







## **General behaviour**

Kents Hill Park School is built upon mutual respect and good manners. We address staff by their surname. We say “thank you”. We say “excuse me”. We say “please”. We smile when we greet people, both inside and outside school.

At Kents Hill Park staff and pupils are on the same team and staff are your team captains. All pupils know that they must do exactly what the team captain says. At Kents Hill Park we give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices. Kents Hill Park staff are firm on bad choices because we want to make you a better person in the long run. We teach you to correct your mistakes, break your old habits and learn new empowering habits that will make you successful in life. Kents Hill Park staff care enough to be strict.

Every time a teacher gives you a negative point or a detention they are reminding you of the behaviour we really want and the behaviour we can’t allow you to hold on to. If we allow you to hold on to old habits we are not helping you grow up into responsible, successful adults.

If somebody drops something, you help them pick it up. If someone trips up you check to see they are alright. You don’t laugh at people. You help them.

If you hear about anybody being unkind to another Kents Hill Park pupil you tell a teacher immediately. If you don’t tell your teachers then the unkindness will continue and increase.

At Kents Hill Park we work hard and we are kind to one another.

## **S.T.E.P.S**

1. Smart - every time
2. Thank you - every time
3. Excuse me - every time
4. Please - every time
5. Smile - every time

## **Mr, Miss, Mrs...**

Pupils always refer to staff as Mr, Miss or Mrs and their surname. It’s a sign of respect. It’s polite. Pupils never forget to address all staff correctly, all the time. All staff will treat all pupils with respect and be extremely polite. All pupils will treat all staff with respect and be extremely polite at all times.

## **Thank you**

In school we hold doors open for one another, we let people pass in front of us, we don’t barge past, we politely let people pass. We say “thank you” to the person who has helped us. If somebody drops something we help them pick it up; we pass books along carefully, efficiently, politely, in a calm and orderly manner. We queue for lunch politely and efficiently, in single file; we line up to enter classes, we never shout or behave inappropriately, we know that every single second counts. These are all signs of mutual respect.

Kents Hill Park is built upon staff and pupils treating each other with respect. We are a team working together.



## **Excuse me**

We never push past or interrupt people. If we want to get past we say “Excuse me” very politely. Then we wait patiently if necessary. Similarly, if we want to talk to somebody, a teacher for example, we say, “Excuse me. Do you have a minute? Could you help me with something?” We don’t take others for granted.

We are polite.

We are especially polite and respectful in corridors, on the stairs and when queuing. We remain in single file and to the left of the corridor, we never shout or behave inappropriately. We are polite to classmates, pupils we don’t know, and to all members of staff. That includes office, canteen and cleaning staff. There are no exceptions. Kents Hill Park is built on mutual respect.

## **Please**

Kents Hill Park pupils and staff show an “attitude of gratitude” every day and in every interaction they have. We say, “Thank you”, “Excuse me”, “Please”, and call staff by their surnames very naturally.

## **Smile**

We always smile. We are polite and welcoming. When we greet somebody we smile, when a member of staff says hello to us in the corridor we reply with an upbeat, “Hello Mr...!” or “Morning Miss...!”, and we smile.

We shake hands too. We are professional. When we go for interviews, whether that’s for college, for university, for jobs, people are immediately struck by our firm hand shake, our good eye contact, the way we smile, the way we project, the way we articulate.

## **SHAPE**

- At Kents Hill Park we speak in full SENTENCES.
- We make sure our HANDS are away from our faces as we speak.
- We ARTICULATE. We never mumble.
- We PROJECT. That means we speak clearly and loudly for the whole class to hear.
- We look people in the EYE. We make confident EYE contact.

## **Mobile phones**

Pupils are not allowed mobile phones, or any other form of electronic device at Kents Hill Park School. If a pupil’s mobile phone is seen or heard anywhere on the school site it will be immediately confiscated.

The only certain way to avoid any risk of confiscation is to leave mobile phones at home, but those pupils who do bring one should ensure that it is turned off and in their locker at all times.

## **Uniform and appearance**

We take pride in our school and our pupils, and we think it is important that is reflected in how our pupils look as they go about their studies. Our uniform is aimed at giving pupils a professional and



purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging.

### **Students' Main Uniform**

- Maroon Ziggy blazer with Kents Hill Park badge sewn onto the front left chest pocket.
- Maroon V neck sweater (optional). NB: Hoodies are NOT to be worn under blazers.
- Maroon cardigan (optional).
- Maroon tie with silver stripe – minimum of 12 stripes showing on the front.
- Sensible flat black shoes (no logos/branding, boots that exceed ankle height, trainers, trainer type shoes, canvas shoes/pumps or similar allowed). Students are welcome to wear walking boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Plain black tights or white socks with skirts (no trainer socks).
- Grey tailored trousers (not tight or lycra) with black socks.
- Boys will wear black socks.
- Grey knee length A-line skirt (not pencil, mini or tight).
- White school shirt.
- Outside coats and hoodies are not to be worn inside the school buildings

### **Clothing Supplier**

Maisies is the named outfitters.

[www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk)

Telephone: 01908 313313

They also have a store:

60/64 Church Street, Wolverton, MK12 5JW

### **PE Kit**

- All items of PE kit should be clearly named in a manner that should not wash off after a period of time.
- No jewellery of any type may be worn in PE or Games lessons. This includes any personal fitness tracking device e.g. FitBit's, Garmin VivoFit/VivoSmart's, Apple Watch etc.
- It is down to the discretion of the member of staff to determine if participation within an activity is safe or not due to the presence of jewellery that cannot be removed. Taping over piercings is not deemed suitable protection.
- It is the responsibility of students to ensure that any valuable items are given to a member of staff to be locked away at the start of the lesson. We strongly advise that valuable items are left at home on days when students have PE or Games lessons.

### **PE Items**

#### **Essential Items**

- Aptus boys and girls polo shirt burgundy/white style
- Pro-Tec girls and boys rugby shirt burgundy/black
- Aptus football shorts girls and boys black/silver
- Plain maroon sports socks
- Trainers



- Studded Boots (preferable moulded studs as these can be worn on the field as well as the All Weather Pitches)
- Gum Sheild for boys and girls
- Shin pads

#### **Optional Items**

- Aptus training top girls and boys black/white
- Aptus training pant girls and boys black/silver
- Aptus leggings girls black/silver
- Plain black base layer

#### **Jewellery and Body Art**

- Students are encouraged to wear a watch to help with punctuality and organisation.
- Pierced ears - one pair (one per ear) of either gold or silver studs is permitted. No other styles or colours are permitted and will be confiscated and returned via Student Services. Students are not permitted to wear stretchers or spacers.
- Nose studs or other forms of body piercing are not allowed. The use of plasters to cover items of jewellery is not acceptable. Any infringement will result in the student being removed from classes or potentially being sent home.
- No visible temporary or permanent tattoos are permitted.

*(the Tattooing of Minors Act 1969 makes it illegal for anyone under the age of 18 to have a permanent tattoo)*

- Belts must be strictly functional – plain black, suitable for trousers only.
- Trousers must be worn around the waist.
- Skirts must be worn to the knee and must not be rolled up.
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No necklaces allowed. These will be confiscated and returned via Student Services.
- Items of religious jewellery must be discussed with the Headteacher.

#### **Make-up:**

- Students are not permitted to wear any form of make-up.
- False nails, nail varnish and nail art are not permitted.

#### **Hair:**

- The school uniform policy specifically requires that hair should not be at the extremes of fashion.
- “Extreme” – not too short, nor too long, a “number 2” is the minimum acceptable in terms of shortness, and should be blended in with hair of other lengths.
- “Artwork” on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair should be one tone and be close to the individual student’s natural hair tone.
- Hair bands and head scarves should be strictly functional and maroon or black.
- School approved head coverings (turbans, juras, phatkas or head scarves) must be black or maroon

If pupils are found to be wearing incorrect uniform or inappropriate clothing we will contact parents to resolve the issue. Pupils may be sent home to change and we may issue sanctions if the uniform is not as listed above; or if it is worn incorrectly, which may include being internally isolated.

Full school uniform should be worn correctly on the way to school, throughout the school day, and on the journey home.



## **In the classroom**

### **STAR**

- Sit up straight
- Track the Teacher
- Ask and answer questions like scholars
- Respect the speaker

At Kents Hill Park we use STAR in every lesson. This is a key habit that will help you succeed in school and in life.

When you use STAR you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to the staff and their classmates. Kents Hill Park is built on mutual respect. We speak to one another politely at all times, and our body language and facial expressions are polite too.

STAR is a key part of showing mutual respect and courtesy.

### **Sit up straight**

At Kents Hill Park you sit up straight at all times and you never slouch. Teachers have a seating plan and you sit at the seat they have allocated. When you read you always follow the text with your ruler, with both hands on the ruler. This helps you concentrate, so you remember more and understand more. When you are not writing or reading you sit up straight with your arms folded. Your teachers will instruct you: “3,2,1 STAR”, or “Show me STAR.”

Everyone will sit up extra straight, eyes front, looking at the teacher. You will follow their instructions first time, every time. The same rules apply to all, so are fair to all. No exceptions.

### **Track the Teacher**

At Kents Hill Park you listen to every single word your teacher says very, very carefully. You especially listen to instructions very, very carefully. You don't pick up your pen or your ruler, or anything else, until your teacher gives you the signal.

This means you keep your eyes on the teacher whenever he or she is talking. You never turn around – even if you hear a noise behind you. You don't look out of the window. You don't lose focus. You really, deliberately concentrate on what the teacher is saying at all times. You look at the board. You listen. You read. You practise the work set in silence. You deliberately try to understand and to memorise the information and the processes you have been taught. If someone tries to distract you, raise your hand and tell the teacher.

### **Ask and answer questions like a scholar**

When you ask and answer questions you always put your hand straight up in the air and wait for the teacher to choose you. You must wait for the teacher. Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to choose you by name. If we didn't do this people would be interrupting the teacher all of the time.



If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question. When you ask and answer questions, speak confidently and in a loud voice so the whole room can hear. If your teacher wants you to speak more clearly and more loudly he or she will say, "Project!" This means you talk loudly and clearly like an actor addressing an audience.

### **Respect the Speaker**

Your teacher is the expert. You never interrupt your teacher when he or she is talking. If you are confused, or unsure what to do, let the teacher finish what they are saying and then put up your hand to ask a question. You never interrupt your peers when they are speaking. This is a sign of mutual respect.

Sometimes you will receive negative points and detentions. Sometimes you may even be put in internal isolation. This will be because your teachers have decided that your actions were rude or damaging to your education. You may think your teacher was unfair. The teacher's decision is final. You never answer back.

### **The beginning and end of lessons**

It is essential that you make your way very quickly and efficiently between classes. You walk between lessons in single file, on the left of the corridor.

At the end of each lesson you stand behind your chairs in silence. You will raise your hand to show that you are silent and ready to move to the next lesson or break. Your teacher will use the last five minutes of each lesson to pack away, ask you questions, and get you ready to go off to your next lesson. Lessons start and end very efficiently and calmly at Kents Hill Park. We do not teach right to the very last second and then pack away in a rushed and inefficient manner. You pack away exactly as instructed. You do not need to talk to your friends. You remain focused on the task of packing away and then you track the teacher. You raise your hand and go back into a STAR.

Around two minutes before the end of your lesson your teacher will give you the signal and you will stand in silence, and your teacher will dismiss you row by row. You will say thank you to your teacher as you leave the classroom. Your teacher will ask you questions as you wait. He or she will choose pupils to ask by name rather than with hands up.

When you get to your next lesson you wait outside for your teacher. You never enter a room without your teacher's express instruction. Being on time is a sign of politeness. Being late is rude and disrespectful. When we line up we have eyes front, and we wait to be invited into the classroom in a calm and orderly manner.

We move along corridors in single file, keeping to the left. Our job is to move very quickly, efficiently and politely between lessons. We remain in single file and we wait if another class is passing in front of us.

### **Outside of school**

Even when you are outside of school, you still represent Kents Hill Park School. You should think about how your actions reflect on you and your school. You may receive negative points or detentions for behaviour outside school that affects your education or brings the school into disrepute.

### **After school**





You are in our uniform. You are representing Kents Hill Park School. If we hear of disrespectful behaviour outside of school we will sanction the pupils concerned.

We use thank you, excuse me, please and we smile outside of school and in. We are especially polite to any member of the public who comes into contact with us.

As soon as you finish school you should normally go straight home. As soon as you get home you get changed. You should always hang your uniform in the same place every night so you know exactly where it is in the morning. This includes your tie and your school shoes. If you come to school in the wrong uniform your parents will be called to come and rectify it, or you will be placed into internal isolation.

### **At home**

Homework takes priority over any hobbies you may have. When you do your homework, keep away from your phone or any computers that might distract you. Find a quiet place to work where you can concentrate.

Once you've done your homework you pack all of your equipment, and your homework, in your school bag. You check your pencil case to make sure you have three black pens that work, two sharp pencils and a 30cm ruler. You don't need anything else in your pencil case. You check your timetable to ensure that you have everything you need for the next day, for example, your sports kit. You put your bag next to the rest of your uniform. At Kents Hill Park we will not accept excuses such as "I forget" or "I slept in".

It is important you get a good night's sleep and have enough rest to properly study at school. As a guide you should be asleep for 9.30pm at the latest. You need around nine hours of uninterrupted sleep every night. If you don't sleep enough you won't learn effectively and you won't remember what you've been taught.

You should keep any phones or computers away from your bed, so you are not tempted to look at them in the night.

### **The internet and social media**

You must not be nasty about pupils or other people on social media. You should be polite and kind online, just the same as when in school. If you are bullying, rude, or disrespectful online, you may be punished in the same way as if it had taken place in school.

You should think about how much time you spend online, and whether you could make better use of your time.

### **Behaviour and rewards**

Pupils will receive merits and awards for good behaviour, for working well, and for achieving in their lessons.

Pupils who do not follow the rules will receive negative points, detentions, and may be placed in internal isolation. This means they will be set supervised work to do away from their classmates.

For serious breaches of the rules, pupils may be excluded from school.



Pupils can avoid these actions by arriving on time to school and to lessons, by wearing the proper uniform, by following our school rules, and working well. Parents can support pupils by ensuring they have everything they need, and supporting their school and their teachers.

### **Sickness and absence**

Parents should use their common sense when deciding whether their child is too ill to attend school. It may be helpful for parents to consider the following questions:

- Is my child too ill to undertake the activities of the school day?
- Does my child have a more serious condition that could be passed on to other children or staff? For example: scarlet fever, chicken pox. Children can normally attend if they are suffering from a common cold.
- Would I take a day off work if I had this illness?

If the answer to the questions is yes, it might be worth considering keeping a child at home.

### **Vomiting and diarrhoea**

In respects of bouts of vomiting and diarrhoea, we advise parents to consider whether the illness is viral or a contagious illness. If parents feel that the answer is yes, we advise that parents keep their child at home, until they have been symptom free for 48 hours.

We would always suggest that parents consult a medical professional with individual concerns or queries.

### **Illness during the school day**

Teachers will assess whether pupils are well enough to take part in lessons.

Pupils may sometimes pretend to be ill to avoid classes they do not like, and teachers will make a judgement call as to whether a pupil is genuinely unwell.

Where a pupil is genuinely unwell the school will make arrangements for their care, and will contact parents if appropriate.

Parents can help by making the school aware of any professionally diagnosed medical conditions and ensuring the appropriate medication has been provided to the school, for example, asthma inhalers.





 01908 533290

 [enquiries@kentshillpark.school](mailto:enquiries@kentshillpark.school)

 [www.kentshillpark.school](http://www.kentshillpark.school)

Kents Hill Park School is part of the Kingsbridge Educational Trust, a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Telephone number: 01908 545300