

# Welcome back Welcome to CHA

(for our new students)

Compassion  
Self-discipline Love  
Honesty Forgiveness  
Respect Hope

# General Guidance for Students

Before school and at break/lunchtime, you are welcome to use the following areas:

- Atrium (no food or drink in the library)
- Hall (except before school)
- Design Courtyard (Y7,8,9 only)
- Library Courtyard (Y11/12/13)
- Courtyard between D (Science) and F block (PA building)
- Courts (no food nor drink permitted on the courts & only balls to be used on the large court)

**Please look after our surroundings by putting litter in a bin, even if it is not yours, do keep our environment clean and tidy**

Please show consideration to others by always:

- keeping to the left and moving quietly and sensibly when inside the academy building and when using footpaths
- not running or behaving boisterously or noisily inside the buildings or on footpaths
- not using language which may cause offence to others

For the first two weeks of the term Y7 will have an early lunch (M,W,Th,F 1.10pm, Tuesday 12.40pm). Staff teaching at this time will supervise in the hall and atrium



# General Guidance for Students

## **Before school/break/lunch/after school/between lessons:**

- Throughout the atrium, there should be no raised voices, running or behaviour more suited to the outdoor courts. The atrium is not a play area. This is a study area for the sixth form during lessons, so please respect their study.
- In the library/study area noise should be kept to a minimum in consideration of those reading / studying. Food and drink may not be consumed in the library area at any time.
- In the dining/social areas all students are expected to keep noise to a quiet, normal conversation level.
- All users of the dining/social areas are expected to leave the area tidy making use of the bins provided and returning chairs to under the tables
- Students are expected to remain seated at break and lunchtimes when using the atrium and hall. In the hall use the tables/seats and not the stage area.
- Before school and at break students are not permitted on the first floor, in corridors, in stair wells or on stair cases or in classrooms (except with the permission of a member of staff who will be responsible for the student's supervision.)

Level	Examples of behaviour	Consequence	Who
B1	<ul style="list-style-type: none"> <li>Talking at inappropriate times</li> <li>Preventing others from learning</li> <li>Arguing</li> <li>Out of seat</li> <li>Late to lesson</li> </ul>	Verbal warning	Class teacher
B2	<ul style="list-style-type: none"> <li>Repetition of B1 behaviour</li> <li>Eating in corridors/dropping litter</li> <li>Non-completion of homework and class work</li> <li>Homework not handed in</li> <li>Lack of Equipment</li> </ul>	Break/ lunchtime detention	Class teacher
B3	<ul style="list-style-type: none"> <li>Persistent B2 behaviour</li> <li>Rudeness to a member of staff</li> <li>Refusal/obedience to follow instructions</li> <li>Inappropriate language inc. swearing in conversation</li> <li>Late/absent lessons (more than 5 minutes)</li> <li>Being in the vicinity of assemblies</li> <li>Failure to attend homework detention</li> <li>Confts</li> <li>Chewing gum</li> <li>Missing lessons</li> <li>Persistent uniform issues</li> <li>Mis-use of mobile technology</li> </ul>	Removed from lessons by Subject Leader and a one hour detention One hour after school detention Telephone call home	Class teacher, Subject Leader, any member of staff
B4	<ul style="list-style-type: none"> <li>Persistent B3 behaviour</li> <li>Inciting others to fight</li> <li>Swearing/blasphemy of dignities, lightness, and gravitas</li> <li>Failure to attend a B3 detention</li> <li>Misbehaviour during a B3 detention</li> <li>Being caught in or out of bounds area</li> <li>Removal from lesson by Senior Leader/Teacher/Subject leader/ Academic/ Senior Leader</li> </ul>	Principal's detention, 1 or 2 hours (Failure to attend will result in further sanctions)	Class teacher, Subject Leader, APL, any member of staff
B5	<ul style="list-style-type: none"> <li>Persistent B4 behaviour</li> <li>Leaving the school premises without permission</li> <li>Damage to school/other's property (cost of repair incurred by student)</li> <li>Swearing across a room at another student</li> <li>Offensive defiance</li> <li>Racist/homophobic language directed at another person</li> <li>Fighting</li> <li>Bullying Incident</li> <li>Behaviour that compromises the safety of others</li> </ul>	One day's exclusion from school Exclusion from	SLT
B6	<ul style="list-style-type: none"> <li>Persistent B5 behaviour</li> <li>Swearing at or about a member of staff</li> <li>Threat</li> <li>Intimidating or aggression towards a member of staff</li> <li>Posession and/or use of alcohol</li> <li>Assault, persistent bullying</li> <li>Racist or homophobic abuse</li> </ul>	Fixed term exclusion from normal school (Exclusion from Learning Zone, Internal Discussion Room depending on circumstances and how appropriate Fixed Term Exclusion is for individual student)	SLT
B7	<ul style="list-style-type: none"> <li>Persistent B6 behaviour</li> <li>Posession of offensive weapon or illegal drugs</li> <li>Violence towards a member of our community</li> </ul>	Permanent exclusion	Principal

# Classroom Reminders

Please **stand quietly** at your desk at the start of lessons with equipment out and wait to be invited to sit down.



**Always sit where you have been asked to.**

If you are lining up outside a classroom **line up quietly and in single file.**  
This will give space for other students and staff in the corridor.

Do not call out or interrupt, put your hand up  
If you need help.

Once seated stay seated until you have been  
given permission to leave your seat.



# Uniform - Reminders

**Ties and Shirts** – Buttoned to the top, tie done up to the top with the front of the tie at least the length of an A4 piece of paper.

**Shoes** must be **plain black**. No boots, trainers or plimsolls.

The **academy blazer** must be worn at all times (unless permission is given to remove it in a classroom).

All items of clothing should be in a good, respectable condition. Torn blazers, tights with holes in and ties which have been drawn on are unacceptable.

An academy design **grey jumper** may be worn under the blazer, if wished. (There is no excuse for wearing any other design jumper or alternative.)

Any extra layer worn under your shirt must not be visible. (E.g. No dark t-shirts or long sleeves extending beyond the white shirt sleeves)

If it is cold/wet a **suitable outdoor coat** (not hoodie) may be worn over the blazer but the coat is **not** an alternative to the blazer.

**Your uniform should look smart as you leave your home and as you arrive back home at the end of the day.**



Unsuitable



# A few more uniform reminders

- Shirts should be tucked in at all time.
- Bracelets, bands, bangles, necklaces etc. are not permitted.
- Nail varnish, if worn, must be clear or “natural”.
- Make-up, if worn “must not be obvious”.
- A wristwatch and a simple small, plain (gold or silver) ring or stud may be worn in each ear.
- No other facial jewellery is permitted.
- Hair colour must be a ‘natural’ colour.
- Skirt length must be to the knee.



***Please remove all jewellery which is not permitted and do not wear it to school in future. If you do, it will be confiscated.***



# Equipment Expectations

**This is the very least you should have in school**

If you have this equipment you will be properly prepared for your lessons. If you do not have the basics then you will have difficulty getting started and others will also be delayed. Should others have to wait for you?



**Every day  
You must have a  
reading book and  
your planner**

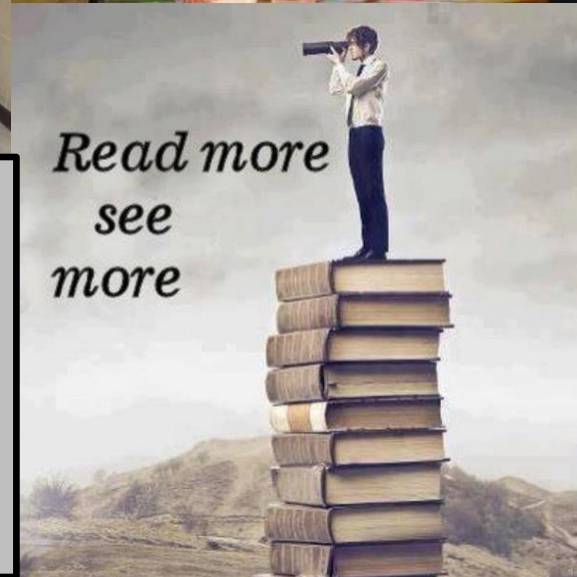
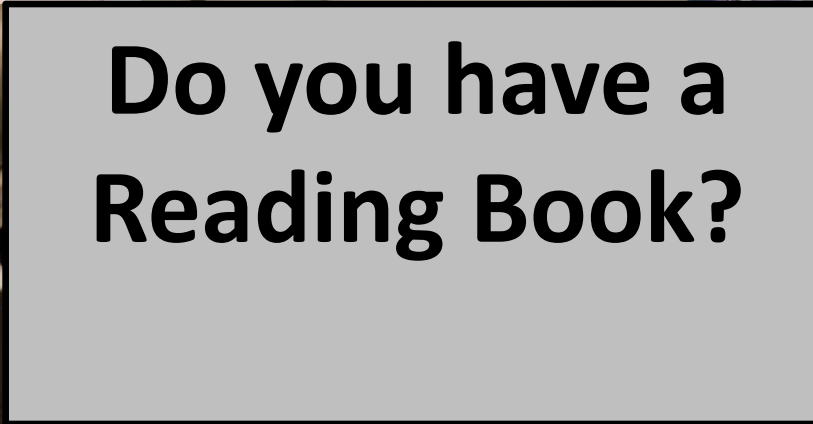
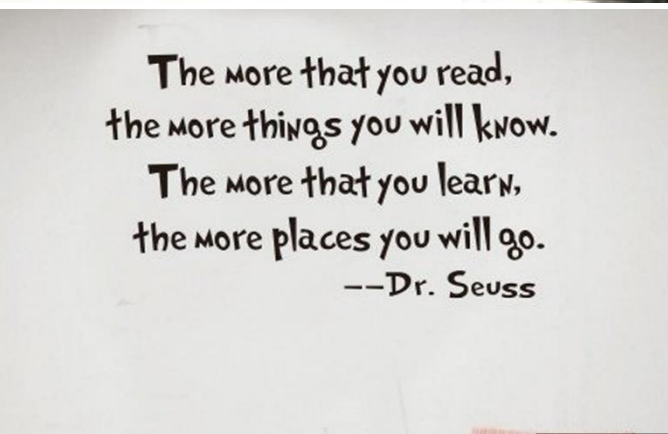
**On certain days you may also need:**

- Full P.E. kit
- Colouring pencils
- Ingredients for Food
- Materials for D&T

***What else might  
you need to  
bring?***







## Your Written Presentation

Be proud of your written work. Make sure that at the beginning of every piece of work you have a **title and date**, the title and date should be neatly **underlined** using a ruler.

When you are issued with exercise books/folders and your planner these must only have your work in these, do not add graffiti or jottings. You will need to replace this at your cost and time in writing up the work if you do this.

Pages must not be removed from any school book.

When you complete homework, as with your Classwork include a date and title it **'Homework'** with a relevant sub-title relating to the topic of work.

**Guide to presentation**

This exemplar student's work highlights the key features of a good quality presentation required at Chiltern Hills Academy.

**Callout boxes:**

- We use black or blue pen and write as neatly as possible.
- The margin indicates where the written text begins.
- Diagrams should be completed neatly and ideally in pencil.
- Title and date must be underlined with a ruler to make it stand out.
- Each new paragraph should be indented.
- Tables must be carefully measured and drawn with a ruler.

**Table:**

Statement	Quote	Explanation
The Inspector controls the whole play. His role is to change the attitudes of the characters.	"Everything we said had happened really had happened as if it didn't end tragically then that's why for us. But it might have done". This paragraph shows the Inspector's impact greatly affected them and gives her to change her ideas about how people should be treated. Due to the role of the Inspector, she has to re-think her attitude and this is developed throughout the play. This makes the reader acknowledge their change of character, and allows them to consider their attitudes towards others. For social justice.	The above-quoted that Inspector's character has changed from a protagonist at the beginning to a antagonist at the end.
The Inspector has got his own way. He is a judge of authority, and makes each member of the family take responsibility for their actions.	"One Eva Smith has gone but there are millions and millions of Eva Smiths still in the world". The Inspector p. 98	

## General Considerations 2

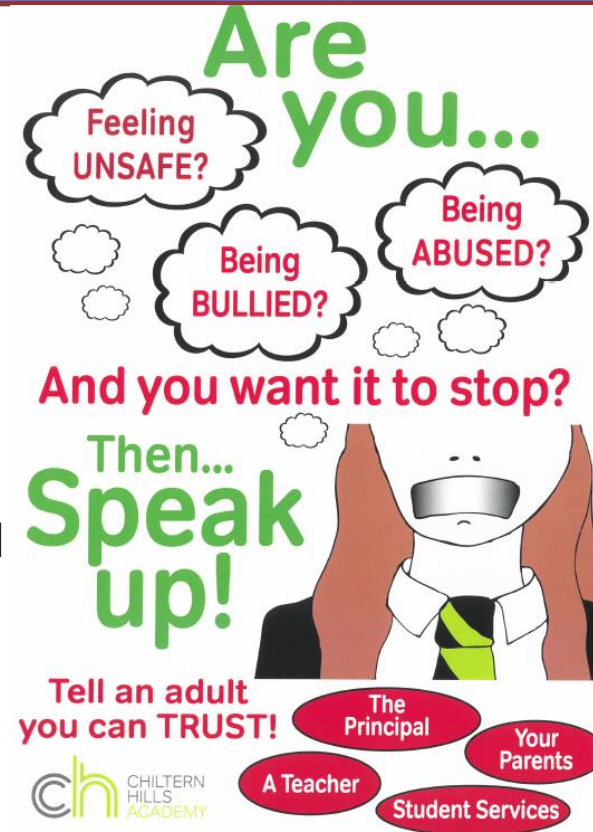
### Our Academy ...

1. Take care and be proud of our learning and working environment. If something is not right report this to Student Services.
2. If you see an adult or student going through a door, please do hold the door for them and let them go through first. This is a common courtesy.
3. We want to keep the carpets clean and as a result there should be no eating upstairs in the academy. We are a chewing gum free community; this keeps the carpets and furniture clean, a one hour detention will follow if you ignore this rule!
4. There is no reason for you to hold or touch another student or member of staff, our personal space is important to us all.
5. Merits all start from '0'! Make sure that you do everything you can to gain these rewards. They are given to you for: Outstanding effort, Academic achievement, Displaying our values. Your first target is a Bronze Certificate for achieving 50 merits.
6. We all start the year with 100% attendance – try to keep your attendance 100% this year!



5. Your safety at CHA is vital.

- If you feel uneasy about something online then share this with an adult.
- If you are approached coming to or going home by someone you do not know then tell an adult.
- If you are feeling unhappy about comments or things being said by anyone, share this, we can help you.
- If there is adult at CHA without a visitors badge/lanyard that you do not know tell someone.



8. Lots of cleaning and decorating was completed over the summer. Some of our classrooms and corridors look as if they are new again. Do your best to avoid leaning on the walls or scuffing the paintwork with your bags or shoes. We want to keep the place looking clean and new.

Ask your teacher any questions to ensure that you understand the routines and high expectations that we have at Chiltern Hills Academy.

Have a fantastic start to your year at school, this is your learning and your future and we want you to do well.

Create . Aspire . Excel