



THE BILLERICAY SCHOOL

## OUR WHOLE SCHOOL ROUTINES AND EXPECTATIONS

IN OUR SCHOOL EVERY TEACHER FOLLOWS THE SAME ROUTINES

### EVERY MORNING

1. Every class lines up with coats off and blazers on before entry.
2. We will give you a warm and positive greeting at the door.
3. We will do a uniform check as you enter the room... if your uniform is incorrect we will remind you to correct it and sign your Expectations Card.
4. When you answer the register we expect Yes Miss/Yes Sir or similar as it's respectful.
5. Every morning your tutor will check you have a planner and the following equipment: calculator, pencil case, pen, pencil, ruler and purple pen (if missing they will sign your Expectations Card, you can buy new equipment at break or lunch only.)
6. If you have a uniform issue that you need to go to Student/Services for they will then sign your planner and allow you to go.
7. On leaving we will ask you to stand behind your chair in silence with coats on if you wish.
8. We will stand in the door so they can watch the corridors, this is to ensure they aren't too busy, they will dismiss you in an orderly manner row by row, please be patient.

### A UNIFORM REMINDER

Coat off, blazer on (with house badge sewn on)

Shirt tucked in and tie correctly tied

No smartwatches

Yellow stripe seen on skirt

No trainers ('medical need' trainers must be unbranded)

No false nails, painted nails or heavy make up including false eyelashes

No jewellery other than 1 pair of studs

No hoodies, skinny trousers, fashion items (belts etc)

### OUR LESSON ROUTINES

#### ENTRY

1. Coats off and line up before entry
2. You will be welcomed and have a uniform check at the door.
3. Please put your planners out on your desk.
4. Please answer the register Yes Miss, Yes Sir or similar.

#### EXIT

1. Pack away and check floors and tables for any items left
2. Stand silently behind your chairs with your coat on if you wish
3. You will be dismissed sensibly and your teacher will stand in the doorway to check the corridors are calm.