





General behaviour

Kents Hill Park School is built upon mutual respect and good manners. We address staff by their title and 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, Ms, Dr...

Pupils always refer to staff as Mr, Miss, Mrs, Ms or Dr 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.

Politeness

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 know and don’t know, staff and pupils from other schools, all members of the community and to all members of Kents Hill Park 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.

Pupils' School Uniform and equipment

All items of uniform should be clearly named in a manner that should not wash off after a period of time.

Main Uniform

- Sensible flat black shoes (no: logos/branding, boots, trainers, trainer type shoes, canvas shoes/pumps or similar are allowed). Pupils are welcome to wear walking boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Charcoal grey tailored trousers (not tight or lycra).
- Charcoal grey tailored shorts (not tight or lycra).
- Trousers and shorts must be worn around the waist.
- Charcoal grey knee length A-line skirt (not pencil, mini or tight) with plain black tights or with plain black socks (no patterns, no trainer socks or no logos).
- Skirts must be worn to the knee and must not be rolled up.
- Plain black socks (no patterns, no trainer socks, no knee length socks or no logos) must be worn with trousers, shorts and skirts.
- Belts must be strictly functional – plain black.
- White school shirt which includes a top button.
- 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 stripes – the bottom of the tie should reach the waist line.
- Outside coats are not to be worn inside the school buildings

Jewellery and Body Art

- Pupils are encouraged to wear a wrist watch to help with punctuality and organisation. Smart watches and fitness trackers are not permitted to be worn at school.
- Pierced ears - one pair (one per ear) of either gold or silver small ball studs are permitted in the lower lobe of each ear. No other styles or colours are permitted and will be confiscated and returned via Main Reception. Pupils are not permitted to wear stretchers, bars 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 pupil being removed from classes.
- No visible temporary (Including henna) 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)
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No rings or necklaces are allowed. These will be confiscated and returned via Main Reception.
- Items of religious jewellery must be discussed with the Headteacher.



Make-up

- Pupils are not permitted to wear any form of make-up.
- False nails, nail varnish and nail art are not permitted.
- Any infringement will result in the pupil being asked to remove the makeup/nail varnish. If the pupil is unwilling or unable to do so, this will result in them being removed from classes.

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 1” from the base of the neck is the minimum acceptable in terms of shortness. Skin fades are not be permitted. Hair should be blended in with hair of other lengths.
- “Artwork” /lines on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair, including braids, should be one tone and be close to the individual pupil’s natural hair tone.
- Hair beads are not permitted.
- Hair bands and head scarves should be strictly functional and plain maroon or black.
- School approved head coverings (turbans, juras, phatkas or head scarves) must be plain black or maroon.

Additional Items

Outside Coats – plain and discreet (darker is preferable). No hoodies, denim or leather

Scarves and Hats

Sturdy Bag /Rucksack

A small clear water bottle for classroom use. Only water is permitted to drink during lessons and no other drinks are permitted in class. Pupils will be notified if they are unable to take or drink during certain lessons.

Equipment

Pupils without internet access at home will be provided with a school planner and if the planner is lost or defaced pupils will have to replace it at a cost of £2.

If pupils lose or damage their locker keys pupils will have to replace the key at a cost of £5.

Compulsory Stationery

Clear pencil case

Black pens x 2

Blue pen

Green pen

White board pen

Pencils x 2

Coloured pencils

Pencil Sharpener

30cm ruler

Small Glue stick

2 different coloured highlighters

Eraser

Maths Set (to include a protractor and a pair of compasses)

Scientific calculator (we recommend the Casio fx-83GTX or Casio fx-85GTX)



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. All ear piercings will need to be removed and taping over piercings will not be allowed.
- We strongly advise that valuable items are left at home. It is the responsibility of pupils to ensure that any valuable items are given to a member of staff at the start of the lesson.

Compulsory Items

- Aptus polo shirt burgundy/white style
- Pro-Tec rugby shirt burgundy/black
- Aptus football shorts black/silver
- Plain maroon sports socks.
- Plain white sports socks (no patterns, no trainer socks or no logos) can be worn in the summer terms and/or for indoor activities.
- Trainers
- Studded football boots. Moulded studs (not blades) are preferred as these can be worn both on the field and the all-weather pitch
- Gum shield
- Shin pads

Optional Items

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

We wish to treat all pupils with respect and to acknowledge that they are young people growing up. Therefore, you have a responsibility towards wearing our uniform properly.

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.

Clothing Supplier

Maisies is the named outfitters.
www.maisies-superstore.co.uk
Telephone: 01908 313313

They also have a store: 60/64 Church Street, Wolverton, MK12 5JW



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.

Silence is the default position

During your lessons we expect you to be silent unless directed otherwise by a member of staff. This is to ensure that all pupils are focused on what the teacher is saying and concentrating fully without any distractions to themselves or others.

The beginning and end of lessons

It is essential that you make your way 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 all items of equipment. You check your timetable to ensure that you have everything you need for the next day, for example, your PE 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 positive points 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.

Attendance and Punctuality

Regular school attendance and punctuality is essential for you to achieve your full potential. Kents Hill Park School believes that regular school attendance is the key to enabling you to maximise the educational opportunities available to you to become confident, independent and forward-thinking adults who are able to realise their full potential and make a positive contribution to your community.

At Kents Hill Park School, attendance and punctuality are serious matters. It is a well established fact that poor attendance can have a negative effect on academic progress. Good attendance and punctuality also shows potential employers that you are reliable. We expect all pupils to attend school each day and to be on time to all lessons. All pupils should arrive at school at 8.20am ready for registration to begin at 8.30am.

Illness during the school day

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

If you are genuinely unwell the member of staff will direct you to the medical room. The school will make arrangements for your care, and will contact parents if appropriate.



☎ 01908 533290

✉ enquiries@kentshillpark.school

🌐 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