



Uniform, Standards of Dress and Behaviour Expectations

**Important Information for
Pupils, Parents and Carers**

April 2022

Introduction

At Littleport and East Cambs Academy, we have high expectations of all our pupils and believe in rigorously and consistently enforcing traditional basic standards of uniform, presentation and respect. This, in turn, ensures we create a positive climate for learning in which every pupil can reach their full potential. Our College is a positive, calm, orderly and purposeful environment where pupils enjoy their learning, make good progress, build effective and positive relationships and feel safe.

We are ambitious for our pupils and aim to support them in becoming responsible, independent and resilient individuals who have a range of knowledge and skills which will serve them well in their future lives.

This booklet describes our uniform, standards of dress and behaviour expectations that we all follow.

Uniform and Presentation

At Littleport and East Cambs Academy we have a rigorous and clear uniform policy which reflects the high expectations we have for our pupils. We believe that wearing our distinctive uniform gives our pupils a sense of 'belonging', helps foster pride in the College and communicates our high standards and expectations.

Our pupils are our ambassadors in the community. We therefore expect them to wear full Academy uniform at all times including, when travelling to and from the school, at all Academy functions, on extra-curricular visits and when representing the school in sporting or other events.

Main Uniform

LECA Uniform is to be purchased from our uniform provider:

Total Clothing: <https://www.totalclothingshop.co.uk/leca>

- Academy navy blue blazer with LECA logo (purchased from Total Clothing)
- White shirt /blouse with collar. Short or long sleeves
- Academy tie - must be worn with button up shirt(purchased from Total Clothing)
- Navy 'V' neck jumper (optional and purchased from Total Clothing)
- Pleated dark grey **knee length** skirt
- Tailored charcoal grey trousers (not fitted, jeans or cargo style)
- Tailored dark grey shorts may be worn (in warm periods)
- Tights – black or flesh coloured
- Socks – black or white.

As a rule of thumb, trousers and skirts should be modest. Jeans, cords, 'hipster', Jeggings and tight-fitting Lycra skirts or trousers (e.g. Revs style) are not appropriate. Trousers and skirts must not have fashionable features such as pocket zips. No hoodies.

Shoes:

Plain black synthetic or leather shoes (polishable) with a flat sole and a heel of no more than 2cm in height. Ankle boots may be worn but must be synthetic or leather.

Appropriate school shoes (Examples)



Not appropriate - fashion trainers such as Vans/Converse (Examples below), boots such as Ugg or Doc Martins. **From September 2022, canvas shoes, pumps, trainers or Blacked out trainers will not be accepted.**



Appropriate trouser and skirt (Examples below)



Appropriate tailored shorts (Examples below)



Kit for Physical Education (purchased from our uniform supplier):

The following PE kit must be worn when participating in PE lessons:

- Academy Polo Shirt
- Academy Fleece
- Choice of Navy Blue Shorts, Leggings/Training Pants
- Navy Blue Football Socks/White Socks
- Trainers for indoor use
- Football/Rugby Boots
- Navy LECA Tracksuit (optional)
- Shin Pads (compulsory)
- Mouth Guard (compulsory)
- Rugby Shirt

For PE, all students are expected to bring full PE kit to lessons irrespective of whether they are taking part. If a student cannot take part in the full lesson, they will be given other tasks to do such as refereeing or assessing peer performances. This is in order to fulfil National Curriculum requirements on officiating, coaching and choreographing.

When playing football it is compulsory for students to wear shin pads and it is therefore essential to purchase them.

Please ensure that all items of uniform are clearly labelled with the owner's name. All long hair needs to be tied back. Stud earrings and watches must be removed for PE lessons.

Any non-uniform items will be confiscated and available from Student Services for collection at the end of the school day.

Wearing the Academy Uniform:

- Pupils must wear their blazer to and from lessons. If they are hot they can ask the teacher if they can remove their blazer, which is then placed on the back of their chair.
- The top button of their shirt must be done up so the tie is securely clipped on.
- The shirt/blouse must be worn tucked in
- Only the Academy's reward badges can be pinned on the blazer
- Outdoor coats should not bear logos or decorations and should not be leather
- Coats are to be removed when entering the school and not worn inside

In the hot weather a common sense approach will be taken and the Principal or relevant senior leader will inform pupils that they can remove their blazer.

Equipment:

All pupils must be ready to learn and have the following equipment:

- Black, blue and green pens
- Pencils
- Ruler and eraser
- Calculator
- Protractor
- See-through water bottle
- Reading book

All students must carry a school bag large enough to carry an A4 folder; handbags are not permitted.

Jewellery

To aid in the creation of a studious/productive and safe learning environment we insist pupils only wear:

- One pair of stud earrings, with one earring in each lobe/ear
- One watch. This may be a smart watch which must be in flight mode whilst on site and cannot be worn during assessments
- The wearing or carrying of Religious or Cultural symbols are permitted in consultation with Parents/Carers

In the interests of safety, rings, bracelets and necklaces, of any kind, are not permitted. In addition, dangly, excessive fashion earrings, nose studs, tongue studs and other piercings and facial jewellery are not acceptable.

Tattoos are not allowed and existing tattoos must be covered.

Hair Styles

- Hair styles should not be extreme and have a natural colour/tone
- Extreme 'cuts' of any shape or design are not acceptable

It is essential that everyone on site adheres to health and safety at all times. It is for this for this reason pupils must follow the safety rules:

- Pupils with long hair, it tied back whilst participating in all practical lessons e.g. physical education, science and design technology

Make-up and Perfume

- Discreet cover up make-up is permitted
- Fake eyelashes and eyebrows are not permitted
- Acrylic, gel or false nails are also not permitted
- Nail varnish is not allowed
- No perfume or spray deodorant

The Academy will determine whether make-up is discreet and will ask students to remove make-up if it has been heavily applied.

Mobile Phones:

Electrical items, such as mobile phones or iPods are not permitted to be used on the College site. Pupils who have a phone with them for e.g. walking home at the end of the school day, must keep their phones switched off and at the bottom of their bags. Phones are 'out and/or on' during the school they will be confiscated and kept at reception until the end of the day.

The Academy takes no responsibility for lost or stolen jewellery or electrical items as they are not allowed on the site.

Behaviour

Littleport and East Cambs Academy is a place of learning and it is essential that behaviour supports learning so pupils can learn, achieve and succeed. It is therefore important that pupils, parents and staff uphold the code of conduct at all times:

Code of conduct:

Pupils are to:

- Respect all other people, regardless of race, culture, gender, sexuality and religion
- Wear the full Academy uniform
- Remove outer clothing (scarves, coats, hats, gloves) upon entering the building and place in your bag for safe keeping
- Behave in a quiet, polite and orderly manner
- In corridors and stairways **WALK** on the **LEFT** in single file
- Be punctual to the Academy and for lessons
- Line-up outside the classroom in single file and in silence
- Follow the instructions of the teaching and non-teaching staff first time
- Greet the member of staff entering the room by saying 'Good morning/Good afternoon Miss/Sir'

- Knock at classroom doors before entering
- Be polite and well-manner, use please and thank you
- Work to the best of their ability during lessons
- Complete their homework and hand in all work on time
- Leave lessons only when directed by a member of staff
- Look after Academy property
- Be clean and tidy at all times and place litter in the bins
- Bring in notes explaining absence from the Academy on the day of return
- Eat their food at break and lunch time in the canteen or at the designated seating areas outside only

Pupils must not:

- Use mobile phones, iPods or other electrical items to the Academy
- Use bad language or swear anywhere on the Academy site
- Smoke in or near the Academy site
- Bring aerosols on-site
- Chew chewing gum
- Write on desks, walls or the Academy fabric
- Show intimidating behaviour - physically, verbally or otherwise
- Leave classrooms without permission
- Eat or drink during lessons (except water)
- Run along the corridors or on the stairways

Behaviour in lessons:

In lessons we all up hold:

‘The right to teach and the right to learn’

This means every teacher has the right to teach, every student has the right to learn and we will not drop our expectations.

Any pupil who chooses to break this will receive an appropriate sanction.

Behaviour Rules:

- Arrive on time, line up calmly outside classrooms
- Enter the classroom quietly and calmly
- Place your reading book, pencil case and book in the right side of your desk.
- Sit down in silence
- Sit up straight, face the front and focus on the teacher
- When your teacher is talking or a peer sharing their work you are silent, listening and hands are free of equipment
- Follow instructions first time
- Raise your hand and wait to be asked to answer
- Be polite

If you are late to tutorial you will receive:

- a 10min Restorative Intervention (RI)/detention at breaktime

If you are late to lessons you will receive:

- A 25 min restorative intervention/detention at lunchtime
- If you choose to be defiant and not attend the lunch RI you will receive a one hour after-school intervention/detention

If you choose not follow the teacher's instructions, behave disrespectfully or you interrupt/disrupt teaching and student learning you will receive the following sanction:

- Verbal warning (name on board, your signal to refocus and concentrate on your work). If you persist:
- C1 Formal Warning - Negative behaviour point is issued
- C2 Removal from lesson (Restorative Intervention 25mins at lunchtime)
- Serious incident will result in automatic removal from lessons and an appropriate sanctions applied such as:
 - After-school Restorative Intervention/ detentions
 - Internal Isolation
 - Suspension

Behaviour points can be issued for both positive and negative behaviour throughout the day.

A variety of rewards are issued based on the number of positive behaviour points:

- Good news messages
- Canteen Pass
- Bronze, silver and gold awards
- INSPIRED Status

Behaviour at break and lunchtime:

- Wait outside until your year group is called and follow the canteen rota
- Line-up in single file
- Pupils are to sit down at a dining table and eat their food
- Coats are removed and placed on the back of chairs
- Bags tucked under the table
- Tidy up and place all litter including unwanted food in the bin
- Food can only be eaten in the dining area or outside at the designated tables
- Be polite and well-mannered at all times
- Pupils are either in the canteen sat down, outside in the playground or participating in a lunch time club (lunch club pass)

AT BREAK AND LUNCHTIME THE FIRST AND SECOND FLOOR ARE OUT OF BOUNDS, ANY PUPIL WHO IS ON THESE FLOORS WITHOUT WRITTEN PERMISSON WILL AUTOMATCIALLY BE PLACED INTO RESTORATIVE INTERVENTION /DETENTION.

Bullying

Bullying is when a person or a group deliberately tends to cause someone else to feel hurt, distressed, threatened or humiliated.

Bullying is *not* acceptable:

- We want everyone at the Academy to feel safe and secure
- We believe no one should be bullied in any way
- Verbal abuse of another pupil is bullying
- A physical attack on a pupil is bullying
- Sending abusive or threatening messages by text or on social media is bullying
- We must all make sure bullies never win

If you or someone you know is being bullied:

TAKE ACTION

- Pupils should tell a member of staff or a member of their family immediately
- Watching and doing nothing supports the bully

Bullying cannot be dealt with alone.

- Pupils should talk to a teacher, their tutor, their Progress Leader, their Pastoral Manager, parents or one of the Senior Leadership Team
- Pupils must not give in to demands for money, sweets or anything else
- Pupils must not try to buy the bully off with sweets or other presents
- reporting@lecacademy.org (this is a secure and safe email service)

Together we can and will stop bullying.

Safeguarding and Child Protection

At Littleport and East Cambs Academy we take the welfare of our students seriously. Should you or your child have any concerns about the welfare of any pupil please contact one of the Academy's Designated Child Protection Officers.

- Mrs A Eastham (Assistant Principal)
- Mrs K Mulqueen (DSL)

Contacting Us

Address:
Littleport and East Cambs Academy
Camel Road
Littleport
CB6 1EW

Tel: 01353 223300
Email: office@lecacademy.org
Twitter: @LECAcademy

Principal

Ms Lauren Phillips



Progress Leader Contact Details:

Year 7: Mr J Richardson

Year 8/9: Mr J Mortlock

Year 10/11: Mr J Tatham

SLT Lead on Child Protection:

Mrs A Eastham