



# About Your Student Planner

Your planner is extremely important. If you use it well, it will help you to:

- be organised
- complete your home learning tasks on time
- keep your parents/carers informed
- get more out of school life
- become a more successful learner

Your planner must be out on your desk in all your lessons and during morning registration. Keep your planner neat and tidy - if you lose or graffitit your planner you will be charged £3 for a replacement.

## Prepared for Learning

We **expect** all students to be responsible learners and to bring the following items to every lesson:

- An A3 size, strong, waterproof bag, big enough to carry several books
- Your student planner
- A pencil case containing at least three black pens, a green pen, a purple pen, three pencils, a pencil sharpener and an eraser
- A 30cm ruler
- A scientific calculator (Casio fx-85GT PLUS)
- A reading book

We **recommend**: protractor, glue stick and coloured pencils.

Note: we don't allow Tipp-Ex or similar correction products in school

### Top tips:

- Stay organised - write down all home learning tasks and any other reminders. For example:

		<i>Date due</i>	<i>Done</i>
<i>Science</i>	<i>Produce a glossary defining the key words from the topic</i>	<i>18/09</i>	

- Check the diary section every evening to prepare for the next day
- Pack your school bag the night before

# Our School Day

## The School Day

8.00am	Diner open to students
8.25am	Entry to school
8.30am - 8.45am	Morning registration with form tutor
8.45am - 9.45am	Period 1
9.45am - 10.45am	Period 2
10.45am - 11.05am	Break
11.05am - 12.05pm	Period 3
12.05pm - 1.05pm	Period 4
1.05pm - 1.45pm	Lunch break
1.45pm - 2.45pm	Period 5
2.45pm	Beginning of enrichment activities

Our school library is open before and after school

## School Terms and Holidays

<b>Autumn term begins</b>	Tuesday 5 September 2017
<b>Autumn half term holiday</b>	Monday 23 October – Friday 27 October
<b>Autumn term ends</b>	Friday 15 December
<b>End of term holiday</b>	Monday 18 December – Monday 1 January
<b>Spring term begins</b>	Tuesday 2 January 2018
<b>Spring half term holiday</b>	Monday 12 February – Friday 16 February
<b>Spring term ends</b>	Thursday 29 March
<b>End of term holiday</b>	Friday 30 March – Friday 13 April
<b>Summer term begins</b>	Monday 16 April
<b>Summer half term holiday</b>	Monday 28 May – Friday 1 June
<b>Summer term ends</b>	Wednesday 25 July

Our five training days for the academic year will be:

4 September 2017, 6 July 2018 and 23 - 25 July 2018.

Monday 7 May 2018 is a public holiday and school will be closed.

# Permission to Leave Class

Date/Time	
Destination	
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# Parents' Evening

Year: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_\_

Appointments are of five minutes duration. Please leave at least five minutes between each appointment for transfer time.

Time	Subject	Teacher	Time	Subject	Teacher
4.30			5.45		
4.35			5.50		
4.40			5.55		
4.45			6.00		
4.50			6.05		
4.55			6.10		
5.00			6.15		
5.05			6.20		
5.10			6.25		
5.15			6.30		
5.20			6.35		
5.25			6.40		
5.30			6.45		
5.35			6.50		
5.40			6.55		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# What to do if.

I arrive at school late?

- Sign in at student reception and go straight to the sports hall. Students who are late will not be allowed to attend form time and will be placed on a one hour detention after school that day.

I have lost something?

- Go to lost property in Reprographics (room G05). Make sure all your property is marked with your name.

I don't understand a Home learning task?

- Tell your subject teacher or form tutor or go the Library, where additional support is available from 2.45pm until 4.00pm on Monday to Thursday and until 3.00pm on Fridays.

I have valuable items with me?

- Avoid bringing valuable items to school as we cannot take responsibility if they are lost or stolen. Always hand in valuables during PE.

I have a problem in a lesson?

- Don't let it worry you. Tell an adult - your subject teacher, Year Manager or your Head of Year.

I have a problem with fellow pupils?

- Don't let it worry you. Tell an adult at school (your teacher or tutor) or an adult at home (your parent or carer or friend).

I get something confiscated?

- Ask the teacher who has confiscated it when and where it can be collected and what the conditions are.

I am too ill to come to school?

- Ask your parent/carer to phone school on the morning of the first day of absence. We may ask for medical evidence.

I have a dental or medical appointment?

- Avoid appointments during the day if possible. Bring an appointment letter or explanatory letter from home for a member of staff to see and sign, then sign out of school and back in again at student reception.

# Our Code of Conduct

Every school community needs a code of conduct to ensure that students are safe, supported and able to learn effectively in a positive and welcoming environment.

## Expectations in the classroom:

- Arrive on time for the start of the lesson, fully equipped and ready to learn
- Have full equipment for learning positioned on the desk
- Follow the school and specific classroom routines, including the seating plan
- Respond promptly to the signal for attention
- Listen in silence while others are speaking
- Follow instructions from teaching staff when they are given
- Focus fully on work and do nothing that prevents others from learning

## Expectations in the school building:

- Wear correct, full school uniform at all times - blazer on, shirt tucked in with top button fastened and tie meeting your waist band
- Carry your coat, do not wear it
- Walk purposefully without running
- Use private voices, without shouting
- Do not eat, drink or chew
- Don't have unnecessary physical contact with other students
- Do not disturb other classrooms
- Put litter in bins
- Do not use or have visible any mobile phone, media player or headphones

## Mobile phone protocol

Mobile phones, iPods and other music devices (including headphones) must be switched off and not seen or heard on the school site. Failure to follow this protocol will result in the item being confiscated and a sanction issued.

Confiscated items can be collected at the end of the day from student reception.



# Lawnswood School Seven Cs

Great learners **communicate** well; they enjoy reading, listen carefully to others, put effort into writing and can share their ideas with others.

Great learners show **commitment**; they are self-motivated and know that effort means progress. They take responsibility for their own learning

Great learners are **curious**; they are interested in finding out about new things. They explore issues or problems from different perspectives.

Great learners show **confidence**; they are not afraid to 'fail' and try again They have self-belief and trust in their own efforts.

Great learners are **creative**; they choose from a range of strategies to tackle problems. They try out alternatives and follow through on ideas.

Great learners **collaborate**; they know that working with others helps to develop everybody's understanding. They show consideration for others.

Great learners **celebrate** learning; they engage actively with learning and reflect on their own successes. They look for positives and evaluate their experiences.



# Rewards

Our rewards policy is based on the seven Cs. We aim to focus on the positive aspects of students' behaviour through a culture of praise and rewards.

## Commendations

Students are awarded commendations for 'going the extra mile' in communication, commitment, curiosity, confidence, creativity, collaboration, or celebration. These are recorded centrally, through SIMS, and contribute to wider rewards.

## Assemblies

Outstanding achievement is celebrated on a regular basis through year group assemblies.

## Pastoral Reward Events

Events for students who get things right first time, every time are on-going throughout the year.

## Sharing exemplar work

Students who produce work that shows outstanding effort have their work shared via the school website and via twitter.

## Telephone calls

Students who consistently show outstanding effort will receive a telephone call home to share their successes with parents and / or carers.

## Prize-Giving Evening

We have an annual celebration of academic excellence in the form of our Prize-giving evening. This is a formal event, where academic achievement and outstanding effort across the curriculum are celebrated. Parents and carers are invited to share in this celebration of our students' successes.

