

Culcheth High School's Minimum Operating Standards

These are the consistent standards expected in every classroom in conjunction with the school and classroom rules.

Form Tutors

1. Be punctual
2. Address uniform on entry and exit of tutor room
3. Have a seating plan and students to have planners and pens on desks throughout tutor time
4. Complete tutor time activities as per year group weekly calendar
5. Report any on-going uniform/conduct issues to your SAC immediately and record in SIMS

Classroom Teachers

1. Be punctual
2. Address uniform on entry and exit of classroom
3. Have a seating plan and students to have planners and pens on desks throughout the lesson
4. Ensure students are fully prepared for lessons, ready to learn, and follow instructions from staff first time, every time
5. Report any on-going learning/conduct issues to your HoD/HoF immediately and record in SIMS

CLASSROOM CONSEQUENCES

It is important that students are fully aware that they have a choice as to how to behave but that there are consequences, positive or negative, as a result of behaving in a particular fashion. Good classroom management and engagement in exciting lessons is usually enough to prevent the following consequences being required:

Staff should follow the 'Six Step Sanction model' as a general guideline to basic classroom management.

The Six-Step Sanction Model

SANCTIONS	STEP	Who does what?
General verbal warning	1	Classroom teacher challenges inappropriate behaviour and tells student what behaviour is needed
Personal warning with consequences (name recorded)	2	Classroom teacher challenges inappropriate behaviour explaining that she/he has told the student what she/he expects and that the student has continued. Further consequences are explained and the student's name is written on the board/and or planner is placed on teacher desk
Student removed for two minutes with teacher discussion. Planner onto teacher's table (15 minutes detention issued recorded in planner & SIMS)	3	Student is asked to leave the classroom to cool down for one minute. Teacher then goes and explains one-to-one why they have been sent out to cool down and consider their behaviour. Teacher explains next consequences of poor behaviour. Student planner is then put on the teacher's desk and a DT is issued and recorded in the student planner and on SIMS. Planner credit crossed out for the period
Final Warning note/comment in planner. (30 minutes detention issued & SIMS)	4	Comment written in the student's planner detailing DT information. Recorded in SIMS
Friendly Neighbour (1hour after school DT letter sent communication with home)	5	Student is sent to Friendly Neighbour accompanied by another student who carries the referral card and appropriate work to be given to the recipient teacher. Classroom teacher records Friendly Neighbour on SIMS and issues and an after school detention letter to be sent home. Recipient teacher ensures student arrives and gets on with the work. IF A STUDENT FAILS TO LEAVE ON CALL MUST BE SENT FOR
ON CALL (1 hour after school DT letter sent)	6	Steps 1-5 must be completed before ON CALL is requested using the request form or phone call to the office unless students are endangering themselves or others with their behaviour/conduct then ON CALL should be requested immediately
<p>Sanctions then open to SMT/SAC may include upon further investigation and will depend on severity and linked incidents/misdemeanours</p> <ol style="list-style-type: none"> 1. SMT detention time 2. BIC – Internal Isolation 3. Fixed Term Exclusion 4. External Provision with part-time school timetable 5. Managed Transfer 6. Permanent Exclusion <p>Students will go onto the appropriate staged report in the staged report system.</p>		

	Pastoral	Who?	Departmental	Who?
Daily	Planner Credit in registration based on Minimum Operating Standards	All Staff	Planner Credits only to be taken away Performance Credits A maximum of two per class to be awarded	All staff
<p>The planner becomes central to the whole process based on the school's minimum operating standards and the six step sanction model. Failure to have planner is sanctioned immediately by tutor/SAC detention. Each tutor to have spare planner pages. Absent students can only keep their credits for absent days if a letter is brought into school. Unauthorised absence means all daily credits lost.</p>				
Half-Termly	Student of the Half-Term (2 per tutor group nominated by tutor to SAC)	Form Tutor	Excellence Awards - Postcards (Efforts/Achievement)	Teachers/HODs
<p>(Awards Assembly) Year Group – Termly</p>				
Termly	<ul style="list-style-type: none"> • Pastoral Special Award (2 per term) • Curie Contribution Award • Brunel Excellence Award • King Community Award • Shakespeare Representative Award 	SACs HODs SMT	Excellence Awards - Postcards (Certificates) (Effort/Achievement)	Teacher/HODs
Annually	Letters re: Reports Planner Credits Certificates Attendance Certificates	Head	PE Colours Creative & Media Colours	
<p>Presentations and assemblies for each year group. <u>Presentation Evening</u></p>				SMT/SACs

Termly Awards (All into SIMS and worth 3 points, this is not an exhaustive criteria list but awards should be given to individuals for sustained contributions. There should be no more than 10 named awards per half-term/term)

	Pastoral Special Award	Curie Contribution Award	Brunel Excellence Award	King Community Award	Shakespeare Service Award
Nominated by	Tutor/SAC	SMT/SAC HoF/HoD	SMT/SAC HoF/HoD	SMT/SAC HoF/HoD	SMT/SAC HoF/HoD
Criteria	<p>Consistent all round good contribution to school community life based on academic progress, achievement, involvement, and SIMS points</p> <p>1 male and 1 female per half term</p> <p>100% termly attendance 100% punctuality</p> <p>All students with 100% attendance/punctuality get certificate termly and at end of year.</p>	<p>Involvement in school events such as Open Evening, Parents Evening, Helping out at productions etc.</p> <p>Induction events, visits, organising events.</p>	<p>Excellence in a specific subject area for that term or personal achievement within school competition</p>	<p>Involvement in charity work</p> <p>Sustained attendance at school clubs or helping run school clubs</p> <p>ILC helpers</p> <p>Student Ambassadors</p> <p>Peer mentors</p>	<p>Representing school at academic competition or attending similar events</p> <p>STEM Spelling Bee etc.</p> <p>Awarded termly to students who have represented the school in school sports and/or creative arts events.</p> <p>This can be awarded for outstanding achievement in some external sports/productions in recognition of student achievement</p>

Daily Planner Credits System

- THE SCHOOL STUDENT PLANNER IS KEY
- There will be immediate sanctions for missing planners from tutors/SACs
- Spare planner pages will be issued as and when necessary with an accompanying sanction and deducted credits
- Any damage or lost planner will be dealt with by the SAC and discretion used on an individual case by case
- Students will need to take their planner to every assembly and have it out whilst lining up for assembly to ensure tutors see that each student has their planner with them on assembly day
- 6 credits per day – 30 per week
- 1 for tutor and 1 per lesson
- The credit is there to be lost
- Each student can lose their planner credit for registration based on uniform, equipment, planner, punctuality and general contribution to tutor time or around the school for uniform issues
- The subject planner credit can only be lost through poor behaviour, lack of effort, no homework, uniform issues or lack of equipment
- Teacher crosses out the credit to signify credit lost and initials it using their green pen in accordance with the school assessment policy
- Linked to minimum operating standards and six-step sanction model
- If a student is absent they do not receive their credits for the period they are absent, form tutor to ensure they are crossed out when student returns
- Long term absence credit deduction is at the discretion of the SAC
- Students who are late and attend student services will have their planner credits taken away for registration and subsequently deducted

Performance Credits

- 1 additional **Performance Credit** can be awarded for an excellent piece of work/effort with a maximum of **2 per teacher per class**. This will be standardised and entered on SIMS with students entering it into their planner in the weekly notes box on the weekly diary page
- They don't have to be awarded
- No awarding of any other credits for hands up, staying quiet etc. – it devalues the credit. No awarding of 20 credits for a piece of work. Effectively a student has 30 credits a week – only they can lose them

Half-termly/Termly – Pastoral

- Bronze Attendance Award being (95-96.5% attendance)
- Silver Attendance Award being (96.6-98% attendance)
- Gold Attendance Award being (98.1-99.9% attendance)
- Platinum Attendance Award being 100% attendance
- Based on behaviour data, attendance & punctuality data and Tutor nominations based on knowledge of students for student of the week, month, half-term
- School certificates, postcards sent home and celebrated/presented in assemblies
- Pastoral Special Award, Curie Contribution Award, Brunel Excellence Award, King Community Award & Shakespeare Representative Award as and when needed

Half-termly/Termly – Curriculum

- **Excellence Awards** worth based on excellence over the half term in Faculty areas. Excellence defined as sustained good effort, attitude, attendance, punctuality, outstanding work, extra-curricular etc
- Can only be granted via nomination sheet and sanctioned by HoF/HoD each half-term
- HoF sends Contribution Postcard home (standardised across the school) and list given to SAC for admin team to enter onto SIMS
- 4 per class per half term. 2 for effort & 2 for achievement. Four students to be nominated by subject teachers and they cannot nominate the same students each half term. (28 in Y7 7x4 etc.)
- Nominations linked explicitly to SAS, grade trawl and school assessment policy
- Postcards to be pre-printed with a space to add an optional handwritten comment which will be coordinated in departmental meetings
- Pastoral Special Award, Curie Contribution Award, Brunel Excellence Award, King Community Award & Shakespeare Representative Award
- Credits for creativity, effort, innovation, task completion and performance are to be included in the 2 lesson Performance Credits
- Ensemble/Team performances in Drama/PE can be celebrated by sending postcards or awarding certificates to the cast/team

Excellence Standards using Planner Credits system

- Calculated on credits totals based on weeks (36 for summative purposes) x 30 credits per week. One credit for registration and one for each lesson
- 864 = Bronze Certificate (24 a week)
- 936 = Silver Certificate (26 a week)
- 1008 = Gold certificate (28 a week)
- 1080 = Platinum Certificate (all)
- Credit totals calculated via credits passport in weekly planner section. This will include credits kept, credits lost, total credits so far. (Numeracy)
- Credits will be checked as in the school calendar half termly in tutor time or/and extended tutor time. It will be checked by a '**pair share**' method where students are paired and check each other's planner credit totals and recorded by a **themed register** where the student who has checked the name called out will respond with the checked planner total. This encourages numeracy in the tutor period. The list is then passed to the SAC
- Milestone markers – Y11 students must achieve at least a Silver certificate to be even allowed to go to the prom etc. KS3 students can exchange credits for school shop items
- Each level certificate carries currency in whole school prizes such as IPODS, top up cards etc