

WE ARE LONGFIELD... WE ARE PROUD!



PASSIONATE: we are committed to thriving here at Longfield and celebrate different faiths and beliefs



RESPECTFUL: we are kind and appreciate everyone here at Longfield, underpinning the fundamental value of Democracy



ORGANISED: through resilience and maturity, we are prepared here at Longfield and thrive within the rule of law



UNITED: we welcome and celebrate everyone into our community here at Longfield, in a spirit of mutual respect



DETERMINED: we have high aspirations for all here at Longfield and value Individual Liberty

WE ARE LONGFIELD...WE ARE PROUD (CHARTER *supports you to build the characteristics of a kind and considerate individual!*

TRANSPORT

Travelling to and from school – the pupil gate locks promptly at 8.45am

- Think about the safety of all people – think of your safety and happiness and the safety and happiness of all other adults and children at all times
- Respect all property – Everything belongs to someone, and a lot of things belong to all of us as citizens, respect it all as if it is your own property
- Think about the enjoyment of other people – when travelling to and from school you will come into contact with lots of different people, if your actions make them unhappy you are letting down: yourself, your family and the school. The welfare team will refer you to community-based sessions should you need support with this.

Being dropped off at and picked up from school

- As soon as you arrive at school you must think about the points above
- Come into school sensibly through the safety gate and into the pupil entrance
- Leave by the same exit.

Walking to school

- Conduct yourself sensibly and enter and leave through the pupil entrance
- Be considerate of members of the public.

Cycling to school

- Park your bike and secure it in the bike shed and enter and exit through the front entrance
- Wear a helmet & high visibility clothing
- If it is winter, use lights to be seen and do not cycle if it is icy.

Travelling by taxi

- You must follow all safety instructions from the driver
- Be polite; say hello, please and thank you
- Be considerate of other passengers or pupils in your taxi
- Use the main entrance.

Travelling by bus (ARRIVA public transport)

- Walk sensibly to your bus stop (see walking guidelines above)
- Stand at your stop and do not obstruct the pavement or people going about their day
- Enter the bus one at a time, be polite, sit down and follow all safety rules including sitting down and wearing a seat belt
- Stay seated until the bus stops

- Exit one at a time
- Enter and exit through the pupil entrance
- When you get off the bus on an evening walk sensibly to your house.

BREAK AND LUNCH

Before 8.45 and at 3.20pm - Topping up your canteen balance

- In poor weather pupils are permitted to leave their mode of transport and go straight into the building following the other rules of the Charter
- Pupils must not top up their canteen balance during lesson time
- At 3.20pm leave sensibly by your usual mode of transport.

Mobile Devices

- You are allowed to bring these to school, you must hand them in to your Year Leader before morning registration and collect them at the end of the day. This leaves you free to think about learning and positive social experiences for the time you are on the premises.

Canteen Conduct

- Stand sensibly in the dinner queue listening carefully to the instructions of the dinner queue supervisor teachers
- Practice good manners when ordering & receiving food and at all times
- Line up sensibly in the main corridors quietly and on till queues
- Sit at a table to eat
- Be 'treatwise' – only two biscuits at a time please
- Put all food waste into the bins provided
- Think of the next person – clear the table, including all trays plates, bowls and cutlery
- Clean up any spillages – there will be a cleaning station positioned next to the used tray rack where plates are put away. This is at the back of the canteen adjacent to the rear doors
- Leave the seats at the table where you found them
- Put your seat under after you have finished, ready for the next person.

Rules of 'Lending'

If you owe more than £4.00 the following rules apply:

- At lunchtime, you will be able to have a sandwich but no 'luxuries' such as bottled drinks, popcorn etc. There is always free filtered water available
- To help you to clear your debt, you will not be able to borrow more money
- You will need to get a 'lend' card BEFORE you go to the canteen, these are from reception
- Anyone who is on the outstanding dinner money list can have free tea and toast in the morning
- Parents and pupils are encouraged to check their lunch money balance regularly and top up before break time where possible
- If you are entitled to Free School Meals stick to your daily limit please. Students occasionally go over this limit and arrangements will be made to clear any outstanding balances.

Litter

- Food can only be eaten in the dining areas

- Bottled water may be taken out of the canteen
- Hit drinks in the canteen only please
- All litter must be placed into the bins provided
- Use all bin stations around the school building
- Please also use bins in classrooms and around school if the main bins are empty.

Ball Game Free Zones and Field Conduct

- There are no ball games on the main yard or near any windows
- In good weather when the field is open use the field and yards for games etc. Go outside and enjoy the fresh air.

Corridor Conduct

- Walk on the left at all times
- In poor or wet weather, you are allowed to stay indoors where at possible, using form rooms
- Teachers will stand in corridors between lessons, listen to their instructions
- Make sure you keep a space between yourself and others to allow movement and flow and avoid any crushing. If there is a potential crush between lessons, stand still and wait for a member of staff to clear a space
- If you are in a relationship with another pupil at Longfield, leave any personal contact for after-school.

Field Rules

- Remember to adhere to the 'Ball Game Free Zones'
- Use the outside bins around the area
- If you are not near a bin, take your litter to the bins inside at the end of break/lunch
- At around 1:15 a teacher will usually ask you to make your way down from the furthest areas of the field and 3G pitch back towards school; this the 'Get Ready' bell
- At 1.20 pm you should already be near the building – go to Period 4 immediately.

Consumption of Fizzy/Energy Drinks

- Only water may be consumed during lessons and it is freely available throughout the school day
- We advise against any energy drinks at all times; they are not allowed in school at all
- Fizzy drinks are for home time, we don't allow these in school.

Smoking/Vaping

- These are highly addictive and very dangerous
- You will receive a help which includes a sanction
- Your items will be confiscated for your safety and parents can pick them up
- We have access to awareness sessions on the dangers of smoking and vaping and a compulsory smoking cessation programme
- We can also be to further welfare work.

The school may forward the names of pupils with repeated issues to the Council Enforcement Officer and the Police and further incidents will result in more serious sanctions being considered by the school. The school may choose to seek assistance from the Local Enforcement Officer or the Police in pursuing a statutory fixed penalty notice.

The penalties and fines for the smoke-free offences set out in Health Act 2006 are; a fixed penalty notice of £50 (discounted to £30 if paid within 15 days from the issue of a notice) or a fine by a court not exceeding level 1 on the standard scale (up to £200).

LESSONS

- Always follow the instructions of the adult in charge
- Start positively - Enter in silence and stand behind your chairs
- Answer your name on the register while standing and hold up your planner and equipment
- Complete all tasks, beginning with the Connection Task – try your best to get positive ClassCharts clicks
- Sit in your allocated place on the ClassCharts seating plan
- Working in silence helps you to think – don't talk about anything unless the teacher asks you to talk about work
- If you put your hand up do this without talking and wait for your turn
- Never talk about anything other than the work
- Be respectful and respect will come back to you
- Speak to other people how you would like to be spoken to
- Stay in your lesson where at all possible, if you do leave it will be only if you have an appropriate pass
- Drink water, if necessary and if you have it with you
- Eating is not necessary during lesson times
- End positively - Stand behind chairs at the end of each lesson and wait for the teacher to dismiss you in silence
- Then think about the Corridor Conduct section, as you move to your next destination.