



The Shared Learning Trust

THE CHALK  
HILLS ACADEMY



# Parent Guide to Student Academy Expectations

**Mr W Tufiq**  
Vice Principal  
Behaviour for Learning

# General Behaviour

The Chalk Hills Academy is built upon mutual respect. We say “Sir and Miss” 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 The Chalk Hills Academy teachers and pupils are on the same team and teachers are your team captains. All pupils know that they must do exactly what the team captain says.

At The Chalk Hills Academy we give you rewards for the right behaviour choices and we take action to remind you of the consequences of the wrong choices. The Chalk Hills Academy 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 empowering habits that will make you successful in life. The Chalk Hills Academy teachers care enough to be strict.

Every time a teacher gives you a behaviour point or a detention they are reminding your child of the behaviour we really want and the behaviour we can't allow your child to hold on to. If we allow your child to hold on to old habits of laziness, selfishness, rudeness, excuse-making, sulking, and feeling sorry for themselves, we are not helping your child grow up into responsible, successful adults.

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

If we hear about anybody being unkind to another Chalk Hills Academy student we tell a teacher immediately. If we don't tell your teachers then the unkindness will continue and increase.

At The Chalk Hills Academy we work hard and we are kind to one another. This academic year we have introduced three new initiatives to help students make the correct choices. We expect all students to follow these initiatives when instructed by staff at The Chalk Hills Academy.

## 1. S.T.E.P.S

- Sir or Miss - every time
- Thank you - every time
- Excuse me - every time
- Please - every time
- Smile - every time

### Sir or Miss

Pupils always refer to teachers as **Sir** or **Miss**. It's a sign of respect. It's polite. Pupils, never forget to say Sir or Miss at the end of their sentences. All teachers will treat all pupils with respect and be extremely polite. All pupils will treat all teachers with respect and be extremely polite at all times. The Sir or Miss at the end of a sentence is like a full stop. When we refer to The Chalk Hills Academy Full Stop, we are referring to the Sir or Miss that pupils habitually add to the end of their sentences when talking to teachers.



# STEPS



**S**ir or Miss



**T**hank you



**E**xcuse me



**P**lease



**S**mile

## Thank you

In the academy 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. 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 never talk when lining up, we have our eyes front, we know that every single second counts. These are all signs of mutual respect. The Chalk Hills Academy is built upon teachers 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, eyes front. We don't talk. We do what we have to do very smoothly and efficiently. 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. The Chalk Hills Academy is built on mutual respect.

## Please

The Chalk Hills Academy pupils 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 "Morning Sir!" and we smile. We are professional. When we go for interviews, whether that's for college, for university, for jobs, people are immediately struck by our good eye contact, the way we smile, the way we project, the way we articulate.

## 2. SHAPE

At The Chalk Hills Academy 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.



# SHAPE



**S**peak in full sentences



**H**ands away from your face



**A**rticulate



**P**roject your voice



**E**ye contact

## 3. SLANT In the classroom

**S**it up straight  
**L**isten carefully  
**A**sk and answer questions  
**N**o talking when someone else is talking  
**T**rack the speaker

At The Chalk Hills Academy we S.L.A.N.T in every lesson. This is a key habit that will help you succeed in the academy 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. The Chalk Hills Academy 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 The Chalk Hills Academy we sit up straight at all times and we never slouch. Teachers have a seating plan and you sit at the seat they have allocated. When we read we always follow the text with your ruler, with both hands on the ruler. This helps your child to concentrate, so they remember more and understand more. When we are not writing or reading we sit up straight with our arms folded. Their teachers will instruct them: "3,2,1 SLANT!" Everyone will sit up extra straight, eyes front, looking at the teacher. We will follow their instructions first time, every time. The same rules apply to all, so are fair to all. No exceptions.

### Listen carefully

At The Chalk Hills Academy all students listen to every single word their teacher says very, very carefully. All students especially listen to instructions very, very carefully. Students don't pick up their pen or their ruler, or anything else, until their teacher gives them the signal.

### Ask and answer questions

When your child asks and answer questions they always put their hand straight up in the air and wait for the teacher to choose them. They must wait for the teacher. Calling out is never permitted. Even if they have their hand raised they have to wait for the teacher to choose them by name. If we didn't do this people would be interrupting the teacher all of the time. If they are confused, or unsure what to do, let the teacher finish what he or she is saying and then put up their hand to ask a question. When they ask and answer questions, speak confidently and in a loud voice so the whole room can hear. If their teacher wants them to speak more clearly and more loudly he or she will say, "Project!" This means they talk loudly and clearly like an actor addressing an audience.



## SLANT



**S**it up straight



**L**isten carefully



**A**sk and answer questions



**N**ever interrupt



**T**rack the speaker

### No talking

Their teacher is the expert. Student must never interrupt their teacher when he or she is talking. If they are confused, or unsure what to do, let the teacher finish what he or she is saying and then they must put up their hand to ask a question. Sometimes they will receive behaviour point and detentions. Sometimes they may even be put in internal isolation. This will be because their teachers have decided that their actions were rude or damaging to their education.

### Track the speaker

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



Students wear our uniform to look professional and demonstrate belonging to The Chalk Hills Academy. Most professional environments have a dress code. The expectations for uniform are laid out below.

**Uniform items must be plain, without accessories, logos, decoration or any other colours.**

- **Blazer:** TCHA black blazer with academy badge
- **Shirt:** Plain white shirt with collar
- **Tie:** TCHA tie, worn to the waist
- **Jumper (optional):** TCHA grey V-Neck
- **Trousers:** Plain grey, tailored, regular fit (no denim, coloured pocket zips)
- **Skirt:** Plain grey, knee-length
- **Socks or tights:** Plain black, grey or white
- **Shoes:** Plain black leather school shoes, providing adequate protection and support (no casuals, fabric, sliders, canvas, trainers, sandals, pumps, 'work' type shoes e.g. Doctor Martins, high heels, boots, coloured laces, coloured stitching)
- **Coat:** Plain black, to be removed once in the academy class (no leather, suede, denim, hoody, sweatshirt, sports top, body warmer, gillet)
- **Hijab, turban:** Plain black. Any loose parts must be tucked into the shirt collar or student's blazer for health and safety

**Please note that we do not allow any make-up or jewellery in the academy and extreme hairstyles, including non-natural colours, are not permitted.**

PE uniform must be branded Chalk Hills Academy clothing or plain black leggings or tracksuit bottoms with no logos whatsoever. Cycling shorts will not be acceptable.

All our uniform can be purchased from Prestige Design. Contact details are:  
Unit 12, Barton Industrial Estate,  
Barton-Le- Clay,  
Bedford,  
MK45 4RP  
01582 883222



## Lateness to lessons

Learning time is lost when teachers have to address interruptions to lessons. Students have 3 minutes to get from lesson to lesson or from break / lunch to lesson. For examples If they arrive to Period 1 between 09.05 and 09.08 – they are on time. If you arrive to Period 1 on or after 09.08, they will be considered late and a 'L' mark will go into their register. A 'L' mark will equal a 20-minute detention. This will be held next day. 3 'L' marks in a day will equal a day in seclusion. The academy bells are set at the correct times and this is the official time all staff will use. By arriving to lessons on time it will help students to become more self-regulated.

The table below indicates what constitutes lateness to lessons:

Transition	Dismissal time	Late
Period 1	09:05	09:08
Period 2	10:05	10:08
Break	11:22	
Period 3		11:25
Period 4	12:25	12:28
Lunch	13:56	
Period 5		2:00

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## The beginning and end of lessons

It is essential that your child make their way very quickly and efficiently between classes. They can chat to their friends in the playground in the morning, break time and lunch time.

At the end of each lesson they stand behind their chairs in silence. Their teacher will use the last five minutes of each lesson to pack away, ask you questions, share who has got merits and the Golden Ticket, and get you ready to go off to their next lesson. Lessons start and end very efficiently and calmly at The Chalk Hills Academy. We do not teach right to the very last second and then pack away in a rushed and inefficient manner. They will pack away exactly as instructed. They do not talk to your friends. They remain focused on the task of packing away and then they track the teacher. They fold your arms and go back into a **SLANT**.

Around two minutes before the end of your lesson their teacher will give them the signal and they will stand in silence, and their teacher will dismiss them row by row once the bell goes for lesson change over. They will say thank you to their teacher as they leave the classroom. Their teacher will ask them questions as they wait. He or she will choose pupils to ask by name rather than with hands up.

When they get to their next lesson they wait outside for their teacher. They never enter a room without their teacher's express instruction. Being on time is a sign of politeness. Being late is rude and disrespectful. When students line up they have eyes front, shoulder against the wall, they should never turn around, bags are off their backs, they are silent.

Students never go to the toilet between lessons or in lesson time unless they have a medical reason/medical pass or toilet pass given by the academy nurse.

## Outside of the academy

Even when your child is outside of academy, they still represent The Chalk Hills Academy. They should think about how their actions reflect on themselves and their academy. Your child may receive behaviour points or detentions for behaviour outside school that affects their education or brings the academy into disrepute.

After school your child is in our uniform. You are representing The Chalk Hills Academy. If we hear of disrespectful behaviour outside of academy we will punish the pupils 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 they finish at the end of the academy day they should normally go straight home.

As soon as they get home they get changed. Your child should always hang their uniform in the same place every night so they know exactly where it is in the morning. This includes their tie and their school shoes. If they come to school in the wrong uniform they will be placed into internal isolation or sent home to change in the correct uniform.



## At home

When your child does their homework, ensure they keep away from their mobile phone or any computers that might distract them. Find a quiet place for them to work where they can concentrate. Once they've done their homework, packed all of their equipment, and their homework, in their school bag. Parents must check their child's pencil case to make sure they have two black pens that work, one sharp pencil, one green pen, a rubber, a sharpener, a scientific calculator, and a ruler. They don't need anything else in their pencil case. Children must check their timetable to ensure that they have everything they need for the next day, for example, their sports kit. Encourage your child to put their bag next to the rest of their uniform. At The Chalk Hills Academy we will not accept excuses such as "I forget" or "I slept in".

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

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

## The internet and social media

Your child must not be nasty about students or other people on social media. They should be polite and kind online, just the same as when in the academy. If they are bullying, rude, or disrespectful online, they may be punished in the same way as if it had taken place in the academy. They should think about how much time they spend online, and whether they could make better use of your time.

## Where can parent go to report hateful or illegal online content?

### 1. Hateful or sexually inappropriate content

- Parents can report directly to content providers, such as Facebook, YouTube, Instagram, Twitter, Snapchat, asking them to remove hate-filled or overly sexualised content. Most social media platforms have simple processes in place for reporting inappropriate content. Try searching for '**Report**', or look through their terms and conditions, or Help section.
- True Vision is a police-funded site that provides information about hate crime. You can report all forms of hate crime, including online content, at [www.report-it.org.uk](http://www.report-it.org.uk). This includes racial, homophobic, transphobic, religious or disability hate crime.
- To report online material promoting terrorism or extremism go to <https://www.gov.uk/report-terrorism>.

### 2. Mobile phone content

- Report any unsuitable videos, still images or even plain text that your child sees using their mobile phone to your mobile operator. If the mobile operator requires further advice, the query will be passed to the **British Board of Film Classification**.

### 3. Inappropriate contact from an adult online

If you know or suspect that an adult has been communicating with your child online who has tried to do any of the below, report it to **CEOP**, part of the **National Crime Agency**:

- talked about sex or other inappropriate sexual activity;
- asked them to do something that makes them feel uncomfortable, such as send them a naked or partially-clothed image;
- asked them to meet them offline;
- asked them to lie to their parents about, or tried to hide, their online relationship.

### 4. Images of child sexual abuse

If you see any child sexual abuse images and videos online, you can make an anonymous and confidential report to the **IWF** at **[www.iwf.org.uk](http://www.iwf.org.uk)**.

## Behaviour and rewards

Students will receive merits 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 the academy. 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 academy and their teachers.

If there are any concerns please contact your child's PL tutor or Head of Year.

## Mental Health

If you are worried about your child's mental health please seek support. Below is a list of services you could contact to support you and your child.

<p>Luton CAMHS Team</p> 	<p>The Child and Adolescent Mental Health Service (CAMHS) provides outpatient assessments, support and treatment for children and young people up to the age of 18 experiencing moderate to severe mental health problems.</p>	<p>Address: South Bedfordshire/Luton CAMH Team, 1st Floor Charter House, Alma Street, Bedfordshire Luton LU1 2PL Phone: 01582 708140 Opening hours: 9am-5pm Monday to Friday</p>
<p>Kooth</p> 	<p>Kooth is a free, safe and anonymous online chat and emotional wellbeing service for young people aged 11 to 25, who live in Bedfordshire.</p>	<p>Website: <a href="https://www.kooth.com">https://www.kooth.com</a> Qualified Counsellor sessions are scheduled: Monday to Friday 12 noon to 10pm Sat and Sun 6pm to 10pm</p>
<p>Every Mind Matters</p> 	<p>Practical advice – how to deal with stress and anxiety.</p>	<p>Website: <a href="https://www.nhs.uk/every-mind-matters">https://www.nhs.uk/every-mind-matters</a> Online only 24/7</p>
<p>Young Minds</p> 	<p>Advice for parents and carers concerned about the mental health of a child or young person.</p>	<p>Website: <a href="https://www.youngminds.org.uk">https://www.youngminds.org.uk</a> Phone: 0808 802 5544 from 9:30am - 4pm, Monday - Friday.</p>
<p>Barnardo's Believe in children Barnardo's</p> 	<p>Emotional support for children and young people.</p>	<p>Website: <a href="https://www.barnardos.org.uk">https://www.barnardos.org.uk</a></p>
<p>Child bereavement UK</p> 	<p>Support for children and young people who are grieving</p>	<p>Website: <a href="https://www.childbereavementuk.org">https://www.childbereavementuk.org</a> Phone: 0800 02 888 40</p>
<p>Anxiety UK</p> 	<p>Helping those suffering with anxiety disorders.</p>	<p>Website: <a href="https://www.anxietyuk.org.uk">https://www.anxietyuk.org.uk</a> Phone: 03444 775 774 Text: 07537 416 905</p>
<p>The Mix</p> 	<p>Helping for any challenges under 25s' might be facing.</p>	<p>Website: <a href="https://www.themix.org.uk">https://www.themix.org.uk</a> Phone: 08088084994</p>
<p>No Panic</p> 	<p>Helping people with panic attacks and anxiety disorders.</p>	<p>Website: <a href="https://nopanic.org.uk">https://nopanic.org.uk</a> Phone: 03007729844</p>

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