

## **Five Acres High School Specific Procedures**

### **School Behaviour Curriculum and School Rules**

#### **Morning Line-Up Procedures**

To start each school day well is essential. Students are expected to be in school by 08:25 each morning so that they are ready to begin the day. The first morning bell will sound at 08:28 which allows all students to get to their line up stations by 08:30am. The Line Up gives tutors a chance to check uniform and equipment and students will not be allowed into lessons until the situation is resolved. Equipment missing or uniform incorrect will be recorded by the tutor and students will receive a warning. On the third occasion the tutor will issue a detention. Students are expected to have a reading book with them at all times otherwise a detention will be issued.

#### **Uniform**

For all students the uniform is:

- A school blazer and school tie.
- Plain white work-style shirt or blouse – long- or short-sleeved.
- Either tailored black trousers, or the school skirt (only the skirt approved by the school and provided by our uniform supplier). Trousers should be plain black and tailored. No “fashion” extremes will be tolerated (tight, stretchy, low rise, chinos, jeans, drainpipe, Miss Sixty, linen, leggings or cropped).
- Skirts are to be worn at the correct, purchased length, not rolled up or tailored to be shorter.
- Plain black shoes – these should be of a material that can be polished. No canvas shoes, suede shoes or trainers.
- A v-neck jumper can be purchased from our uniform suppliers. This is optional and can be worn under the blazer, but not instead of a blazer.
- Plain black socks. Tights should be plain black and not patterned.
- During cold/wet weather, outside of the school building, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime. Please note that denim/leather jackets and hoodies are NOT permitted.

Uniform can only be purchased directly from the school supplier, Monkhouse Schoolwear PE Kit

Five Acres High School PE Kit consists of a Five Acres-branded sports top and branded shorts and/or skirt. Plain black PE socks may be purchased from the school also, or from any other supplier, but they must be plain black. Optional items include a Five Acres branded fleece and branded tracksuit bottoms (boys/girls) or branded leggings (girls). Only these branded items are acceptable, approved by the school and available through our uniform supplier.

#### **Jewellery**

The only jewellery which is acceptable is a wrist watch and one pair of small plain gold or silver stud earrings worn in the earlobes. Any other form of jewellery is not allowed. Five Acres High School does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings (including but not restricted to tongue piercings) if they are visible. Failure to do so will result in the student spending the day in the AP.

### **Hair**

No extreme hairstyle or dyed hair is allowed, including dip-dyed. This includes tramlines, Mohican or skinhead-type styles. Students arriving in school with an unacceptable hairstyle will be given a short time frame to correct the hairstyle, failure to do so will result in the student being sent to the AP until the issue is sorted. Male and female students with long hair must tie it back for PE, Technology and Science lessons.

### **Make-Up**

No make-up of any kind should be worn by students. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner and nail varnish (including false nails and false eyelashes). Students arriving in school wearing makeup, nail varnish or false nails will be asked to remove it. Failure to do so will result in the student being sent to the AP.

### **Aerosols**

For health and safety reasons, aerosols (including but not limited to deodorants, hairsprays, body sprays and aftershaves) are not to be used in school.

### **Equipment (Stationery, Planner and Reading Book)**

All students are expected to carry their basic stationery in a clear pencil case (examination approved) and for the stationery to include as a minimum; ruler, pen, pencil, eraser, sharpener, 360- degree protractor, and a calculator (Casio Fx-83Gt). Students should present equipment (Knowledge Organiser, planner, DEAR book, mini-whiteboard) every morning during roll call or TTRP for inspection, failure to have the correct equipment disrupts lessons.

Students who are missing equipment will be asked to attend AP until:

- student has swapped their phone/wallet/keys/bus pass for the missing equipment. Missing equipment is to be recorded by tutors and 3 equipment strikes will result in an after-school detention.
- parent/carer has agreed that cash will be brought to school Reception the next morning (we will send a text notification which will require a response by phone).
- the items have been purchased directly from the school shop.
- items have been brought in from home to school to Reception.

Failure to be equipped is an equipment strike; 3 strikes = an after-school detention. All students should always have their planner and current Knowledge Organiser with them, this is also part of the above minimum expectation. Finally, students are required to read every afternoon (DEAR time) and be in possession of a reading book – failure to have a suitable book = an after-school detention. Students may borrow a book from the school library, but this must be sorted before arriving at morning line up

### **Mobile Communication Devices (Phones/Tablets)**

These devices are not banned from school as we recognize that they may be needed for the journey to and from school each day. Having arrived on the school premises however, all phones and devices will need to be switched off and kept out of sight in the student's school bag (not in a pocket), together with any headphones.

If a phone/tablet is seen on school site, it will be confiscated, a detention issued and pupil will collect their phone at the end of the day from reception. If a pupil is caught using their phone during Period 6 or after 3pm, such as in detention, the phone will be handed in the next day at Reception and given back at 3pm the same day.

The same applies to headphones and other electronic devices not authorised by SENDCo or The Head teacher). Headphones are not to be worn around the neck. They should be placed in bags during the school day.

If a student refuses to hand their phone over, they will receive 2 detentions, one for mobile phone use and one for defiance, and parents will be required to pick up the phone between office hours of 8am-4pm.

Continued refusal could result in a suspension, AP and a parental meeting.

### **Smoking**

No student will smoke on the Five Acres High School grounds or when dressed in the uniform of our school. If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking/associating with smokers/being found in the possession of smoking paraphernalia will lead to a 3-day referral to the AP
- Refusal to hand over smoking paraphernalia when asked by the Headteacher will lead to a suspension
- All tobacco and related paraphernalia will be destroyed [Note: 'Smoking' is defined to include any tobacco-based products, e-cigarettes and vaping products.]