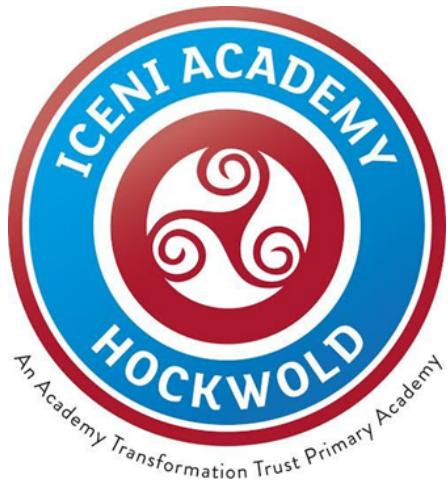


The Iceni Way



September 2020
Guidance for All Colleagues

Vision Statement

The Trust

1. **Ambitious** and **enjoyable** through knowledge and skills developed from Foundation Stage to Post 16 and Adult provision.
2. **Knowledge rich**, ensuring access to a wide, global cultural capital – thus maximising lifetime opportunities.
3. **Inclusive**, nurturing and tailored towards the needs of the individual.
4. Focused on developing the very best **oracy**, **literacy**, **numeracy** and **digital** skills – enabling access to the widest learning and the very best careers possible to ensure we develop global citizens.
5. **Enriching**, ensuring all experience a rich variety of cultural, artistic and sporting activities.
6. **Broad** in terms of coverage and (at least) encompassing the breadth of the 2014 English National Curriculum.
7. Celebrates the uniqueness of each educational setting in terms of **localised knowledge and skills**.
8. **Develops** character, personal pride and the highest moral standards.
9. Celebrates **diversity**, challenges **injustice**, promotes **equality** and encourages the creation of a better world.
10. Delivered by well-qualified, forward-thinking, skilled, passionate **professionals**.



Iceni Academy – Hockwold's vision

(to follow)

Managing Pupil Behaviour

All adults at the academy are responsible for managing pupil behaviour.

We believe that in order for our pupils/learners to achieve their maximum potential, and to enable effective teaching and learning to take place, the highest standard of behaviour in all aspects of academy life is essential. Each member of staff has responsibility for upholding standards of behaviour in our academies, both within their classroom, around our academy sites and whilst supervising pupils outside of our academies, as well as implementing our behaviour policy both fairly and consistently.

We believe that children and young people's behaviour and attitudes is intrinsically linked to their success in learning. We focus on developing and promoting positive attitudes and behaviours through high quality teaching, a stimulating learning environment and a culture of praise, recognition and self-discipline. All combine to lead to a rich climate for learning.

We believe that teachers manage pupil behaviour most effectively when they are **warm but strict**. They encourage pupils to be independent while maintaining limits and controls on their actions. Authoritative teachers do not invoke the 'because I said' rule; instead they are willing to listen to and take into account the pupil's viewpoint. Authoritative teachers engage in discussions and debates with the pupil although ultimate responsibility lies with the teacher. In this way, pupils learn how to negotiate and engage in discussion. They understand that their opinions are valued. It is through consistently applying a warm/strict philosophy to behaviour management that pupils are more likely to become socially competent, responsible and autonomous.

Our expected standards of behaviour are clearly communicated to pupils, staff and parents in the relevant sections of this document 'The Iceni Way'.

Relationships

“Friendly, not friends”

Getting to know the pupils at the academy is a vital part of our job. Building strong relationships means pupils trust us with their education. Take the approach of ‘friendly, not friends’.

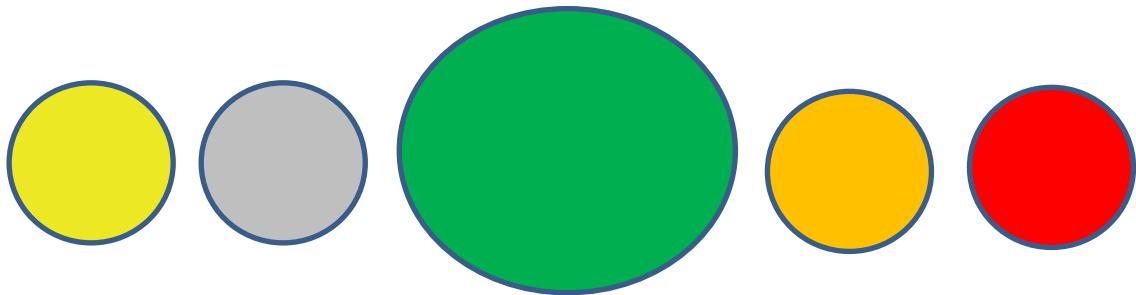
Pupils should always refer to staff by their surname and ensure they know where the boundaries in the pupil/ teacher relationship are. Learn about your pupils but ensure that they know their education is your utmost priority.

Rewarding positive pupil behaviour is one of the most important aspects of our work.

Behaviour, Reward and Confidence Strategy

The zone board, referred to as ‘splats’, will continue.

The ‘zone board’ is simply a display with five colour zones going from Gold, Silver, Green, Amber to Red.



OR with Gold and Silver on the right and Red and Amber on the left!

The largest zone is the **Green Zone** which has the names of **all the pupils in the class at the start of every day: no matter what happened the day before, all children have a fresh start**. Staff are encouraged to regularly praise the pupils who are staying in **Green** by doing the right thing. The rules and expectations of the school are discussed regularly. Pupils are taught that keeping the rules will ensure that they stay in the **Green Zone**. However, an adult/peer may decide that they have been spotted doing so well that their name is moved to **Silver** and then to **Gold**.

When a child does well they (highlighted yellow parts = parts easy to forget):

- Move up to **Silver** and earn **2 TP extra**.
- If a child does really well, they move up to **Gold** and earn **4 TP extra**. **Gold Letters** are also sent home.
- MSAs will follow the same behaviour system at lunchtimes, but will also send postcards home for great behaviour at lunchtime. Each MSA will send 1-3 home a week.

CMS Enrichment programme

The character measurement system (CMS) is an online platform which pupils engage with to log all their soft skills based on academy specific values and attributes. When a pupil completes different activities they are linked to different attributes so students gain points towards the associated value. The system only logs positive points and points can never be deducted which means every pupil can achieve points and receive awards and not just the academics. The platform leads to pupils aspiring to do more activities in and out of school to gain more points.

Staff can produce any report as the CMS is linked directly to SIMS or any other system to track character development across the academy.

At Primary level logging of participating can be done as a class with the teacher leading the discussion with multiple pupils participating being logged at once. At Iceni Academy – Hockwold, we are trialling CMS with years 4, 5 and 6 initially from September 2020.

Please see below the table of our values with the corresponding attributes we have chosen to focus on with the CMS.

Values:	Team work	Resilience	Integrity	Equality	Aspiration
Attributes	Co-operation	Persistence	Honesty	Reasonableness	Ambition
	Collaborative	Determination	Fairness	Compassion	Pride
	Inclusive	Self-regulation	Loyalty	Empathy	Confidence
	Flexibility	Discipline	Critical thinking	Open-mindedness	Motivation
	Versatility	Resourcefulness	Judgment	Comprehension	Optimism
	Humour	Tenacity	Commitment	Sensitivity	Self esteem

More information to follow once the system is up-and -running in our Academy.

Consistency

"We become what we want to be by consistently being what we want to become each day"
- Richard G. Scott

It is important that all members of staff 'sing from the same hymn sheet'. If one member of staff allows a pupil to kick a football around on the playground, then the next member of staff who stops it will seem unreasonable.

They will challenge the teacher who upholds the academy expectations, and this may damage their relationship with that pupil.

Being inconsistent undermines our culture and shows pupils that some adults do not care as much as others. This in turn creates a perception with pupils that some adults are more important than others.

It is therefore critical that we apply sanctions in a consistent way.

Failure to keep one of the school or class rules – or to meet expectations:

- Reminder/Warning 1
- Reminder/Warning 2
- 3 = down the zone board to **Amber**
- 4 = **Red** (an action which could result in immediate **Red** would be something physical, being extremely unkind to others and/or swearing – these instances are few and far between)

There is a consequence to behaviour that warrants removal to Red. Consequences may include:

- The child will be moved to another class for 15 minutes, or whenever the teacher in that class feels they are ready to move back. The child can also be sent to Mrs Owner to work. **If the child does their work with no further behaviour issues they are moved back to Amber.**
- If the child continues with the poor behaviour, they stay on **Red** and will be in lunchtime detention, including eating their lunch in the main building. Parents will need to be informed of this – preferably before the child 'tells his/her version of events'.
- If the lunchtime detention passes with no further incident, the child is moved back to **Amber**. Returning to **Amber** and even **Green** is every child's ultimate goal and will avoid the **Red Letter** going home – we believe that we all make mistakes but that we can move forwards from them.

- A **Red letter** will be sent home to inform parents of their child's behaviour if the child is still on **Red** within approximately 20-25mins of home time. If this is the case, the detention will be the following lunchtime and parents will need to be informed of this.

Persistent instances of inappropriate behaviour/Serious breach of rules:

Parents will be invited into school to discuss how they might work with the school to enable the child to improve and agree appropriate rewards, sanctions and consequences.

Expectations of Conduct in Lessons

Enter the classroom in a calm and orderly way.

Listen to adults and to each other.

Please always use your manners to everyone in class – thank you.

When sitting on a chair, keep ‘4 on the floor’ (chair legs).

When sitting on the carpet, sit smartly with hands in your own lap.

No toileting in lesson time unless under exceptional circumstances. (This rule does not apply in Acorn and Willow class).

Think about the best way to attract an adult’s attention:

- Be mindful of not interrupting.
- If you need to speak to an adult and they are already talking to someone else, say ‘Excuse me’ and expect to have to wait.
- Please do not tap adults to try to attract their attention.
- Address adults by their full name and be careful with Miss, Mrs and Ms.
- A hands-up to answer approach unless brainstorming or using other methods such as lollysticks.

Expectations of Conduct Around the Academy

"The standards you walk past are the standards you accept" - David Hurley

Politeness and respect:

- Smile and say 'hello' to adults.
- Please always use your manners to everyone in class – thank you.
- Hold the door open when safe to do so.
- Walk – don't run.
- Quiet voices everywhere in school and lining up.
- Always put playground equipment away tidily in the trolley and shed.
- Keep our hands and feet to ourselves at all times.

For safety reasons:

- pupils may not press buttons to open doors unless a member of Iceni Hockwold staff is present.
- do not hook doors back.
- pupils not in the staffroom unless accompanied by an adult and only to press the button on the photocopier.
- no more than 3 children on a piece of trim trail equipment at one time – an adult must be present.
- no more than 10 children on the Clamberstack at one time – an adult must be supervising.
- inner and outer gates should all be closed during school hours.
- for shoes with laces, children need to know how to tie a bow.

Visiting the toilet:

- leave all toilets in the same state you would want to find them in.
- flush and wash hands for 20 seconds.

Assembly:

- walking to and from assembly should be done quietly and in single file.
- once seated, listen to the music in silence.

Canteen:

- time in the canteen should be spent quietly.
- please use knives and forks when appropriate.
- try not to take more than you think you will eat to avoid food wastage.

Duty Protocol

Duties are an essential part of our role in keeping children safe and ensuring that positive relationships are fostered.

Playground/lunchtime duties

Playtime duties will be on the playground rota - displayed in the staffroom. Class teachers will tell those on duty the number of children in class at that time. The children either play on the field if it is dry or stay on the playground. Playtimes last for 15 minutes. At the end of playtime, the bell/whistle will ring; children must stand still and wait to be told to walk to put the toys back in the trolley and then line up. The adults on duty count to make sure no one is missing. Teachers walk the children back inside. Children must be quiet. (Adults to use positive behaviour reinforcement)

Please make sure that gates and doors close behind you when the children walk **in and out** of the building. It is very important NOT to move away from the open inner gate to the playground before it is closed; please make sure one member of the duty team is standing keeping an eye on the entrance to Reception and on the roadside gate until the inner gate closes and the children are safe. When walking back into school, one member of staff at the front and one at the back of the line.

If a child needs medical attention during playtime, bring the child into school to see another member of staff. (At lunchtime, the MSAs should deal with any First Aid). **If you are not First Aid trained, please ask someone else to treat them – you must not do this yourself.**

At 11.45am, adults from Acorn, Willow and Elm need to walk their class over to the canteen and help them to settle, open lunches etc, before leaving at 12pm. Acorn, Willow and Elm class need to be finished by 12.15. At 12.15 Beech and Oak class will have lunch in the canteen.

Acorn, Willow and Elm class' lunchtime finishes at 12.45pm. Beech and Oak class' lunchtime finish at 1pm.

Playground Duties 2019/20		
	Morning Break	1:1
M	Acorn class will no longer go out to play, instead they will continue to choose own learning in class. EYFS staff will have a comfort break and bring a drink back with them.	KS1-Elaine KS2-Jess & Vicki
T		KS1- Lisa KS2-Kay H & Alicia
W		KS1- Zoe KS2-Vicki & Joy
T	Other staff will also have a comfort break and return to class, rather than having a morning break to make it fair for all!	KS1- Elaine KS2-Alicia and Zoe
F		KS1-Elaine KS2-Jess & Kay H

Lunchtimes

Lunch to be split: Acorn and Willow in the canteen at 11.45am with teachers and TAs to make a quiet, purposeful start to lunch.

KS2 hot lunch in the canteen at 12, seen over to lunch by class teachers, ticked off.

Rest of KS2 in the canteen at 12.15pm.

MSA Lunchtimes

Michelle on playground at 12. (Lunch 11.45-12)

Jenny to supporting LB & KC (B&L as needed) in the canteen and then on the playground.

Kay to be in canteen, but not serving lunches. Outside when only 10 left in canteen.

Jess on the playground at 12. (Lunch at 1.1.30pm)

At 12.45pm:

MSAs to go into class to be an extra person, but not to carry out TA jobs:

- Acorn-Kay (Sara takes KC and LB)
- Willow-Jenny/Michelle
- Beech/Oak-Jess covering both as needed.

Kay to do tables in canteen 1-1.0pm each day.

If wet play:

Acorn and Willow to canteen as normal at 11.45am.

Beech and Oak to stay in Oak class, with hot lunches/school lunches going over at 12 with Vicki. Alicia to stay in Oak until relieved by Jess.

Kay to stay in canteen.

Michelle into canteen then take Willow class back as majority are ready.

Jenny into canteen then take Acorn class back as majority are ready.

Kay will bring the rest over.

They need to be finished by 12.15.

Jess to stay in Oak class with the remaining Beech and Oak class until 12.15, then take over to canteen to eat lunch. When majority finished, Jess to bring them back over and go into Oak. Kay to bring the rest over and when enough to split classes, Kay to go into Beech and Jess stay in Oak. If there are too many still in canteen, call Emma or Alicia to cover in Beech.

Children will be collected at the end of each play/lunchtime by the class teacher.

Leading by Example

“Setting an example is not the main means of influencing others, it is the only means”
(Albert Einstein)

Our “Academy Way” outlines the ways in which we put our values into practice with the aim to engender and foster exemplary behaviours which enables our people to be the very best role models for our learners.



“Being a role model is the most powerful form of educating. Youngsters need good models more than they need critics” (John Wooden)

We are unwavering in our commitment to put our people first and in our endeavours to do so our Institute was born! We make no secret of our expectation that all colleagues must be “accepting of the professional obligation to improve their practice” (Tomsett et al 2020). Our Institute offers a wide range of people development activities and career pathways designed to support our colleagues in their professional obligation and to be the best role models for our learners.



“The Iceni Way” Professional Code

In terms of how we introduce and address staff, children, parents and the wider community, remember to use our surnames with our titles, parents' titles and surnames, never swear and use formal, appropriate language for the workplace.

Those with children who attend our academy must keep home and school separate and not share confidential and/or future events with their child. Their child/children must be treated the same as all other children in our academy, including areas where they can safely wait.

It is important for staff safeguarding, and the safeguarding of others, that these rules are followed:

- Check privacy settings on social media accounts so that only able to be seen by friends and family
- Don't 'like' our school's FB or Tweets as personal selves
- Where we have friends amongst the staff with children who attend our Academy, please do not 'like' their posts with photos or words pertaining to their child/children; this is mainly because of safeguarding but also keeping in mind the fairness of the child being able to tell other children at our school that staff have liked or commented on what they have been doing. As above, all children at our Academy should be treated equally
- Where staff children attend the Academy, do not post photos of their friends if they attend our school too
- Due to the possibility of personal posts, profile pictures and cover photos etc being seen, please keep language in check in the same vein as we would keep our language in check in the community, following the ATT Code of Conduct.

If there is a post on our FB page or a Tweet that you would like to share, including ones of your own child, please do so.

Smoking: is forbidden in or around the Academy. If you need to smoke during work hours, please try and keep out of sight of the public.

“The Iceni Way” Dress Code

It goes without saying that we should remember to be professional at all times. We ask that all staff and volunteers wear smart, casual clothes - **no denim jeans either blue or black**. No flip flops, strappy tops or short skirts. Large tattoos must be covered and any logos on clothes should be school-appropriate in terms of images and wording. Lanyards must be worn at all times

“We are always accountable for our actions. It is our responsibility to be informed about the requirements of the professional standards by which we measure ourselves”



Our reputation is our most valuable asset. We earn it every day with the choices we make, and we all share the responsibility to preserve and protect it”

