

Portlethen Academy

Learn and Improve. Get Involved. Think of the Consequences. Respect All.

Vision

To be the very best we can be

Values

Learn and improve

Get involved

Think about the consequences

Respect All

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Vision To be the very best we can be

So what does it mean?

The aim is to be a safe and welcoming environment for each pupil, member of staff and the school as a whole so that we get

- The best grades
- The best skills and experiences
- The best reputation
- The best opportunities after school

Rules and Procedures - Why?

- Health and Safety of All
- No disruption of Teaching and Learning
- Anti bullying
- Respect for All
- Practical Reasons (over 800 pupils)
- Security

Corridor Behaviour

- No running
- Keep left
- Be safe on the balconies
- S1-3 not above ground floor until after warning bells unless attending a club or seeing a member of staff
- Seniors not above 1st floor as above
- Don't leave bags/jackets lying
- No littering
- Stick to own Social Areas
- Don't gather in groups blocking corridors/stairs doorways
- Last one applies outside the theatre on the grey floored area.

Class procedures

- Be in class or queuing at the door by the second bell
- Lateness to any class can result in detention given by the class teacher or referral to Guidance/SLT
- Full uniform, jackets off, ready for learning
- Phones off and out of sight, same with headphones
- Correct equipment (eg pen, ruler, calculator) and resources out
- No disruption of learning (affects you and others)
- Water only and not near ICT equipment
- Follow the instructions of staff

Out of class Procedures

- Class time is for teaching and learning so avoid being out of class
- First thing, breaks and lunchtimes are when you go to the toilet, get water, food etc.,
- No pupil should need out to the toilet during the first 10 mins of a lesson or the last 10mins
- Always attend class first then ask teacher for permission to go elsewhere eg nurse, guidance, SLT
- Must sign out of class and back in on the sheet or jotter provided

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Out of School Procedures

- Be safe around roads and vehicles
- Do not drop litter(including food)
- Build our reputation with the community, don't damage it

School Buses

- Be safe at all times
- Don't do anything that could distract the driver
- Wear the seatbelts provided (new law introduced August 2018)
- Use the bus you are assigned to and always carry and show your pass

Phones (and anything staff feel disrupts learning and teaching)

- Only for educational purposes and with permission of staff
- Switch off before class
- Confiscation can be without warning – this is the warning!
- Staff will confiscate and put phone to the office
- If confiscated switch phone off and hand over immediately
- Any dispute re phone handover PT or SLT called
- Do not take images of staff or other pupils without their permission

If you need to contact home or home needs to contact you

- Do so in your time eg break/lunchtime
- **Never** leave without alerting a member of staff and/or signing out
- Parents call the office and we arrange for messages to be passed on.

Doors

Pupils must use the correct door for coming into and leaving school

Pupil entrances are:

Next to Basketball Court, Into PE corridor, next to Social Area/D&T, into Social Area opposite Theatre

Pupil Exits at Break, Lunch and End of School are:

As above plus the exit at the end of D&T corridor

Never leave by any of these exits at any other time, except with a Teacher or in an emergency. If opened the door alarm will sound in the Janitors Office. If you need to leave during lesson time you should go via Reception at the School Office and use the exit at the front of the school.

Emergency Procedures

- Think Safety, Stay Calm, Follow Instructions
- Do Not Rush
- Alert staff immediately to strangers/former pupils/anything unusual in and around the building
- Always assume it is a real event
- Behave appropriately to help us manage it
- Remember if something happens to this building or anyone in it your learning will be affected
- If they are with you take jackets, bags and keys
- If at lunchtime or break put litter in bins as you leave
- Evacuation not always the solution, we will practice other situations

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