Article 28 - Every child has the right to an education
Dear Parents/Carers and Students

Successful exam results begin with good behaviour. The routines and expectations in this booklet are to ensure that everyone is very clear about what we expect at George Green’s School. The school works in partnership with Parents/Carers in the best interests of all students.

Please take some time to read the booklet and ask questions of us if there is anything that you think is unclear.

A happy, well behaved school means that everyone gets a better education. I therefore thank you in advance for your support.

Updated July 2019

We are a ‘rights respecting’ school. This means that we are part of an initiative run by UNICEF UK which encourages schools to place the UN Convention on the Rights of the Child at the heart of our ethos and curriculum. We not only teach about children’s rights, we also model rights and respect in all our relationships, whether between young people or between young people and adults.

Every member of our community is to respect our school and all in it.
Contents

What you need to be exceptional 6
Rewards 8
Uniform 9
Planners 13
Attendance 14
Punctuality 15
Mobile Phones 16
ipods/MP3 Players 17
Drinks and Snacks 18
‘Home first’ policy 19
Formal language 19
Aggressive language 20
Sanctions 21
What you need to be exceptional

Behaviour

• Be polite and respectful to adults and peers at all times.
• Engage fully at all times - you are here to learn.
• Cooperate and work collaboratively with staff and students exceptionally well.
• Manage your own behaviour at all times.
• Respond positively to teacher’s strategies at all times.

Home Learning / Class Learning

• Work hard both in class and at home.
• Always meet deadlines, no exceptions.
• Put exceptional effort into work and spend enough time on it. Take any extension opportunities provided.
• Put exceptional effort and care into presentation, quality of layout and neatness.
• Actively seek feedback and independently set about improving work.
Effort Standards

• Always have the right equipment, and use it appropriately in class (using pen, underlining titles with a ruler etc).

• Always put in exceptional effort.

• Work independently.

• Be resilient when faced with challenges.

• Complete all work in school and at home to best of ability. Regularly try to go beyond the basic demands of the task.
Rewards

- Exceptional behaviour for learning enables students to make outstanding progress in their academic studies as well as their social relationships and interactions in school.

- Our students believe that exceptional work, behaviour and attitudes are the ‘norm’ and do not always need to be rewarded. Success in what you believe is rewarded in itself.

- Our students know that they are to attend school on time, with the correct equipment, with all home learning completed and actively engaged in all lessons.

- Outstanding achievement, effort, behaviour and attendance will be rewarded with Learner merits, certificates, trips, Celebration Tea events and Jack Petchey nominations and awards.
Uniform

- **Trousers** – plain black, with no studs, rivets or zips. Trousers should not be in a jean style and all pockets should be internal. They should be a tailored fit and not skin tight or in a leggings style.

- **Skirts** – must have a George Green’s School logo and be no shorter than just above the knee. We will be moving to having pleated skirts only and ‘pencil’ skirts will no longer be available to buy from our uniform supplier.

- **Salwar kameez** – must be worn with school logo.

- **Jilbaab** – must be plain black with iron on logo; white or black headscarf with no decoration; school trousers in black to be worn underneath.

- **Earrings** – one small sleeper stud is allowed in each ear.

- **Facial piercings** – one small stud is allowed in one nostril. Lip, eyebrow, tongue or any other visible piercings of any kind are not allowed.

- **False eyelashes** – are not allowed at all; students wearing false eyelashes will have to remove them before going to lesson.

- **False nails** – are not allowed at all; students wearing false nails will have to remove them before going to lesson.

- **Nail varnish** – only clear nail varnish is allowed; coloured nail varnish will have to be removed before students go to lesson.

- **Make-up** – light, age appropriate make-up is allowed; heavy or inappropriate make-up will have to be removed.
• **Shoes** - shoes must be worn at all times unless students are participating in a sporting activity. Students will not be allowed to attend lessons if they are in trainers. We have a small stock of loan shoes; if a student arrives to school without shoes then they will be expected to borrow some shoes from us. If they refuse they will be placed in the student support base. Students with a medical reason to wear trainers rather than shoes must have a hospital letter from a specialist or a GP for short-term injury.

• **Uniform to and from school** – when travelling to and from school it is our expectation that students will be smartly dressed in full school uniform, including tie, blazer and shoes

• **Students are not to dye their hair unnatural colours** (e.g. blue or green!) If they do so they will be asked to return to a more natural colour. They may be kept in isolation until this is done

Uniform available from:
Khalsa - 388 - 390 Bethnal Green Road, London, E2 0AH
PE kit

- Black PE top with logo (available from Khalsa)
- Black tracksuit bottoms
- Black base layers/tops
- Suitable footwear

Other information:

- No hoodies or sports tops are allowed in school. These will be confiscated
- All clothing should be clearly labelled with your child’s name
Prepared for Learning (PFL)

- School Bag (big enough to fit A4 books/folders)
- Pens (black, blue and green)
- Pencils
- Ruler
- Rubber
- Sharpener
- Calculator
- Planner
- Reading book
- Refillable water bottle
Planners

Planners are vitally important. They need to be used to record home learning, individual student targets and other important information.

- Tutors and parents/carers are to sign weekly.
- Our planners are to be used for parents/carers to communicate with school and visa versa.
- Students are to have their planner out on the desk at the start of every lesson.
Attendance

Research shows that there is a direct link between exceptional attendance and outstanding academic progress and achievement. We also know that those students who attend regularly also tend to have the strongest and most secure friendship groups.

- We expect students to achieve at least 97% attendance.

- Doctor and Dentist appointments are to be arranged out of school time. Proof of Hospital or Orthodontist appointments to be brought into school and shown to tutors/attendance team.

- If your child is absent please ring our absence line on 0207 987 6032.

- If your child is ill for more than 3 consecutive days, or 5 days within a half term we need to see a Doctor’s note.

- Borough and School Policy clearly say that we should not authorise any holidays during term time. Such absences will remain unauthorised and parent/carers risk paying a fine if they do choose to take their child away at any time other than during school holidays.
Punctuality

Students are to arrive in plenty of time for registration and lessons. Punctuality to school and to lessons is closely monitored and students who repeatedly arrive late, often disturbing the learning of others, will face clear consequences.

How we manage lateness:

- The school day starts at 8.45am and your child will receive a late mark if they are not in by that time. Students should aim to arrive in school by 8.35 at the latest.
- A 60 minute (CDS) detention will happen on the same day if your child is late.
- If your child is regularly late you may be asked to attend a meeting with a member of the attendance team and the Deputy Headteacher.
- 15 lates, or an attendance level of below 90%, in a half term, may result in a Penalty Notice.
- Please do contact us at any time if you are having problems getting your child to school on time.
Mobile Phones

Students are allowed to keep their phones on them during the school day

- Phones are not to be used at any time during the school day, including break and lunch times
- Mobile phones must be switched off and out of sight at all times
- They must hand their phones in during PE
- It is strongly advised that students should mark their mobile device clearly with their name, use passwords/pin numbers to protect their devices and keep these confidential. Student are also advised to protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to.
- Phones will be confiscated if seen and kept until the end of the day or up to 10 days depending on the circumstances. Parents/Carers are expected to always support this rule.
- Parents/Careers are to be aware that if their child brings their mobile device into school it is assumed that personal insurance will provide the required cover in the event of loss or damage. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- The school does not take responsibility for issues that may arise over the internet out of school hours.
- Please see the website for a copy of our full mobile phone policy
iPods/MP3 Players

Given that iPods can now be used to access the internet, and various social media platforms, these are not allowed to be used in school. This includes break and lunchtimes. If students do bring these into school, and they are seen using them, they will be treated the same way as mobile phones and the same sanctions will apply. Headphones and speakers are not to be seen in school.

Mobile Phone/iPod Sanctions

<table>
<thead>
<tr>
<th>Incident</th>
<th>Sanction</th>
<th>Phone returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental use</td>
<td>Confiscated</td>
<td>End of day</td>
</tr>
<tr>
<td>Deliberate use in a non-classroom location</td>
<td>Confiscated, CDS Detention</td>
<td>5 days</td>
</tr>
<tr>
<td>Deliberate use in lessons</td>
<td>Confiscated, Senior detention</td>
<td>10 days</td>
</tr>
<tr>
<td>Use of a mobile device to bully or threaten other students</td>
<td>Confiscated, Internal / external exclusion</td>
<td>10 days</td>
</tr>
<tr>
<td>Refusal to hand mobile phone in for deliberate or accidental use</td>
<td>Internal / external Exclusion, Parent/carers to be contacted</td>
<td>Decision to be made in meeting with parent/carer</td>
</tr>
<tr>
<td>Repeat incidents of accidental or deliberate use</td>
<td>Confiscated, Detentions, Internal or external Exclusion</td>
<td>Ban from bringing device into school</td>
</tr>
</tbody>
</table>
Drinks and Snacks

- Chewing gum is not allowed in school.
- No drinks except for still or flavoured water are allowed.
- Any snacks that children bring to school should be healthy. Children are encouraged to drink water and a refillable water bottle is part of their PFL.
‘Home first’ policy

We want our students to be as safe as possible on the way home from school. We will allow students to have 20 minutes’ social time outside the school and in the area around the school. Then at 3.40pm we will expect all students to go home first before they do anything else. This means that after 3.40pm students will not be allowed to loiter in the park or in the roads around the school. If they are in uniform, it will be our expectation that they are on their way home. Once they have got changed out of their uniform it is at parents’ discretion whether they are allowed out into the community again. No student should be in school uniform after 4.15pm unless they are taking part in a school activity.

Formal language

Schools are formal places and it is our expectation that students speak to adults in a formal manner. Swearing towards an adult will result in an instant internal or external exclusion and any language that is directed towards an adult that is overly informal or disrespectful will also result in a sanction. Adults are to be addressed as Mr or Ms and their surname or as miss or sir. Anything less than this is not acceptable and will result in a sanction.
Aggressive language

George Green’s school must be a safe space for students to learn in. We expect all our students to leave any out of school issues at the front door. We will always support our students in resolving relationship issues, but we will not tolerate any threatening, aggressive or abusive language directed from one student towards another. Any threatening language, particularly where there are threats of involving other young people who do not attend our school, is not acceptable and will result in a school sanction. It is our expectation that if there is a relationship problem between students, that the students let us know so we can offer support. Retaliatory threats are not acceptable and will result in a school sanction.
Sanctions

There are a range of in-class sanctions that can be put in place by all members of staff, from a warning look, to a conversation in or outside the lesson. If your child is still unable to refocus on their learning they may be moved to work in another room, this system is called DI (department internal).

- Students can be placed on report to a range of staff to again support them in refocusing on their work. We also use after school detentions. Students can be kept after school for 15 minutes without prior notice, any longer and you will be informed.

- We run a centralised detention system (CDS) every night after school. This detention lasts for one hour and is staffed by teachers and members of the senior leadership team. Students will be placed in CDS if they are removed from a lesson due to unacceptable behaviour (DI), are late to school, or fail to follow our school behaviour expectations. You will be informed if your child has received a CDS and are expected to support the school in the enforcement of all sanctions.

- We use both Internal and External Exclusions where necessary. Parent/Carers are informed of these and reintegration meetings are arranged to ensure that we can focus on how to avoid such behaviours in the future and relevant interventions can be arranged to further support your child.