

# HOLBROOK ACADEMY



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Deputy Head : Nicola Shelley

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Dear Parent/Carer

A major topic tackled by this year's School Council has been 'rules'. Students were keen to work towards a more concise 'code' of rules which would not replace the existing body of rules published in our behaviour policy, but would support and amplify them. Council representatives were also keen to identify those rules which appeared to be of the most relevance in terms of improving general behaviour and the way in which students treat one another around the Academy.

In discussion with me, and after several months of debate and consideration, what has emerged is a body of everyday rules that we believe is an expression of our values as a community. They cover general rules, how students should treat our environment, how students should behave around the school, how students should look when in school and how students should behave when learning.

The new code has now been shared with the whole student body and came into force last week. We will now be publishing a 'tariff' of negative points and a statement of available sanctions for those who wilfully breach the code.

I am attaching a copy of the new Student Council code for your reference and I would welcome any comments or observations you might have, sent to:

[Simon.letman@holbrookacademy.org](mailto:Simon.letman@holbrookacademy.org).

Yours sincerely

A handwritten signature in black ink, which appears to read 'Simon Letman', is written over a horizontal line.

Dr Simon Letman

# Holbrook Academy Rules

## Introduction:

At Holbrook Academy we believe that students need an ordered, structured environment in which the system of discipline used is seen to be firm but fair. We also believe that our rules should be relevant, informed by the views of both students and staff and an expression of our values as a community.

We believe that our rules should be based on courtesy, common sense, personal safety and the priority of supporting learning. We also believe that our rules should embody and promote the highest standards of behaviour and dress. As a community, we are committed to dealing firmly and consistently with students who behave unacceptably or fail to work satisfactorily.

The academy has a clear Behaviour and Rewards Policy which is published on the website and is updated regularly. The policy provides considerable detail on the principles and procedures involved in dealing with breaches of rules. In addition to this, working closely with the student body, the school has produced a 'Code' of **twenty-eight key rules**, set out in sections, that we believe everyone should promote and observe on a daily basis to ensure the smooth-running of the academy.

There are **five sections** of rules in our Code. These are:

1. **General rules**
2. **How we treat our school environment**
3. **How we treat each other**
4. **How we look when in school**
5. **How we behave when learning in school**

### 1. **General rules**

There are **six 'General Rules'**. These are:

- For safety reasons, no student should leave the academy site at any point during the school day without proper permission;
- for safety reasons, students should not absent themselves from any lesson without proper permission;
- for health and wellbeing reasons, students should not smoke on site or have any smoking paraphernalia in their possession;
- for safety and legal reasons, students should not consume alcohol on site, be under the influence of alcohol or have any alcohol in their possession;
- for safety and legal reasons, students should not take drugs (drugs defined as those classified under the 1971 Misuse of Drugs Act) on site, be under the influence of drugs or have any drugs paraphernalia in their possession and
- for reasons of personal dignity and for legal reasons, students should not touch other students inappropriately.

### 2. **How we treat our school environment**

There are **six main rules** relating to our environment:

- To ensure the site looks smart, litter should not be dropped inside or outside the building and everyone should strive to keep the school site tidy;
- to ensure that clothing and the environment isn't unduly damaged, chewing gum is not allowed;

- to ensure that food is not dropped and trodden into the carpets, food should not be eaten in the school corridors;
- for legal reasons, cost of replacement and in terms of staff workload, lockers should be respected and not damaged;
- out of respect for others, toilets should be kept clean and be respected by users and
- for reasons of cost and the ability of all to have access to good resources for learning when they need it, all school equipment should be treated with respect.

### **3. How we treat others**

There are **six main rules** relating to how we behave around the school:

- Respect should be shown to everyone;
- to avoid injury or the possibility of bullying, rough play is not allowed;
- to avoid injury, there should be no running inside the building or any pushing in corridors and queues;
- no-one should be sworn at, bullied, made to feel insecure or intimidated in any way;
- as a mark of respect for those who have prepared them, students should sit respectfully and quietly during assemblies and
- for ease of movement around the school, we should all walk on the left-hand side of the corridor.

### **4. How we look when in school**

There are **six main rules** relating to how we look in school:

- In order to project a smart and positive image of the school and as a mark of how proud students feel to be members of it, the published school uniform code should be observed at all times;
- in pursuit of the above aim, coats, jackets and hoodies are not to be worn inside the school buildings;
- for health and wellbeing reasons, excessive makeup should not be worn;
- for health and safety reasons, facial piercings are not allowed;
- for health and safety reasons, only studs or small hoops may be worn as ear piercings and
- for health and wellbeing reasons, coloured hair dyes are not allowed.

### **5. How we behave when learning in school**

There are **four main rules** relating to how we behave when learning:

- No-one should distract others in class;
- students should not 'back chat' teachers;
- everyone should listen respectfully when others are speaking and
- if you wish to speak in class then you should put your hand up.

**END**