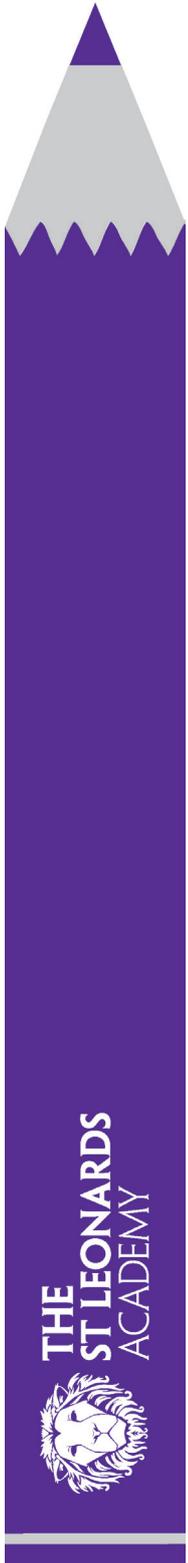




**THE  
ST LEONARDS  
ACADEMY**



# **ACADEMY CONDUCT GUIDE**

**PRIDE THROUGH SUCCESS**



## General behaviour

**The St Leonards Academy is built upon mutual respect.**

- We say "sir and miss" to teachers.
- We say "thank you".
- We say "excuse me".
- We say "please".
- We smile when we greet people, both inside and outside school.

**At The St Leonards Academy, teachers and pupils are on the same team and teachers are your team captains.**

- All pupils know that they must do exactly what the team captain says.
- We give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices.
- Teachers are tough on bad choices because we want to make you a better person in the long run.
- We teach you to break your old habits and learn new empowering habits that will make you successful in life.
- Teachers care enough to be strict.
- Every time a teacher gives you a fine or a detention they are reminding you of the behaviour we really want and the behaviour we can't allow you to hold on to. If we allow you to hold on to old habits of laziness, selfishness, rudeness, excuse-making, sulking, and feeling sorry for yourself, we are not helping you grow up into responsible, successful adults.
- If somebody drops something, you help them pick it up. If someone trips up you check to see they are alright. You don't laugh at people. You help them. If you hear about anybody being unkind to another pupil you tell a teacher immediately. If you don't tell your teachers then the unkindness will continue and increase.

**At The St Leonards Academy**

- We work hard and we are kind to one another.
- We do not fight, including play fighting because this can cause other students to get hurt.
- We do not encourage fights or film them on our mobile phones.
- If we hear or see a fight starting we quickly run to find a teacher to break it up.
- We do not run to watch or get in the way of staff who are trying to help.

### **S.T.E.P.S**

- 1. Sir or Miss - every time**
- 2. Thank you - every time**
- 3. Excuse me - every time**
- 4. Please - every time**
- 5. Smile - every time**



# ACADEMY CONDUCT GUIDE

## Sir or Miss

- Pupils always refer to teachers as Sir or Miss. It's a sign of respect and it's polite.
- Pupils never forget to say Sir or Miss at the end of their sentences.
- All teachers will treat all pupils with respect and be extremely polite.
- All pupils will treat all teachers with respect and be extremely polite at all times.

## Thank you

- In school we hold doors open for one another.
- We let people pass in front of us.
- We don't barge past.
- We politely let people pass.
- If somebody drops something we help them pick it up, we pass books along carefully, efficiently, politely, in silence.
- We queue for lunch politely and efficiently, in single file and eyes front.
- We line up to enter classes.
- We never talk when lining up.
- We have our eyes front.
- We know that every single second counts.

These are all signs of mutual respect. **TSLA** is built upon teachers and pupils treating each other with respect. We are a team working together.

## Excuse me

- We never push past or interrupt people. If we want to get past we say "Excuse me!" very politely. Then we wait patiently if necessary.
- If we want to talk to somebody, a teacher for example, we say, "Excuse me. Do you have a minute? Could you help me with something?"
- We don't take others for granted.
- We are polite.
- We are especially polite and respectful in corridors, on the stairs and when queuing. We remain in single file, eyes front. We don't talk.
- We do what we have to do very smoothly and efficiently.
- We are polite to classmates, pupils we don't know, and to all members of staff. That includes office, canteen and cleaning staff. There are no exceptions. **TSLA** is built on mutual respect.

## Please

- Pupils and teachers show an "attitude of gratitude" every day and in every interaction they have.
- We say Sir/Miss, Thank you, Excuse me and Please very naturally.

## Smile

- We always smile.
- We are polite and welcoming.
- When we greet somebody we smile.
- When a teacher says hello to us in the corridor we reply with an upbeat, "Hello Miss!" or "Morning Sir!" and we smile.



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At the Academy we **TSLA** every lesson. This is a key habit that will help you succeed in school and in life. When you **TSLA** you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to their teachers and their classmates. **TSLA** is built on mutual respect. We speak to one another politely at all times, and our body language and facial expressions are polite too. **TSLA** is a key part of showing mutual respect and courtesy.

## Track the teacher

- This means you keep your eyes on the teacher whenever he or she is talking.
- You never turn around – even if you hear a noise behind you.
- You don't look out of the window.
- You don't lose focus.
- You really, deliberately concentrate on what the teacher is saying at all times.
- You look at the board.
- You listen.
- You read.
- You practise the work set in silence.
- You deliberately try to understand and to memorise the information and the processes you have been taught.
- If someone tries to distract you, raise your hand and tell the teacher.

## Sit up straight

- At **TSLA** you sit up straight at all times and you never slouch. Teachers have a seating plan and you sit at the seat they have allocated. When you are not writing or reading you sit up straight with your arms folded or your hands in your lap.

## Listen carefully without interrupting

- At **TSLA** you listen to every single word your teacher says very, very carefully.
- You especially listen to instructions very, very carefully. You don't pick up your pen or your ruler, or anything else, until your teacher gives you the signal. Your teacher is the expert.
- You never interrupt your teacher when he or she is talking. If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question.
- Sometimes you will receive fines and detentions. Sometimes you may even be put in internal isolation. This will be because your teachers have decided that your actions were rude or damaging to your education. You may think your teacher was unfair. The teacher's decision is final. You never answer back.

## Ask and answer questions

- When you ask and answer questions you always put your hand straight up in the air and wait for the teacher to choose you. You must wait for the teacher.
- Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to choose you by name. If we didn't do this people would be interrupting the teacher all of the time.
- If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question.
- When you ask and answer questions, speak confidently and in a loud voice so the whole room can hear.
- If your teacher wants you to speak more clearly and more loudly he or she will say, "Project!" This means you talk loudly and clearly like an actor addressing an audience.

## In the Classroom

### TSLA

**T**rack the teacher

**S**it up straight

**L**isten carefully without interrupting

**A**sk and answer questions

## H.A.L.T.

When the teacher needs you to stop and listen he or she will call out "3,2,1, HALT" and put his or her hand up. This is the sign that you need to stop whatever you are doing and listen. HALT stands for:

**H** – Hands up for quiet

**A** – Apparatus down

**L** – Look at the teacher

**T** – Talking stops

Sometimes teachers may need you to **HALT** at other times than in lessons. Whenever you see a teacher put their hand up you immediately copy them and begin to **HALT**. If you see other pupils around you beginning to **HALT** you also **HALT**. This way we can quickly and quietly get everyone's attention, even outside or places where it is hard for everyone to see or hear the teacher.

### Mobile phones

Mobile phones are not allowed to disrupt learning at The St Leonards Academy. If your mobile phone becomes a problem in school it will be confiscated. We will keep your phone until the end of the day in the first instance, increasing to the end of the week or the end of the half term for repeat offenders. That could be up to six weeks! Leave it at home, or make sure it stays in your bag or pocket during lessons unless the teacher asks you to use them to go on the internet. Keep it turned off or on silent so it does not disturb you when you are learning and you are not tempted to look at it to check a message or alert.

## SHAPE

At the Academy we speak in full **S**entences.

We make sure our **H**ands are away from our faces as we speak.

We **A**rticulate. We never mumble.

We **P**roject which means we speak clearly and loudly for the whole class to hear.

We look people in the **E**ye. We make confident eye contact.

## The beginning and end of lessons

It is essential that you make your way very quickly and efficiently between classes.

- You walk on the left between lessons in single file, eyes front.
- You don't stand around talking.
- You can chat to your friends in the playground in the morning, break time and lunch time.

At the end of each lesson you stand behind your chairs in silence. Your teacher will use the last five minutes of each lesson to pack away, ask you questions, and get you ready to go off to your next lesson.

- Lessons start and end very efficiently and calmly at The St Leonards Academy.
- We do not teach right to the very last second and then pack away in a rushed and inefficient manner.
- You pack away exactly as instructed.
- You do not talk to your friends.
- You remain focused on the task of packing away and then you track the teacher.
- You fold your arms and go back to **TSLA**.

Around two minutes before the end of your lesson your teacher will give you the signal and you will stand in silence, and your teacher will dismiss you.

- You will say thank you to your teacher as you leave the classroom.
- Your teacher will ask you questions as you wait.
- He or she will choose pupils to ask by name rather than with hands up.
- When you get to your next lesson you wait outside for your teacher.
- You never enter a room without your teacher's express instruction.
- Being on time is a sign of politeness.
- Being late is rude and disrespectful.
- When we line up we have eyes front, shoulder against the wall, we never turn around, our bags are off our backs, we are silent.
- We move along corridors in single file. We do not turn to our friends, we do not speak, we keep eyes front.
- Our job is to move very quickly, efficiently and politely between lessons.
- We remain in single file and we wait if another class is passing in front of us.
- When we line up we take our bags off our backs and hold them in our hand.
- We line up - eyes front and shoulder against the wall and leave space for other people to pass.
- We never go to the toilet in lesson time. The toilets are open between lessons and at break times.

## Break times

We have many options for where you can spend your breaks. Each offers specific activities. Certain areas are out of bounds and food and drink is only permitted in certain spaces, never in the corridors.

- We sit down quietly to eat in the canteen, café and courtyard. These are our dining and picnic spaces. They are not playgrounds so we do not run, play or shout here.
- We clear our rubbish away to the correct places when we leave our tables.
- We eat with our mouths closed so we don't spit food over each other and we never talk with our mouths full.
- We do not take hot food or unwrapped items out from the food outlets where they were bought. We eat them where we bought them.
- Cold, wrapped food from the food outlets and packed lunches may be eaten in the school spaces.
- We make sure we clear all our litter away to the bins.
- We keep our feet off the furniture to ensure it stays clean and doesn't get damaged. We sit quietly and we never run in the building.



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Ball games may only be played on the astroturf, hardcourts or playing field. Years 7 & 8 can use the astroturf first break and the hardcourts second break and Years 9, 10 & 11 should use the hardcourts first break and the astroturf second break.

Each school area also has a number of classrooms open for students who want somewhere quiet to read, study or do homework and separate classrooms where various games and activities are supervised by our prefects. We follow the instructions of the prefects exactly the same as if they were teachers. In the LRC we can use the computers to access and check our homework task or sit quietly on the beanbags or sofas to read.

The following areas are always out of bounds at break times:

- Around the back or sides of the sports hall, except for access to the astroturf
- Around the boiler room chimney stack
- Near the gate at the far end of the hardcourts
- Hanging around the perimeter fence
- The staircase in the courtyard
- The science corridors
- Sitting or hanging around in any other corridors
- The wooded part of the school field
- The bike racks

## Uniform and appearance

We take pride in our academy and our pupils, and we think it is important that is reflected in how our pupils look as they go about their studies. Our uniform is aimed at giving pupils a professional and purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging.

Our uniform consists of:

- Academy blazer with the Lion logo on the pocket
- Plain white shirt or blouse with collar or a purple polo shirt with Academy logo
- Optional school tie, tied correctly with five stripes showing
- Plain white, grey or black socks; or flesh, grey, or black plain, unpatterned tights.
- Plain black pleated skirt or plain black tailored trousers
- Flat black leather-type shoes with enclosed toe and heel or plain black trainers
- Belts where worn should be plain black with a small buckle

Pupils are not allowed to wear the following:

- Hooded tops of the type that are often referred to as 'hoodies'
- Trousers with very tight fitting legs, jeans, leggings, jeggings, jogging or tracksuits, pin-stripe or cords, combat trousers or baggies
- Skirts above knee length or excessively tight skirts

We recommend that pupils have a sturdy backpack. Ideally this should be black or navy and free from logos and branding. If pupils are found to be wearing incorrect uniform or inappropriate clothing we will contact parents to resolve the issue. Pupils may be sent home to change and we may issue sanctions if the uniform is not as listed above, or if it is worn incorrectly.

Full school uniform should be worn correctly on the way to school, throughout the school day, and on the journey home.



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## Standard PE Kit

Every pupil is expected to get changed for PE even if they cannot participate fully in the practical aspects for example through illness or injury, as they can take on the role of an official, coach or helper for the lesson. All kit must be clearly marked with the pupil's name. Pupils will be lent clean, spare kit to wear if they have forgotten their own.

- Jewellery must not be worn during PE lessons as it poses a health and safety risk and can be lost or damaged.
- Our PE uniform consists of:
- Academy sports polo top or t-shirt
- Academy bottoms (range of choices)
- Black shorts or black jog bottoms (Years 9-11) if not Academy bottoms
- Optional Academy sports tops / jumpers to wear over polo / t-shirt
- Optional black, grey or purple sports tops (Years 9-11) if not Academy tops
- Optional rain coat – Academy or black, grey or purple
- Trainers
- Studded footwear and shin pads
- Gum shields if choosing contact rugby

## Where to buy uniform

The academy uniform is available from: Super Stitch 86,  
7 Castleham Road, Castleham Industrial Estate, St Leonards on Sea, East Sussex, TN38 9NR.  
Tel: 01424 852225, [www.superstitch86.co.uk](http://www.superstitch86.co.uk), [sales@superstitch86.co.uk](mailto:sales@superstitch86.co.uk)

## Jewellery, make up, and hairstyles

Pupils may wear a watch, and up to one pair of small ear studs or sleepers only. No other jewellery is permitted; if pupils have any other visible piercings or retainers these must be removed during the school day.

- Students may wear a small amount of discreet make up in natural colours, but the academy may ask students to remove any make up staff consider inappropriate.
- Nail varnish and nail or eyelash extensions are not permitted.
- Hair should be kept neat and tidy and any hair accessories should be small, plain and grey or black coloured only. Extreme hairstyles - such as shaved emblems or lines, unnatural colour dyes, or extreme differences in length – are not allowed.

If you are unsure whether a hairstyle or piercing meets our uniform guide, please contact the academy for guidance before any treatment.

## Outside of school

Even when you are outside of school, you still represent The St Leonards Academy. You should think about how your actions reflect on you and your school. You may receive fines or detentions for behaviour outside school that affects your education or brings the academy into disrepute.

## After school

You are in our uniform. You are representing TSLA. If we hear of disrespectful behaviour outside of school we will punish the pupils concerned.

- We use thank you, excuse me, please and we smile outside of school and in.
- We are especially polite to shopkeepers and bus drivers.

As soon as you finish school you should normally go straight home. As soon as you get home you get changed. You should always hang your uniform in the same place every night so you know exactly where it is in the morning. This includes your blazer and your school shoes. If you come to school in the wrong uniform you will be placed into internal isolation.



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## At home

- Homework takes priority over any hobbies you may have.
- You have a homework timetable.
- When you do your homework, keep away from your phone or any computers that might distract you.
- Find a quiet place to work where you can concentrate.
- Once you've done your homework you pack all of your equipment, and your homework, in your school bag.
- You check your pencil case to make sure you have three black pens that work, two sharp pencils and a 30cm ruler. You don't need anything else in your pencil case.
- You check your timetable to ensure that you have everything you need for the next day, for example, your sports kit.
- You put your bag next to the rest of your uniform.
- At The St Leonards Academy, we will not accept excuses such as "I forget" or "I slept in".
- It is important you get a good night's sleep and have enough rest to properly study at school. As a guide you should be asleep for 9.30pm at the latest. You need around nine hours of uninterrupted sleep every night. If you don't sleep enough you won't learn effectively and you won't remember what you've been taught.
- You should keep any phones or computers away from your bed, so you are not tempted to look at them in the night.

## The internet and social media

You must not be nasty about pupils or other people on social media. You should be polite and kind online, just the same as when in school. If you are bullying, rude, or disrespectful online, you may be punished in the same way as if it had taken place in school. You should think about how much time you spend online, and whether you could make better use of your time.

## Behaviour and rewards

Pupils will receive Pride Pounds and awards for good behaviour, for working well, and for achieving in their lessons. Pupils who do not follow the rules will receive fines, detentions, and may be placed in internal isolation. This means they will be set supervised work to do away from their classmates.

For serious breaches of the rules, pupils may be excluded from school. Pupils can avoid these actions by arriving on time to school and to lessons, by wearing the proper uniform, by following our classroom rules, and working well. Parents can support pupils by ensuring they have everything they need, and supporting their school and their teachers.

## When things go wrong

Everyone makes mistakes sometimes – none of us are perfect. If you remember this simple method you will find that it can be quite easy to turn things around and get back on track

**S** – **SAY Sorry** – said properly with no sarcastic tone or arguing

**L** – **LOOK Sorry** – no smirking or giggling

**A** – do what you have been **ASKED**

## TSLA Mantras For Success

We believe that living according to these mantras will help you grow and develop in your learning, and in life. Try to embody them whenever you can.

- **It's not enough to wish for it; You have to work for it!**
- **Fail to Prepare; Prepare to Fail!**
- **You control your emotions; Your emotions don't control you**
- **It's great.... ....to be grateful!**
- **Success is never final; Failure is never fatal**
- **If there is no struggle; There is no progress**
- **Anger is weakness; Self control is strength**
- **If it doesn't challenge you; It doesn't change you**
- **Habits become your character; Your character becomes your destiny**
- **If you can't say something nice... ...don't say anything at all!**