**Pastoral Handbook 2023 - 2024**

 

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**The Pastoral Structure 2023 - 2024**

MDH

AP Behaviour & Attitudes

Sikh Ethos

BDU

AAP Safeguarding DSL

Trust Strategic Communications and Marketing Lead

DWA

Director of Pastoral

Head of Year 11

SBH

Admissions and Attendance officer

ASI

Head of Year 7

NSE

DDSL

SWA

Early Help

DDSL

RKA

Head of Year 10

APE

Head of Year 9

TED

Head of Year 8

HSI

Pastoral Manager Year 7 & 8

PKA

KVI Manager

AGO

Student Support Centre manager / Pastoral Manager 11

HSA

Student Support Centre manager / Pastoral Manager 9 & 10

**Roles and Responsibilities 2023 - 2024**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 7 ASI** | **Year 8 TED** | **Year 9 APE** | **Year 10 RKA** | **Year 11 DWA** | **Year 12 PKA** | **Year 13 PKA** |  |
| Chardi KalaResilience Ambassador | PyarLoveAmbassador | SatTruthAmbassador | SantokhAltruismAmbassador | DayaCompassionAmbassador | DharamServiceAmbassador | HimmatCourageAmbassador |
| Duties | Google Drive | Class charts | Positivity / Rewards | Managed Moves / Managed isolations |  |
|  |  |  |  |  |
| Lead weekly assemblies ∙ Uniform ∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues ∙ Attendance & Punctuality ∙ Rewards/ Detentions/ Social ExclusionSafeguarding  | Lead weekly assemblies ∙ Uniform ∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues ∙ Attendance & Punctuality ∙ Rewards/ Detentions/ Social ExclusionSafeguarding | Lead weekly assemblies ∙ Uniform ∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues ∙ Attendance & Punctuality ∙ Rewards/ Detentions/ Social ExclusionSafeguarding | Lead weekly assemblies ∙ Uniform ∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues ∙ Attendance & Punctuality ∙ Rewards/ Detentions/ Social ExclusionSafeguarding | Lead weekly assemblies ∙ Uniform ∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues ∙ Attendance & Punctuality ∙ Rewards/ Detentions/ Social ExclusionSafeguarding | Manage ΚVI∙ Uniform∙ Late duty rota∙ Lead on all Pastoral & Behaviour Issues∙ Attendance & Punctuality∙ Rewards/ Detentions/ Social ExclusionInterventionSafeguardingOn calls |  |
| **SWA** | **AGO** | **HSI** | **SBH** | **HSA** |
| Early Help Lead |  welfare manager 11 | Pastoral Manager 7 8 | Attendance /Admissions  | Pastoral Manager 9 10 |
| ∙ Child Protection (Deputy Designated Safeguarding Lead) (Core Business)∙ Initial Pickups (CPOMS)∙ Safeguarding attendance ∙ Manage Student Services ∙ Admissions∙ Transition∙ Attendance Raising WBB ∙ Alternative Provision∙ Duties | ∙ Run Student support centre (Core Business)Pastoral Support for year 11 ∙ Log contemplation∙ On callsBehaviour walks∙ Minute meetings for pastoral keep on file∙ Statements printed to be kept organised Missed Detentions - pick up in the morning 11Late Detention ∙ Liaise with SBH about trends and persistent absences, Well-being classes * Organising of centralised detentions
* Long / short term referrals
* MM & MI
 | ∙ Pastoral Support for 7/8∙ Missed Detentions - pick up in the morning 7/8.∙ On Calls∙ Behaviour Walks ∙ Minute meetings for pastoral keep on file∙ Print statements to be kept organised * Contemplation
* support HOY for 78
* Duties
* welfare on calls
* Community liaison
* Sikh ethos
* Organising of centralised detentions
 | * Attendance and reports
* Admissions
* In and out transfers
* New student file and archiving old ones
 | * Pastoral Support 9, 10

∙ Missed Detentions - pick up in the morning 9 10.∙ On Calls* Behaviour Walks
* Minute meetings for pastoral keep on file
* Print statements to be kept organised
* isolation

support HOY for 9 10* Duties
* welfare on calls
* Community liaison

Sikh ethos* Organising of centralised detentions
 |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year group | Monday | Tues | Weds | Thurs | Fri |
| 7 | Careers | Assembly | PD | Literacy | Numeracy |
| 8 | Careers | Assembly | PD | Literacy | Numeracy |
| 9 | Careers | PD | Assembly | Literacy | Numeracy |
| 10 | Careers | PD | Literacy | Assembly | Numeracy |
| 11 | Assembly | PD | Intervention | Intervention | Intervention |
| 12 | UCAS | PD/current affairs | Societies | PD/Wellbeing/Values | Assembly |
| 13 | UCAS | PD/current affairs | Societies | PD/Wellbeing/Values | Assembly |

**Heads of Year Expectations**

* HoY should be available from 8.15am (this time is to be used for any required phone calls, meetings, previous attendance issues and duties).
* Check Cover List.
* Phone calls to parents regarding ANY issues (attendance, punctuality, behavioural, emotional and medical) in school should be made **on the same day.** Use support network for initial calls if teaching, then follow up calls to be made after HoY finishes teaching.
* HoY should know their top 5 behaviour concerns. Each student to have an individual file/working document/behaviour monitoring sheet (these will be used as evidence in any pastoral meetings). Files should be updated regularly to support this.
* Pastoral Support Plans/Behaviour contracts regularly updated.
* Positive, restorative and attendance conversations to be recorded on Class Charts.
* HoY should be aware of and check hotspots and attend AM / PM and unstructured duties.
* Work alongside the Safeguarding Team to monitor vulnerable students.
* HoY should be available for students during break and lunch.
* HoY should have a clear understanding of students’ medical needs.
* HoY should manage detentions.
* HoY manage incidents.
* Attend KAC meetings – Khalsa Around the child and follow up on actions.
* Attend pastoral briefings and pastoral meetings.
* Have accountability for their whole school responsibility.







* Absence/lateness calls carried out by SBH/JKR (completed by 10am).
* List of N code absences/lateness emailed to pastoral team.
* **Khalsa around the child** to be held between HoY and Attendance Officer, SEND and Safeguarding (these will be arranged by SAFEGAURDING – fortnightly). The Attendance Officer will print a list of attendance concerns - below 93% to be discussed at each meeting**. HoY to identify what intervention is required each week.** Evidence to be stored in HoY attendance file.
* HoY to access network of support (MDH/SWA/AGO/BDU/HIS/HSA) to assist with issues, such as language barriers, safeguarding concerns and administration **(onus is on HoY to discuss with support network, not attendance officer.)**
* Assemblies to be held - HoY to utilise these in terms of attendance e.g. start Reward System of Bronze, Silver and Gold through weekly draw.

**Interventions:**

* First intervention – Form Tutor to meet with child initially – HoY can be present, only if required to do so.
* Second intervention – Letter home when attendance drops below 96%.
* Third intervention – Meeting with Parent(s)/Carer(s) – Attendance report to be issued.
* Fourth intervention – Home visit (may occur earlier depending on circumstances).
* Fifth intervention – EWO intervention – Early Help possibly offered at this stage.
* Sixth intervention – Early Help Assessment to be carried out.

**WHERE DOES FORM TUTOR INTERVENTION FIT IN?**

* Rewards – Tutor to run Attendance competitions.
* Form tutor briefings (via weekly meetings or email), which include discussion of poor attendance and instructions for tutors to make phone calls home.

**Rewards:**

* Tutor competitions, golden lunch pass, Books, Vouchers
* Weekly awards
* Class Chart rewards
* New reward system in Behaviour Policy to be adhered to

**Detentions:**

* One day allocated to each Head of Year
* Centralised detentions in canteen, with a staff rota
* Form Tutors to remind students of their detention
* Parents on Class Charts to be notified
* HOY catching students, who have a detention, on the gate at 3.05pm.
* PM to make phone calls home or to collect students who do not attend.
* Lunchtime detention for students who have travel/home issues.
* 90 minutes SLT detention held on Fridays.

**Incidents:**

* Statements recorded and collected with attached summary sheet (incident should be investigated - use network of support if necessary).
* Add onto Class Charts, with an intervention
* Use the correct process and sanction for each behaviour code
* **Parents MUST be informed on the same day** - use professional judgement to ensure effective and timely communication is carried out.
* Child on Child incidents to be logged on Cpoms
* NO behaviour incidents to be logged on to CPOMS
* Calls to be logged on to Class Charts

**ON CALLS**

* Non - pastoral staff to follow the on-call rota



**Daily Pastoral Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Before School** | **Checks** | **Break** | **Lunch** | **After School** |
| **Monday** | HOY / PM should be available 8.15am onward.Phone CallsMeetingsAttendanceDuties, check uniform, monitor and update Class Charts | Stationery check | DutyBe available to students | DutyBe available to students | HOY / PM duty on gate (focus on collecting students in detention)Phone CallsDetention Duty |
| **Tuesday** | Uniform check |
| **Wednesday** | Top 10s Footwear |
| **Thursday** | Bag check |
| **Friday** | Positives Values |

**Weekly**

* Update report cards (via Class Charts)
* Check hot spots during lesson time (HAS, HSI, AGO HOY)
* HOY meeting held at 8.25am to 8.40am (duties to be covered for Pastoral)
* Pastoral briefings twice a week
* Update Monitoring Log
* Detentions checked and sanctioned
* Liaise with your Pastoral Manager
* Send out week ahead

**Fortnightly**

* Pastoral meeting (Thursday week2)
* KAC (Tuesday week1)

**Half Termly**

* Update Top 10 positive and negative (Half Termly update)
* Work on whole school responsibility

**Termly**

* Personal Support plans
* Hotspot (If needed)

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|  | **AM Duty** |  |  |  |  |  |  |  |
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| **Year Group** | **AREA** | **Staff On Duty**  | **THURSDAY** | **Entrance**  | **Wet am** |  | **SEND IN** |  | **Form** |
| 7 | Netball Courts | ASI | HSA | **DT** | **Canteen**  |  | **8.43** |  | **Lesson 1** |
| 8 | Tennis Courts | APE | SW | **Humanities** | **Canteen**  |  | **8.43** |  | **Lesson 2** |
| 9 | Tennis Courts | RKA | MDH | **Humanities** | **Auditorium** |  | **8.43** |  |  |
| 10 | Benches outside Tennis Courts | TED | HSG | **Humanities** | **Auditorium** |  | **8.42** |  | **Lesson 3** |
| 11 | Outside Sports Hall | DWA | BDU | **DT** | **Auditorium** |  | **8.42** |  | **Lesson 4**  |
| 12 | KVI | PKA | PKA | **Reception** | **KVI** |  |  |  |  |
| 13 | KVI | PKA | PKA | **Reception** | **KVI** |  |  |  |  |
| All | Student Entrance | VPU/ASA/IAT | BDU |  |  |  |  |  | **Lesson 5** |
| All | Small Front Gate | HSA | AGO |  |  |  |  |  | **Lesson 6 (Monday)** |
| All | SSC | AGO |   |  |  |  |  |  |  |
| All | Zebra Crossing | JHE/MMI | JHE/MMI |  |  |  |  |  |  |
| All | Top of stairs | Caretaker | caretaker |  |  |  |  |  |  |
| All | Bottom of the drive | HSG/HSA |   |  |  |  |  |  |  |
|   |   |   |   |  |  |  |  |  |  |
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| **Year Group** | **AREA** | **Monday-Friday** | **Wet Lunch** |  | **SEND IN** | **Entrance**  |  |  |  |
| 7 | Netball Courts | MDH | **Food Canteen** | **AGO SW BDU** | **11.32** | **DT** | Break 1 | 10:15 to 10:35 | 11/10 KVI |
| 8 | Tennis Courts | HAS | **Non food Auditorium** | **HSA HSG MDH/DWA** | **11.32** | **Humanities** | Break 2 | 11:15 to 11:35 | 7 8 9 |
| 9 | Tennis Courts | HSG |   |  | **11.33** | **Humanities** |  |  |  |
| 10 | Tennis Courts | HSG |   |  | **10.33** | **Humanities** |  |  |  |
| 11 | Netball Court | HAS |   |  |  |  |  |  |  |
| KVI  | KVI Area | PKA | **KVI Area** |  |  |  |  |  |  |
|  | **10.33** | **DT** |  |  |  |
|   | DT DOORS | Prefects |   |  | **10.33** | **Reception** |  |  |  |
|   | HUM DOOR | Prefects |   |  | **10.33** | **Reception** |  |  |  |
| All | Canteen Door | BDU |   |  |  |  |  |  |  |
| All | Canteen (Queue) | SW |   |  |  |  |  |  |  |
| All | Canteen Block Toilets | AGO |   |  |  |  |  |  |  |
| All | Detentions | AGO |   |  |  |  |  |  |  |
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|  | **Lunch 1 12.35 to 13.05 (11/10/kvi)** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Year Group** | **AREA** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Wet Lunch** |  | **SEND IN** |
| 10 | Tennis Courts | HSG | HSG | HSG | HSG | HSG |  |  | **13.03** |
| 11 | Netball  | HSA | HSA | HSA | DWA | HAS/DWA | **Hot Food Canteen** | **BDU, AGO, JHE, MMI** | **13.03** |
| KVI | KVI | PKA | PKA | PKA | PKA | PKA | **Cold food Auditorium** | **HSG, HAS MDH/DWA** | **13.03** |
|   | DT DOORS | HMA | CSA | VPU | PGR | PREFECTS |  |  |  |
|   | HUM DOOR | BBU | SKA | PMa | PREFECTS | PREFECTS |  |  |  |
| All | Canteen (Inside till) | MMI | JHE | MMI | JHE | JHE |  |  |  |
| All | Canteen (Queue) | BDU/SW | BDU/SW | BDU/SW | BDU/SW | BDU/SW |  |  |  |
| All | Canteen Block Toilets | AGO | AGO | AGO | AGO | AGO |  |  |  |
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|  | **Lunch 2 13.35 to 14.05 (7,8,9)** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Year Group** | **AREA** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |  |  | **SEND IN** |
| 7 | Netball Courts | HSA/DWA | HSA | HSA | HSA | HAS | **Wet Lunch** |  | **14.42** |
| 8 | Tennis Courts | HSG/DWA | HSG | HSG | HSG | HSG | **Hot Food Canteen** | **BDU, AGO, JHE, MMI** | **14.43** |
| 9 | Tennis Courts | APE | MDH | IAT | ASA/VPU | DWA | **Cold food Auditorium** | **BDI, HSG** | **14.43** |
|   | DT DOORS | GSI | TRO | ASA | CBE | PREFECTS |  |  |  |
|   | Humanities Door | NWI | LFR | AEb | PREFECTS | PREFECTS |  |  |  |
| All | Canteen (Inside till) | MMI | JHE | JHE | JHE | MMI |  |  |  |
| All | Canteen (Queue) | BDU/SW | BDU/SW | BDU/SW | BDU/SW | BDU/SW |  |  |  |
| All | Canteen Block Toilets | AGO | AGO | AGO | AGO | AGO |  |  |  |
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|  | **PM Duty** | **Down bottom of drive duty (PM)** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **AREA** | **Staff On Duty**  |  | **DAY** | **Staff On Lead**  |  |  |  |  |  |
| Front Gate | HSG/HAS |  | MONDAY | DWA |  |  |  |  |  |
| Bike Gate | RKA/SW |  | TUESDAY | APE |  |  |  |  |  |
| Top of Stairs (Student Gate) | Caretaker  |  | WEDNESDAY | ASI |  |  |  |  |  |
| Zebra Crossing | IAS/MDH/BDU |  | THURSDAY | TED |  |  |  |  |  |
| Walkway | HOY |  | FRIDAY | MDH,HSG |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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**Student Support centre Long term**

**· All students to be referred through the SSC button on Class charts**

**o HOY/Pastoral will be responsible for referrals (Put past DWA)**

**o AGO to log all students actions on Class charts**

**· HOY to ensure all work is provided for in the first instance**

**o Eventually all work will be in SSC**

**· HOD to provide work which runs alongside main school provision**

**o This will be completed in collaboration with HOD's**

**· No referral no entry (long term support)**

**Student welfare support short term**

**· Short term referrals are made through class charts student welfare support button**

**o HOY/Pastoral can refer student for one day into SSC, for any emotional support**

**o AGO to organise any support for student**

**o Relevant sessions to be held by Pastoral managers in SSC.**

**\*Any student who comes to SSC without a referral will be asked to go back to lesson unless decided by AGO**

**6 maximum in Contemplation (2 Drop in’s)**

**6 Maximum in SSC (2 Drop in’s)**

**Contemplation Internal Fix term suspension**

**HOY Protocol**

1. Ensure appropriate work is ready
2. Make phone call home
3. Notify Attendance team
4. Notify relevant teachers
5. Record on to Class Charts
6. Ensure Reflection Sheet is done
7. Students to be in full uniform (NO PE KIT)

**Contemplation Expectation**

1. Students will remain silent at all times unless spoken to by a member of staff.

2. Students will address all staff in a polite and respectful manner.

3. Students will follow any and all instructions given to them by staff.

4. No laptops allowed.

5. Students will not be allowed out of Isolation at break or lunchtime unless supervised by a member of staff.

6. If students need the attention of staff members then they are to raise their hand.

7. **Failure to follow instructions given by staff, or failure to follow the above rules, WILL result in isolation time being extended or further serious consequences will be set.**

rest of their day in detention until 4.00pm.

**Contemplation Policy (Staff copy)**

* Pupils that require Contemplation Room in Student Services will have the information inputted onto Class Charts using Negative Incident Entry and logging and an Contemplation Room referral will have been made and the relevant CONTEMPLATION ROOM paperwork signed off
* Only SLT and HEAD OF YEAR’s are allowed to make referrals to the CONTEMPLATION ROOM.
* Pupils are **NOT** to be brought to CONTEMPLATION ROOM on an ad hoc basis\*. This reduces the effectiveness of CONTEMPLATION ROOM and also does not allow the member of staff in charge in CONTEMPLATION ROOM to provide relevant data and analysis on pupils that have received CONTEMPLATION ROOM and the effectiveness of CONTEMPLATION ROOM on pupil’s behaviour or as an effective sanction.
* Whilst pupils are in CONTEMPLATION ROOM, low level disruptive behaviour is to be dealt with as per school behaviour policy and using own behaviour management techniques (**please see current school behaviour policy if you are not sure of when to escalate situations to on call, and what the school defines as minor/major misbehaviours so that the policy is consistently applied**). Any persistent disruption or major misbehaviours to be referred to on call.
* Staff must ensure that standards and expectations are being achieved in the CONTEMPLATION ROOM.
* The Pastoral Team will visit the CONTEMPLATION ROOM during the day to support the staff and pupils in the CONTEMPLATION ROOM as and where required.
* All behaviour focus worksheets and educational work that pupils complete need to be collected in once completed and left on staff desk at the end of the day (HEAD OF YEARs will pick relevant work for pupils to go in their files or to be given to them the next day if pupils are completing more than one day in CONTEMPLATION ROOM).
* If SLT or Pastoral Managers require a pupil to be picked up on a specific day or the day immediately following a serious incident, a discussion needs to take place with AP Pastoral the day before the pupil needs CONTEMPLATION ROOM.
* Contemplation Room will run from **9.15am until 4.05pm (3:05pm to 4.05pm in detention canteen)**.
* **All pupils in CONTEMPLATION ROOM to be made aware that poor behaviour will lead to extension of time in CONTEMPLATION ROOM, Fixed Term suspension and further serious consequences.**

\*however**, *in extreme circumstances*,** pupils may be brought to the CONTEMPLATION ROOM during the day by SLT Pastoral only. Five hot desks (one per year group) will be reserved for extreme circumstances that require close monitoring of pupils for reactive and immediate major misbehaviours (as stated within Behaviour Policy). This includes, but is not limited to, fighting, verbal abuse towards staff, and threatening behaviour.

**Period One 9.15 to 10.15**

* Member of staff on P1 will receive pupils from student Services
* Member of staff in CONTEMPLATION ROOM will dictate the seating arrangement in the CONTEMPLATION ROOM.
* Member of staff in CONTEMPLATION ROOM to ensure CONTEMPLATION ROOM rules are on the desks so pupils can read these immediately upon entering CONTEMPLATION ROOM.
* Member of staff in CONTEMPLATION ROOM to ensure that all pupils are written down in log book on staff desk; this includes reason for CONTEMPLATION ROOM, name, form and year of pupil, and any work that the member of staff gives pupils
* Member of staff to ensure that all pupils in CONTEMPLATION ROOM complete reflective sheet one (copies of which are on the staff desk). This reflective record is in direct relation to the incident which put them in CONTEMPLATION ROOM and gives the pupil the opportunity to reflect on their behaviour and how they would deal with situation in a different manner next time.
* Member of staff to guide the pupil through the reflective document to ensure it has purpose
* If pupils finish reflective sheet one before the end of period one, member of staff to ensure that there is appropriate work given to those pupils. There is work available for pupils to complete at the back of the room. This includes educational working, reading books and behaviour focus worksheets.

**Period Two 10.15 to 11.35**

* Member of staff to ensure that pupils are focused and working throughout the period. There is appropriate work given to those pupils. There is work available for pupils to complete at the back of the room. This includes educational working, reading books and behaviour focus worksheets.
* Pupils are able to have two toilet breaks in the day, as they would during the normal school day. The first toilet break to be given will be during period two **10.35 to 11.15** . Member of staff on duty to take all pupils to the toilets.

**Period Three 11.35 to 12.35**

* Member of staff in CONTEMPLATION ROOM to ensure that pupils are completing relevant work; this can include educational work (which is available in), reading relevant books and completing behaviour focus worksheets (also available at the back of the room).

**Period Four 12.35 to 14.05**

* Member of staff in CONTEMPLATION ROOM to ensure that pupils are completing relevant work; this can include educational work (which is available at the back of the room), reading relevant books and completing behaviour focus worksheets (also available at the back of the room).
* Pupils are able to have two toilet breaks in the day, as they would during the normal school day. The second toilet break to be given will be during period four. Member of staff on duty to take all pupils to the toilets **13.05 to 13.35**
* .
* Pupils to be taken to student services or canteen over lunch time. **13.05 to 13.35**

**Period Five 14.05 to 15.05**

* Member of staff to ensure that all pupils in CONTEMPLATION ROOM complete reflective sheet two (copies of which are on the staff desk). This reflective record is in direct relation to the incident which put them in CONTEMPLATION ROOM and gives the pupil the opportunity to reflect on their behaviour and how they would deal with the situation in a different manner next time. Completion of reflective sheet two gives pupils the opportunity to reflect on their day in CONTEMPLATION ROOM alongside their behaviour.
* Member of staff to guide the pupil through the reflective document to ensure it has purpose
* Member of staff on duty in CONTEMPLATION ROOM to ensure that reflective sheet two is put in reflective sheets folder on staff desk as these reflective sheets will be put in pupil files.
* Before the end of period five, member of staff on duty in CONTEMPLATION ROOM is to ensure that all pupil work is collected in, that the room is left **neat** and **tidy** (including the back of the room where reading books and work is), that pupils leave their work area **clean** and **tidy** and that their chairs are tucked under the desks neatly, and that CONTEMPLATION ROOM rules are collected in and put back on staff desk.
* Member of staff on duty in CONTEMPLATION ROOM is to ensure that pupils are dropped off to relevant HEAD OF YEAR or canteen before the end of the period, as all pupils in CONTEMPLATION ROOM will be completing the rest of their day (until 4.00pm) in detention.

**Periods 6 (only Monday) 15.05 to 16.05**

* Silent reading

**Line-up Routines:**

**Unstructured times:**

· Canteen is emptied 3 minutes prior to the end of the unstructured time:

- 10.31 Break time 1

- 1.01 Lunch 1

- 2.01 Lunch 2

· Canteen Duty staff then follow the students out who are joining their respective Year group lining up in their areas. Lines should be straight.

- Year 7 (Netball Court)

- Year 8 (Tennis Court)

- Year 9 (Tennis Court)

- Year 10 (Outside Canteen area)

- Year 11 ( Outside Auditorium Break 1)

- Year 11 (Netball Court Lunch1)

· Once groups are lined up in form groups they are released form by form and enter through the following doors:

- Year 7 and Year 11: DT entrance

- Year 8, 9 and 10: Humanities Entrance

· The times for entering the building after unstructured times:

- 10.33 Break time 1

- 1.03 Lunch 1

- 2.03 Lunch 2

· Upon Release duty staff follow students into the building and start position themselves at the bottom of each staircase to monitor the students. Once complete staff will proceed to walk up the stairs to address any latecomers or issues.

- Duty staff on Year 7 and 11 duty follow students via DT staircase

- Duty staff on Year 8, 9 and 10 duty follow students via Humanities staircase

**Morning Duty:**

· Gates open 08:30

· Students arrive through the side gate entrance or main gate (if student has rode bike to school).

· Students are to line up at 08:40 in form lines in the following areas:

- Year 7: Netball Court (ASI)

- Year 8: Tennis Court (APE)

- Year 9: Tennis Court (RKA)

- Year 10: Outside Canteen area (TED)

- Year 11: Outside Auditorium (DWA)

· Students enter the building at 08:43 via the following areas

- Year 7 and Year 11: DT entrance

- Year 8, 9 and 10: Humanities Entrance

*If in the case of assemblies the year group will go from their lines and line up in straight form lines outside the auditorium followed by their HOY and registered outside by Form tutor.*

· Upon Release duty staff follow students into the building and start position themselves at the bottom of each staircase to monitor the students. Once complete staff will proceed to walk up the stairs to address any latecomers or issues.

- Duty staff / HOY / PM for Year 7 and 11 follow students via DT staircase

- Duty staff / HOY / PM for Year 8, 9 and 10 follow students via Humanities staircase

*Main student entrance via the side gate is closed at 08:45. The main gate is closed at 08:48 and any students after that time report to reception and will be marked as late.*

**Assembly:**

*If in the case of assemblies, the year group will go from their lines and line up in straight form lines at 08.43 outside the auditorium followed by their HOY and registered* ***outside*** *by Form tutor ready for 08:45.*

· Assembly rota day:

- Monday: Year 11

- Tuesday: Year 7 & 8

- Wednesday Year 9

- Thursday Year 10

- Friday Year 12 & 13

· Head of Year / PM will address form Year group outside in lines, then HOY to enter auditorium to wait for arrival.

· PM stays outside until all forms have entered the auditorium.

· Student will silently enter the auditorium in Alphabetical order (A,B,C,D,E), with form tutor following the last student of their form.

· STUDENTS WILL PLACE COATS ON THE BACK OF THEIR CHAIR AND BAGS UNDERNEATH THEIR CHAIRS AND STAND UP IN SILENCE UNTIL ALL STUDENTS HAVE ENTERED AND THEN WILL BE ASKED TO SIT BY THE HOY

· Forms A,C & E will enter the auditorium via the far end double doors past the stairs and toilets and will start to fill up the rows of chairs or bleachers on the left hand side.

· Forms B & D will enter the auditorium via the nearest double doors and will start to fill up the rows of chairs or bleachers on the right hand side.

· Leaving assembly, students will be released silently row by row via the same double doors that they entered.

· Students on Bleachers will be released from front row first and students on chairs will be released from the back row first.

· Students will remain seated until given instruction by the HOY / PM.

**Form Time:**

Between 08:45 and 09:15 Daily HOY and PM conduct form walks into each of their forms with a daily focus on the following:

- Uniform Check (including checking previous issues from excel spreadsheet)

- Any whole class checks

- Resolve any issues that occurred the day before (Review class charts by 08:30)

- Remind students who have detention that day.

- Resolve / sanction students who did not attend detention the day before (Check class charts by 08:30)

- Welfare checks.

**On Call:**

- At the start of the On call Period the staff member collect the ON CALL radio from Pastoral office.

- Check all of the hotspots on the whole school spreadsheet

- Check each class and log on class charts when completed

- When On Calls occur attend promptly

- Update class charts on incident (including medical, aftercare, phone call home)

- Return on call radio back to pastoral office