



# St Luke's Science and Sports College

A Church of England (VC) School founded in 1873

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Principal: Dave Holt



Friday, 04 December 2015

Science

Dear Parent/Carer



Since I last wrote to you in April, we have spent a great deal of time implementing our behaviour systems and policies to ensure we get the very best out of our students in terms of their engagement, attendance and achievement. We have spent this last term and a half focussing our attentions on our 'basic expectations' in terms of punctuality, attendance, uniform and preparation for learning. We have been delighted with the student's response to this and also the manner in which they accept consequences that are associated with any misdemeanours that happen to take place.

We of course have the very highest expectations of our students and want to keep building upon this work to ensure that all of our students have the very best environment for their learning.



Today, we will be talking to all students to reinforce our basic expectations and to clearly articulate the next phase in our behaviour review which, will run alongside our E-praise rewards system, to ensure that both students and staff have clear and consistent structures in place to promote learning. This system will be implemented from Monday 7<sup>th</sup> December and in particular is centred on students having a clear sense of expectations in the classroom. All students will be given a 'warning' for any misdemeanour that falls outside of the rules noted in the information below (LEARN). A second 'warning' will result in that student being removed from the classroom and placed in our Parking Room where they will continue their learning in a different environment. As parents/carers, you will be informed immediately of any such parking via a text from our SchoolComms system.



It is important that you as parents/carers are aware of these systems and I hope that the information enclosed helps you to understand what we are putting in place. I also hope that you will fully support our approach and appreciate that we simply want the very best for all of our students in terms of their academic success and preparation for future life.



I have taken the opportunity to highlight the 'basic expectations' the College has of students overleaf and ask that you discuss these in conversations with your son/daughter.

Yours sincerely



Mr. D. Holt  
Principal



Small text below the logo.



### St. Luke's 'Basic' Expectations of Students - LEARN

Expectation	Specific Details	Consequences
L - LATE	<ul style="list-style-type: none"> <li>• Every student should arrive at College no later than 8.40am in order to prepare for tutorial.</li> <li>• Every student should arrive no later than 5 minutes after the bell for every lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student arriving in to College after 8.50am, without a valid reason and communication from parents, will receive a lunchtime detention on that day (1.30 – 1.50pm).</li> <li>• Any student who arrives to a lesson later than 5 minutes after the bell, without a note from an adult that can explain the lateness, will receive an immediate 'first warning'.</li> </ul>
E - EQUIPMENT	<ul style="list-style-type: none"> <li>• Every student should adhere to the College Uniform Code (enclosed) at all times.</li> <li>• Every student should have the basic equipment every day which includes a 2 x pens, 2 x pencils, eraser, ruler and planner. (NB. we also strongly recommend a calculator and pencil case).</li> <li>• Students should bring their ID card in to College each day.</li> <li>• Every student should have their full PE kit on the days they are timetabled for PE.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who do not have the correct uniform on arrival at College will be expected to wear 'loaned' uniform and/or parents contacted to bring uniform in to College.</li> <li>• Students who are not wearing the correct uniform or wearing uniform smartly (including shirts being tucked in) in and around College will be issued with an immediate lunchtime detention on that day (1.30 – 1.50pm).</li> <li>• Students who are not wearing the correct uniform in lessons will be issued with a 'warning'.</li> <li>• Students who do not have the correct basic equipment in lessons will be issued with a 'warning'.</li> <li>• Students who do not have the correct PE kit will be expected to wear College 'loaned' kit and issued with a 'warning'.</li> </ul>
A – ATTITUDE Are you doing your best?	<ul style="list-style-type: none"> <li>• Every student should be working hard in their lessons and taking pride in their work.</li> <li>• Every student should complete homework that has been set for them.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student who refuses to work or does not complete work to the right standard for their ability will be issued with a 'warning'.</li> <li>• Any student who does not complete their homework will be issued with a HOD lunchtime detention.</li> </ul>
R - RESPECT	<ul style="list-style-type: none"> <li>• Every student should be following the instruction of the teacher/adult in the lesson.</li> <li>• Every student should listen respectfully to the teacher and other students when they are contributing to the lesson.</li> <li>• No student should talk over a teacher/adult or another student when they are contributing to a lesson.</li> <li>• No student should use inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Any students that is disrespectful to another person in class through their language or actions will be issued with a 'warning'.</li> </ul>

	<p>or language that may cause offence to another.</p> <ul style="list-style-type: none"> <li>• Every student should respect the College environment and equipment, including ICT equipment.</li> <li>• No student should have a mobile phone, MP3, MP4 or headphones out in a lesson unless directed to do so by a teacher/adult as part of their learning.</li> </ul>	
NO Calling out	<ul style="list-style-type: none"> <li>• No student should call out during a lesson when asked a question.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student that calls out will be issued with a 'warning'.</li> </ul>
Mobile Phones and Headphones	<p>Mobile phones and headphones should not be visible at any time during lessons or whilst walking between lessons. Use at breaktime and lunch are acceptable but they must not be visible following the second bell tutorial or lunchtime.</p>	<ul style="list-style-type: none"> <li>• Any mobile phone seen at these times will be confiscated until the end of the day.</li> </ul>

### College Uniform Code

We set great importance on the wearing of college uniform as a way to promote students' sense of belonging. We have a very smart uniform, with items that can be purchased through a number of different outlets. All students from Year 7 to 11 are expected to wear the appropriate uniform at all times. We teach the students to take pride in their appearance at all times. We will of course accommodate any recognised religious or cultural standards in keeping with the inclusive ethos of the College.

#### Main Uniform

- Black Blazer with pocket college badge.
- Coats & Scarves may only be worn outside the building and not as a substitute for a blazer. Coats should be a dark colour. Hoodies are not acceptable as coats. All Coats, Scarves and Hoodies should be removed by the first bell for tutorial (8.40pm) and not worn again whilst inside the College building.
- Clip-on Tie in House stripe (see below), pulled up to the neck.
- V Neck Sweaters (not cardigan) only must be plain and black and only worn under the blazer.
- Shirts must be plain and white with buttons all the way up and tucked into trousers or skirt. Blouses are not permissible. Course specific specialist tops may only be worn when the student is on the scheduled course. Female students are permitted to wear tailored white shirts. Tailored white shirts do not have to be tucked in to their skirt or trousers.
- T Shirts worn under the shirt must be plain white, with no logos and should be tucked into trousers or skirt.
- Trousers must be plain black and full length. No jeans of any colour. Skinnies (ankle tight leggings) are not acceptable.
- Skirts must be plain black and no higher than 5cm above the knee. Frilled / RaRa / Cheerleader/tight pencil skirts are not acceptable.
- Socks must be plain black, white or grey. No other colour. Tights must be black or natural.
- Shoes in general must be in keeping with the rest of the St Luke's uniform with careful consideration towards cost, fashion, practicality and safety. Shoes must be completely black

with black lace or Velcro fastening and with fully enclosed toe and heel areas of a sensible height (25mm). Coloured logos, stripes, patterns, piping or edging are not permitted under any circumstances. Flip Flops, High Fashion Boots, Walking, Climbing, Outdoor Activity, hard toed shoes or industrial boots are not acceptable, unless specifically required as part of a student's Personal Protective Equipment. Adornments such as bows and buckles must be black. St Luke's strongly recommends substantial leather shoes for use in all workshop areas.

- Fashion Belts, Hoodies, Baseball Caps or any form of denim are unacceptable and must never be worn.
- Hair must be clean and a natural colour. Styles must not reflect any group affiliation e.g. carved patterns, mohicans, excessively short crops (grades zero and one) are not considered acceptable. Alternative education provision will be made for students' who do not comply with these rules.
- Jewellery for Health & Safety reasons jewellery is strictly limited to a watch, one stud in the lobe of each ear only, one small ring and one small necklace (worn underneath shirt). Facial jewellery / piercings are not acceptable, neither are bracelets, bangles or chunky necklaces. Ear lobe stretchers are strictly forbidden. This is the result of advice from the Exeter Heads of PE meeting held in October 15 based purely on Health and Safety grounds.
- Non-uniform days: clothing should be non-revealing and not bare offensive logos or comments. The rules concerning hair colour, hats and facial jewellery will still apply.
- Chewing Gum must not be brought into College.