



The English Martyrs School and Sixth Form College

**Behaviour and Expectations: A guide for students and
parents/carers (January 2018)**

General behaviour

English Martyrs School is built upon mutual respect. We say “Sir and Miss/Ms” to teachers. We say “Thank you”. We say “Excuse me”. We say “Please”. We smile when we greet people, both inside and outside school.

At EMS teachers and students are on the same team and teachers are your team captains. All students know that they must do exactly what the team captain says.

At EMS we give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices. EMS teachers are tough on bad choices because we want to make you a better person in the long run. We teach you to break your old habits and learn new and empowering habits that will make you successful in life. **EMS teachers care enough to be strict.**

Every time a teacher gives you a behaviour 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 of swearing, shouting, rudeness, excuse-making, sulking, and feeling sorry for yourself, we are not helping you grow up into responsible, successful adults.

If you hear about anybody being unkind to another EMS student you must tell a teacher immediately. If you don't tell your teachers then the unkindness may continue and increase.

At EMS we work hard and we are kind to one another.

S.T.E.P.S

1. Sir, Miss or Ms - every time

2. Thank you - every time

3. Excuse me - every time

4. Please - every time

5. Smile - every time

Sir, Miss or Ms

Students always refer to teachers as Sir, Miss or Ms. It is a sign of respect. It is polite. Students never forget to say “Sir” “Miss” or “Ms” at the end of their sentences. All teachers will treat all students with respect and be extremely polite. All students will treat all staff with respect and be extremely polite at all times. The “Sir”, “Miss” or “Ms” at the end of a sentence is like a full stop. When we refer to The EMS Full Stop, we are referring to the Sir, Miss or Ms that students habitually add to the end of their sentences when talking to teachers.

Thank you

In school we hold doors open for one another, we let people pass in front of us, we don't barge past but we politely let people pass. If somebody drops something we help them pick it up, we pass books along carefully, efficiently, politely, in silence. We queue for lunch politely and efficiently, in single file and eyes front, we line up to enter classes, we don't talk when lining up; we have our eyes front; we know that every single second counts. These are all signs of mutual respect.

EMS is built upon teachers and students 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, eyes front. We do what we have to do very smoothly and efficiently. We are polite to classmates, students we don't know, and to all members of staff. That includes office, canteen and cleaning staff. There are no exceptions. EMS is built on mutual respect.

Please

EMS students and teachers show an "attitude of gratitude" every day and in every interaction they have. We say "Sir/Miss", "Thank you", "Excuse me" and "Please" very naturally.

Smile

We always smile. We are polite and welcoming. When we greet somebody we smile, when a teacher says hello to us in the corridor we reply with an upbeat, "Hello Miss!" or "Hello Sir!" 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.

S.H.A.P.E

At EMS 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.

S.L.A.N.T

In the classroom we:

Sit up straight

Listen carefully

Ask and answer questions

Never interrupt

Track the teacher

At EMS we **S.L.A.N.T** in every lesson. This is a key habit that will help you succeed in school and in life. When you **S.L.A.N.T** you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to their teachers and their classmates. EMS is built on mutual respect. We speak to one another politely at all times, and our body language and facial expressions are polite too.

S.L.A.N.T is a key part of showing mutual respect and courtesy.

Sit up straight

At EMS 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 are silent. 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 SLANT!”**

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. There are no exceptions.

Listen carefully

At EMS 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 pencil, or anything else, until your teacher gives you the signal.

Ask and answer questions

When you ask and answer questions you always 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 they are 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.

Never interrupt

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 he or she is saying and then put up your hand to ask a question.

Sometimes you will receive behaviour 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.

Track the teacher

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.

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, eyes front. You are quiet, calm and orderly. You can chat to your friends in the yard in the morning, break time and lunch time.

At the end of each lesson you stand behind your chairs in silence. Your teacher will use the last few 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 EMS. 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 talk to your friends. You remain focused on the task of packing away and then you track the teacher.

Around one minute 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 students 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, shoulder against the wall, we never turn around, our bags are off our backs and we are silent.

We move along corridors in single file, we do not turn to our friends, we keep eyes front. 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.

When we line up we take our bags off our backs and hold them in our hand. We line up - eyes front and shoulder against the wall and leave space for other people to pass.

We never go to the toilet between lessons or in lesson time. The toilets are open before lessons and at break times. You should go to the toilets at break and lunchtime to ensure you do not miss a single second of lesson time.

Outside of school

Even when you are outside of school, you still represent EMS. You should think about how your actions reflect on you and our school.

You may receive behaviour 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 EMS. If we hear of disrespectful behaviour outside of school we will punish the students concerned. We use “thank you”, “excuse me”, “please” and we smile outside of school and in. We are especially polite to shopkeepers and bus drivers.

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 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 anything 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 two pens that work, two sharp pencils and a 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 EMS we will not accept excuses such as “I forgot” 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 aim to be asleep for 10.00pm 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 students 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

Students will receive achievement points and awards for good behaviour, for working well, and for achieving in their lessons. Students who do not follow the rules will receive behaviour 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, students may be excluded from school.

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