



21 July 2021

Dear Parent/Carer

Introducing Nottingham Emmanuel's Behaviour Curriculum

My name is Robert Tapp and I would like to take this opportunity to introduce myself to you as the new Assistant Principal Pastoral at Nottingham Emmanuel. I have worked in Nottingham city schools since 2002 and took up my position at Nottingham Emmanuel on Monday 28th June. I have thoroughly enjoyed meeting the staff and students whilst gaining an initial understanding of Nottingham Emmanuel. I feel privileged to be able to have the opportunity to work at this school and I'm looking forward to developing the pastoral provision.

Having observed student behaviour across all areas of the school over the last 3 weeks I feel there is a need to refocus and reintroduce not only the basic expectations we have of students but also to reinforce the expected classroom behaviours to increase student learning. To achieve this I have started the design and implementation of a Behaviour Curriculum at Nottingham Emmanuel which will be introduced to students when they return in September. As part of this curriculum I will be introducing Nottingham Emmanuel's Learning Foundations, routines for certain times of the day and set classroom expectations. Our aim is for 100% of our students to meet these expectations 100% of the time.

Learning Foundations

These set out the basic expectations we have of our students. The Learning Foundations will provide a calm and focused environment for all staff and students. This will increase the opportunities for students to learn in all lessons. I have included the current draft Learning Foundations poster to provide you with an understanding of the Learning Foundations we have of our students. As I hope you will agree these Learning Foundations are all consistently obtainable by our students. We will provide support and intervention to students who may struggle to meet these Learning Foundations.

Initially when students return to Nottingham Emmanuel in September there will be a period of education and introduction of the Learning Foundations. Following this introduction period students will be regularly acknowledged for meeting the Learning Foundations. Students who fail to meet the Learning Foundations will receive same day detentions via Learning Foundation negatives. Multiple Learning Foundation negatives will result in escalated sanctions and intervention to aid improvements. For a Learning Foundation same day detention parents will receive a text message informing them of the detention and stating that a Learning Foundation negative has been issued. Parents will not receive a phone call for the issuing of one learning foundation negative. Year leaders will contact home if multiple learning negatives are issued within one day or week.

One of the current concerns is the inconsistency of student uniform. I have included an updated version of the School Uniform Expectations document which has been created to provide guidance and clarity to students and parents regarding Nottingham Emmanuel's uniform and equipment requirements. Parents will be able to find a version of this on the website. I hope the inclusion of pictures provides further guidance. From my initial observations over the last 3 weeks I would ask parents to pay particular attention to the following areas of the School Uniform Expectation document:

- Blazer and Jumper sections
- School shoes
- Skirt
- Bag and pencil case
- Jewellery

Please be aware that students who arrive to Nottingham Emmanuel not adhering to the uniform Learning Foundation expectations without valid reason will not be allowed to attend lessons until the uniform has been corrected or temporary uniform provided. This may result in students remaining in the ILU for a period of time.

Routines

There will be set routines in place at Nottingham Emmanuel for key parts of the school day. This is to provide clarity and consistency of the expectations of these times. The routines will help with the creation of a calm and focused environment for all. Routines will initially focus on:

- Morning entry and line up
- Movement between lessons (one way system)
- Lunchtime

Routines forms part of the Learning Foundations. There will be an initial period of education and practising of these routines when students return to Nottingham Emmanuel in September. We expect these routines to become habit for all of our students. Further routines may be introduced during the academic year.

Classroom Expectations

In school, teachers must be allowed to teach and students must be allowed to learn. Disruptive classroom behaviour prevents this. To reduce the level of disruptive behaviour I am currently working towards a structured expectation of all students within classrooms. In its current form this is framed within LEARNS:

Listening to others when they are talking
Excellent attitude to work
Always following staff instructions
Remaining in seat at all times
Never distract or prevent others from learning
Strive to work as hard as possible at all times

I hope you agree that these are realistic expectations of all of our students within lessons. Students who continually meet these expectations will be acknowledged and rewarded. Students that persistently fail to meet these expectations and therefore disrupt learning will receive sanctions in the form of Nottingham Emmanuel's warning system.

Warning System

Warning 1 – Disruptive behaviour. Student reminded of behaviour expectation and informed how to correct behaviour.

Warning 2 – Repeated disruptive behaviour. Student reminded of behaviour expectation and informed how to correct behaviour. This will be accompanied by either a 15minute subject detention or reflective piece of homework set by the class teacher.

Learning Negative Point – Persistent disruptive behaviour. Student may be removed from the classroom due to continued disruptive behaviour. This will be accompanied by a same day afterschool 1 hour detention and contact home by the subject teacher.

Direct Negative Point – Serious or unsafe behaviour will result in instant classroom removal, being placed into the ILU and Year Leader investigation. Year leaders will contact home to discuss the behaviour and sanctions.

Repeated Warning 2s and Learning Negatives will result in escalated sanctions and interventions.

I finish this letter by reiterating our aspirations of 100% of our students 100% of the time. As we as a school move towards this we will be improving the learning environment for all of our students and teachers. I welcome and look forward to the support of parents to achieve this.

If you have any questions regarding the content of this correspondence please do not hesitate to contact your child's Year Leader in the first instance. Their emails are set out below

Year Group	Year Leader	Email
7	Mr Jackson	GJA@emmaunel.nottingham.sch.uk
8	Mr Barrow	TBC
9	Mr Gardner	hgardner@emmaunel.nottingham.sch.uk
10	Mrs Featonby	SFE@emmaunel.nottingham.sch.uk
11	Mr Marsh	oma@emmaunel.nottingham.sch.uk

You can contact me on rtapp@emmaunel.nottingham.sch.uk if you would like to discuss any of the content directly.

I look forward to working with you in the coming months and academic years.

Yours Faithfully



Robert Tapp
Assistant Principal Pastoral
Nottingham Emmanuel School

Summary

- Welcome from Robert Tapp – Assistant Principal Pastoral
- Introduction of the new Behaviour Curriculum to reinforce expectations of students
- Behaviour curriculum includes:
 - Learning Foundations
 - Classroom expectations – LEARNS
 - Routines
- Rewards and sanctions
- Email contacts of all Year Leaders

Attached below

- Learning Foundation draft Poster
- School Uniform Guidance document

Nottingham Emmanuel Learning Foundations



Uniform

Students will be smartly dressed in full school uniform at all times throughout the school day.



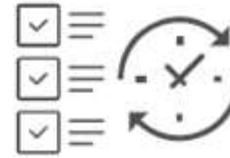
Mobile phones & accessories

All mobile devices and accessories are banned within the school building. Students will turn off devices and place them into their school bag for the entire school day.



No physical contact

Students will not make intentional physical contact with other students throughout the school day.



Following all instructions & school routines

Students will following staff instructions and school routines at all times.



Punctuality

Students will arrive promptly to school and lessons.



Outside – students will respect the outside environment by placing litter into bins and not damaging school equipment.

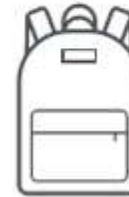


Respecting the environment

Inside – students will respect the inside environment by walking calmly and quietly on the left hand side and following directional systems.



Public transport – students will respect all methods of public transport and everyone using or operating public transport all of the time.



Equipment

All students will bring basic equipment every day. This will include a school bag and pencil case containing pen, pencil, rubber, ruler and scientific calculator



Eating and drinking

Eating will only take place in designated areas. Chewing gum is banned at all times. With the exception of water no food or drink is allowed to be consumed in lessons.



School Uniform Expectations

The purpose of this document is to provide parents and students with a detailed explanation of Nottingham Emmanuel's school uniform expectations. This will ensure

- Consistency amongst all students
- Clarity to all parents to avoid time and money being spent on items not permitted

All items of school uniform listed below should be clearly marked with the student's full name, preferably by name tape.

The school will be the final arbiter on what is deemed to be acceptable as school uniform. Where there are concerns regarding uniform parents will be contacted and issues discussed.

Students arriving to school with incorrect uniform as detailed below will be spoken to and reasons assessed. Students will not access lessons with incorrect uniform if no suitable reason can be provided and the uniform issue not resolved.

Students arriving wearing jewellery will have items confiscated and parents contacted. Items will be returned to parents.

The details of the school uniform supplier can be found at the end of this expectations document.

** - Items must be purchased via Just School Wear

* - Items can be purchased via Just School Wear or other shops

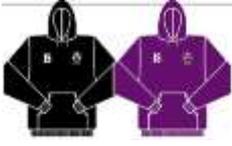
"100% of students, 100% of the time"

School Uniform Items			
Item	Image	Student Uniform Expectations	Students do not wear
Blazer and Tie**		<p>Black Blazer with Nottingham Emmanuel school badge (exclusive design for Emmanuel). School Tie with house colours.</p> <p>Available from Just School Wear</p>	<p>Non logoed black blazer</p> <p>No blazer</p> <p>No Tie</p> <p>Tie not worn to the top shirt button</p> <p>Students must wear their blazer everyday.</p>
Shirt or Blouse*		<p>Plain white buttoned to the neck and with a rigid collar.</p> <p>Can be long or short sleeved</p>	<p>T Shirt</p> <p>Polo Shirt</p> <p>Round Collar</p> <p>Coloured/logoed tops/polo shirts under shirts</p>
Trousers*		<p>Black normal/loose fitting trousers worn at the waist.</p> <p>Trousers must touch the top of the shoe (laces).</p>	<p>Denim or jean material trousers</p> <p>Leggings, Lycra, Skinny, Slim-fit, cropped, ankle grazers, chinos, culottes, low rise trousers</p> <p>Leggings Lycra</p>

School Uniform Items			
Item	Image	Student Uniform Expectations	Students do not wear
Skirt*		<p>Plain black formal knee length skirt</p> <p>Worn on the waist</p>	<p>Fashion skirts (e.g. lycra, bodycon)</p> <p>Rolled up skirts</p> <p>Logoed skirts</p>
Jumper*		<p>Black plain V-neck jumper with no logo (cardigans are not permitted)</p> <p>Jumper to be worn with the school blazer not instead of it.</p>	<p>Rounded neck jumpers</p> <p>Logoed jumpers</p> <p>Hoodies</p> <p>Black jumper is not a substitute for the school blazer.</p>
Shoes		<p>Black formal leather shoes or ankle high, flat souled boots are allowed.</p>	<p>Shoes which prevent trousers being worn correctly</p> <p>Trainers, logoed trainers, canvas shoes, leather Converse/Vans plimsolls</p> <p>Any logos</p>
Bag		<p>Plain practical school bag. We recommend a double straps rucksack style bag. School bag must be able to securely transport multiple A4 sized school books and equipment.</p> <p>Students must also bring a pencil case containing Pen, pencil, ruler, rubber and scientific calculator</p>	<p>Handbags</p> <p>Pouches</p> <p>School bag must be present at morning line up</p>

Other Uniform Items		
Item	Student Uniform Expectations	Students do not wear
Belt	Plain black belt	Coloured belt
Socks/Tights	Plain white or black ankle length socks Black/flesh coloured tights	Knee length socks Coloured socks Coloured tights
Religious Clothing	Students are permitted to wear plain black kameez or shalwar with a school tie Students are permitted to wear a plain black or purple hijab	Colour items
Coat	Plain colour warm and waterproof coat. Coat must allow blazer to be worn underneath	Leather coat Denim coat Sweatshirts Hooded tops Sports branded jacket
Jewellery	A wristwatch Religious items Small lapel pin to represent faith (e.g. fish or cross)	No other jewellery (including piercings and bracelets) permitted No smart watches (equivalent) Plasters may not be worn over piercings to cover them up
Cycling Items	Students are encouraged to wear a luminous jacket and safety helmet if cycling to school	
Electronic Items	Students are not permitted to have or use any electronic items during the school day.	Mobile phones to be turned off and placed into school bag Students may bring headphones for certain subjects (Computer Science/I Media). These must be kept in school bag until required subject use.
Hair/Make Up/Nail Polish	Hair should be of a formal and sensible style, natural colour and not excessively long.	Multi-coloured hair Non natural colour (bright pink, blue red etc) Shaved lines, patterns, sections or wedges No make-up is allowed No nail polish or false nails are allowed. PE lessons – Hair long enough must be tied up for all PE lessons

PE Uniform			
Item	Image	Student Uniform Expectations	Students do not wear
Polo Shirt**		Purple polo shirt with embroidered school badge. Available from Just School Wear	Coloured polo shirts T shirts
Sports Shorts or Cycling Shorts*		Plain black sports shorts or long cycling shorts	Other coloured shorts ‘Hot pant style’ shorts Excessively large logos
Games Jersey**		Black and purple games jersey Available from Just School Wear	Other coloured and logoed sports tops or hoodies
Socks*		Plain black long sports socks (indoor and outdoor activities)	Other coloured sports socks School socks
Trainers		Sports trainers with non-marking soles	No fashion trainers or boots School shoes

PE Uniform Optional Items			
Black Tracksuit Bottoms*	School PE Hoody	Football Boots and Shin Pads*	Gum shield*
			
<p>Plain black tracksuit bottoms or joggers</p> <p>Other coloured tracksuit bottoms are not permitted</p> <p>Excessively large logos not permitted</p> <p>Leggings are not permitted.</p>	<p>School PE Hoody for Years 9-11 only</p> <p>Available to order from the PE Department at 3 points during the academic year</p>	<p>Moulded or studded football boots permitted</p> <p>Metal studded boots not permitted</p>	

Uniform Supplier

Just School Wear
 Head Office,
 3 Calverton Business Park,
 Hoyle Road, Calverton,
 Nottingham, NG14 6QL
 Branches in - West Bridgford, Arnold, Aspley, Bulwell and Long Eaton

Email - info@just-schoolwear.co.uk

Telephone - 0115 965 2869

Website (recommended way) - <https://just-schoolwear.co.uk/product-category/the-nottingham-emmanuel-school/>

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