



CITY
ACADEMY

SCHOOL BEHAVIOUR
FAMILY HANDBOOK



THE CITY WAY

- OUR PARENTS' GUIDE TO STUDENT BEHAVIOUR

At City Academy, we focus on delivering a CORE education that provides a broad range of opportunities to learn and achieve as well as developing a depth of character around our shared values:

- Collaboration: we succeed by working as a team
- Opportunity: we develop by taking on new challenges
- Respect: we care by respecting and looking after each other
- Excellence: we achieve by giving 100% in everything we do

We know that for our students to achieve their best and thrive while at school they need to feel safe, happy and ready to work. They must be: Ready – Respectful – Safe. We base our school rules on these principles and how they will be expected to behave when they become working adults.

In this guide we set out our rules and The City Way of behaving. We explain why our rules exist, and what happens when students do not follow them. We also give details of our rewards, and the different roles and responsibilities for school, students and parents and carers.

We believe that by working in partnership with you, our parents and carers, we can best equip students with the skills they will need to be successful later in life.

READY – THE CITY WAY

We are ambitious for our students and our aim is to fill their day with as many stimulating teaching and learning opportunities as we can. They can only make the most of these if they are READY.

BEING ON TIME

Students must arrive at school and each lesson on time, so they do not miss important information or disrupt lessons for others. Being punctual is important throughout life, whether that is being on time to meet a friend, arrive at the doctors, get to your driving test or turn up at work when expected.

What happens if students are late for school or lessons?

If students arrive after 8:35am three times in a week, they will receive a 60-minute detention. If students arrive after 9:35am, they receive an automatic 60-minute detention.

If students are more than three minutes late to lessons, they will be given a 20-minute detention. If they are more than 10 minutes late, they will receive a 60-minute detention.

WEARING CORRECT UNIFORM

Students must wear our **school uniform**, which is important in creating a sense of pride and belonging to the City Academy community. It removes the additional pressure of deciding what to wear each day, and the added stress of 'fitting in'. It will also prepare our students for their future opportunities, for example, an excellent first impression in an interview.

What happens if students do not wear correct uniform?

If a student is not in correct uniform due to their personal circumstances, we will provide uniform and support their family to rectify the issue. If students choose not to wear the correct uniform, they risk being sanctioned and spending time in detention after school.

Please remember, we can support families who are struggling with items of uniform, and we have tried to minimise the amount of branded items required to make our uniform affordable.

BRINGING THE RIGHT PE KIT AND EQUIPMENT

We have a simple list of equipment which we expect students to bring to lessons, so that they can tackle work quickly and effectively. This includes their student planner, a pen, a pencil, a ruler, a rubber and a sharpener. It is good for them to get into the habit of checking their timetable and making sure they pack everything they need for the day ahead.

What happens if students do not bring the right PE kit or equipment?

If a student does not wear the correct PE kit or does not have the right equipment due to their personal circumstances, we will provide them with the missing items and support their family in rectifying the issue. If students choose not to wear the correct uniform or continuously fail to bring the correct equipment into school, they risk being sanctioned and spending time in detention after school.

RESPECTFUL - THE CITY WAY

At City Academy, we treat others as we would like to be treated ourselves, and we are proud to welcome students from all cultures, faiths and backgrounds. We can only offer this welcome if we are RESPECTFUL.

BEING RESPECTFUL IN LESSONS

Students must listen in class, and not be disruptive. They must be respectful of other students' comments and questions, just as they will be expected to when they go to college or work.

What happens if students are not respectful in lessons?

If students are not respectful of learning in lessons, they will receive a verbal warning to correct their behaviour. If their behaviour persists, they will be given an Amber 20-minute detention; and if they continue to disrupt learning, they will be given a 60-minute detention that will be held on the same day.

BEHAVING WELL ON THE SCHOOL SITE

City Academy is a place of learning and we expect students to move around the school site and corridors in an orderly manner, so that everyone feels comfortable and the academy stays tidy and cared for. This means not shouting or pushing, getting involved in horse-play, or gathering in restricted areas. Students should also only eat and drink in the canteen.

What happens if students do not behave well on the school site?

If students are not respectful when moving around the building, they will receive a verbal warning to correct their behaviour. If their behaviour persists, they will be given an Amber 20-minute detention and if they continue to act in a way that is not respectful or safe, they will cross the Red line and will be given a 60-minute detention that will be held on the same day.

BEING RESPECTFUL TOWARDS OTHERS

Everyone who comes to City Academy is entitled to respect, and to feel free to be who they are. We expect our students to be tolerant of others, regardless of their race, religion, sexual orientation, family circumstance and so on. We do not allow racist, homophobic or sexist behaviour, harassment or discrimination. We also do not tolerate swearing or other offensive language.

What happens if students are not respectful towards others?

Any swearing or use of discriminatory language crosses the Red line and will automatically result in a 60-minute detention. The sanction may escalate, depending on the severity of the situation.

SAFE – THE CITY WAY

We want all our students to thrive – and they can only do this when they feel, and are, SAFE.

FOLLOWING THE 'NOT SEEN, NOT HEARD' RULE FOR MOBILE PHONES

Students must not use their phone during the school day. While we understand students may want phones for their journeys to or from school, once they enter the school building phones must be switched off, put away and not seen or heard. This is so students can concentrate on learning without distractions – just as would be expected in the workplace.

What happens if students use their phone at school?

We will immediately confiscate (for that day) any phone used during the school hours and give the student a 60-minute detention. If a student refuses to hand over their phone, or uses their phone a second time or more, they will be suspended.

KEEPING THE SCHOOL AND OTHER STUDENTS SAFE

Students must not do anything to make school unsafe – for example, by setting off fire alarms or opening fire doors, bringing harmful items or substances into school or causing damage. Students must not go 'out of bounds', that is, out of the school site during the day, or into areas of school where they do not have permission. This is so that they, and other students and staff, are safe while at school.

What happens if students do not follow this rule?

We take the safety of students, staff and school very seriously and we will suspend any student who does something which is a risk to safety in these ways.

What happens if a student is bullied?

Bullying is rare at City Academy. The wellbeing and safety of students is paramount and all reports of bullying are thoroughly investigated. Our extensive pastoral team, including many trained safeguarding leads, work to ensure there is care for the victim and intervention for the perpetrator. We work with families to ensure a positive resolution.

REWARDS

If your child exceeds expectations and goes above and beyond, we celebrate this and have a variety of rewards including:

- Weekly recognition assemblies
- Trips
- Star of the week
- Postcards and positive messages sent home
- Positive phone calls
- Value awards
- Value credits
- Features in the school newsletter, on the website and social media

An example of one of our many reward trips was the opportunity to go to the Wimbledon Tennis Tournament, pictured below with our Group CEO, Adrian Packer. Tochi, one of our students on the visit, had the following to say:

“Going to Wimbledon was a lot of fun and I’m really happy I had the opportunity to go there.”



ROLES AND RESPONSIBILITIES

We are very fortunate to have supportive and friendly parents and carers. We can help your children develop best when we work together and we all have a crucial role to play in the school's success. Below is our home-school agreement that we all sign to ensure we always give our best.

STUDENTS:

- I will attend school every day and be on time
- I will bring my City 6 equipment every day (student planner, pen, pencil, rubber, ruler, sharpener)
- I will wear full school uniform every day and maintain a smart appearance
- I will complete all classwork and homework on time and to the best of my ability
- I am aware that if I do not follow the correct procedure, I may be issued a sanction
- I will be ready, respectful and safe at all times
- I will respect the school environment and facilities

PARENTS:

- I will support my child to achieve a minimum of 98% attendance. Where this is not possible, I will communicate the reasons for any absence
- I will support the school in their policies on punctuality
- I understand the school's uniform and equipment policy and will ensure my child follows them
- I will communicate to the school any issues that may affect the education or welfare of my child
- I understand academic success and educational visits may be used for the school's social media accounts
- I will support my child to follow the code of conduct at City Academy and any sanctions that occur from breaking it

CITY ACADEMY:

- We will ensure the school is a safe learning environment where all feel valued
- We will search for and confiscate items that may be harmful to students or others
- We will develop students' character to build them into valued members of society
- We will provide a balanced curriculum that follows national guidelines
- We will ensure high standards of work and behaviour are followed at all times
- We will communicate regularly with parents – you are valued members of our community
- We will support all students in securing further education and work

We hope you have found this guide to the **CITY WAY** helpful. You can find out more details in our [behaviour policy](#)

