

RESPECT  
COURAGE  
EQUALITY  
FRIENDSHIP  
EXCELLENCE  
DETERMINATION

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# The EDA Way



The way we do things at *Erasmus Darwin Academy.*

2022 - 2023

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# **The EDA Way**

'The EDA Way' is the way we do things at *Erasmus Darwin Academy*.

At EDA we believe that every student has the right to learn and every teacher has the right to teach. At EDA we recognise our students for the right behaviour choices they make and we take action to remind them of the consequences of any wrong choices. EDA staff will always challenge poor choices, however small, because we want to make our students better people. We have high expectations of our students because we want to empower students to be successful in their future life.

EDA is built upon mutual respect. We expect students to say 'Sir' and 'Miss' to teachers. We say 'thank you', 'excuse me', 'please' and smile when we greet people, both inside and outside school.

## **Academy Rules**

Within the *Erasmus Darwin Academy* community, everyone is expected to exemplify our academy values in everything they do. To support this, the academy has three rules:

- **Be Ready**
- **Be Respectful**
- **Be Safe**

### **Be Ready:**

Attend school every day possible and arrive on time.  
Bring all the basic equipment needed for the day.  
Wear the correct uniform in the correct way, every day.  
Be punctual for everything.  
Accept that learning is a challenge and will not always be easy.  
Have a thirst for learning.

### **Be Respectful:**

Follow staff instructions first time and at all times.  
Behave respectfully to others.  
Be considerate to others.  
Be polite and courteous.  
Allow others to learn.  
Do not make other people's lives difficult or unpleasant.  
Play an active and positive part in all aspects of school life.  
Accept and celebrate the differences within the academy community.

### **Be Safe:**

Always act in a way that will not cause danger to others.  
Never verbally or physically abuse someone else.  
Do not bring any illegal, offensive, dangerous or forbidden items into school.

### ***Basic Equipment:***

As a minimum, students are expected to provide the following equipment each day:

- |                          |                |                         |
|--------------------------|----------------|-------------------------|
| - Planner & Reading Book | - Pencil Case  | - Two black pens        |
| - Ruler                  | - Pencil       | - Scientific Calculator |
| - Eraser                 | - Reading Book | - Pencil Sharpener      |
| - Geometry Set           |                |                         |

## **Academy Values**

Our Academy Values follow the Olympic and Paralympic values. Students will exemplify these values at all times as it will enable them to progress and experience success in all aspects of academy life:

**Excellence:** To be the best you can be.

**Respect:** To understand others and their cultures.

**Friendship:** To help people in all circumstances.

**Equality:** To treat others how you would like to be treated.

**Determination:** To try and try again when things go wrong.

**Courage:** To carry on when the going gets tough.

**Inspiration:** To follow in the footsteps of our role models.

## **The EDA Steps**

We **ALWAYS** follow the **S.T.E.P.S** approach in our daily interactions. S.T.E.P.s stands for:

- Sir or Miss - every time
- Thank you - every time
- Excuse me - every time
- Please - every time
- Smile - every time

### **Sir or Miss**

Students always refer to teachers as 'Sir' or 'Miss'. Students never forget to say 'Sir' or 'Miss' at the end of their sentences. The 'Sir' or 'Miss' at the end of a sentence is like a full stop. Teachers will remind students when they forget the EDA full stop.

### **Thank you**

Students always say thank you for every act of kindness however large or small. In school we hold doors open for one another, let people pass in front of us, help people pick things up and are polite to all visitors. We say 'Thank you' to others when they do these things for us. EDA is built upon teachers and students treating each other with respect.

### **Excuse me**

We never push past or interrupt people. If we want to get past, we say 'Excuse me' very politely. Then we wait patiently if necessary. If we want to talk to somebody, a teacher for example, we say, 'Excuse me Miss/Sir?' We are especially polite and respectful in corridors. We are polite to everyone. There are no exceptions. EDA is built on mutual respect.

### **Please**

We say 'Please' every time we ask something of others. EDA students and teachers show an *attitude of gratitude* every day and in every interaction they have.

### **Smile**

We always smile. We are polite and welcoming. When we greet somebody we smile and when a teacher says hello to us in the corridor we reply with an upbeat, 'Hello Miss' or 'Morning Sir' and we smile. We shake hands too, especially when being congratulated for achievements. We are professional. When we go for interviews, whether that's for college, for university, for jobs, people are immediately struck by our firm hand shake, our good eye, the way we smile, the way we project and the way we articulate.

## Mobile phones & Electronic Devices

Students are not allowed **mobile phones**, smart watches or any other form of electronic device at the academy. If a student's mobile phone is seen or heard anywhere on the school site, it will be immediately confiscated.

- Confiscation 1 - students will collect the phone at the end of the school day from reception.
- Confiscation 2 - parent/carer collects the phone from the academy at a time convenient to them.
- Confiscation 3 onwards - As above.

By attending EDA students agree to abide by all of our rules. Families should ensure that any electronic devices, including mobile phones, are left at home. If they are brought into school, they must be turned off and out of view. This is the only certain way to avoid any risk of confiscation.

## Uniform

We take pride and have the highest standards at our academy and we believe it is important that our students reflect this in their appearance as they go about their studies. Our uniform is aimed at giving students a professional and purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging. Our uniform consists of:

### Year 7-11:

- Academy Blazer with embroidered logo\*
- Academy Clip-on Tie\*
- Plain formal white shirt to be tucked into the skirt/trousers.
- Plain black tailored trousers (not legging material)
- Academy skirt with logo\* worn with plain black, opaque or flesh coloured tights
- Academy Black V-neck Sweater with embroidered logo (optional)\*
- Plain black leather or synthetic leather shoes (unbranded)
- Optional black belt

\* Denotes items that must be sourced from Uniform Suppliers

***Jean-style, denim, corduroy, legging trousers, or trousers containing lycra, are not permitted.***

The sweater is optional and will be available in a full-sleeved and a sleeveless version. It can be worn with the blazer but not instead of the blazer. **No visibly branded footwear, trainers, pumps, canvas shoes or boots are permitted.** Heels must be less than 5cm. No other heels are allowed. Belts must fit within the belt loops of the trousers/skirt; max 5cm in width with a plain buckle.

<https://www.crestedschoolwear.co.uk/product-category/schools/d-f/erasmus-darwin-academy/>

Where Academy uniform expectations cannot be met, please ensure that a note is provided from home which outlines the issue and when it will be resolved. Without a note, a sanction will be imposed.

### **Physical Education:**

Every student is expected to get changed for PE even if they cannot participate fully in the practical aspects (for example through illness or injury) as they are still required to access the learning that is taking place. It is advised to label the PE kit with the student's name. Jewellery must not be worn during PE lessons as it poses a health and safety risk. Students with long hair must ensure this is tied up.

Our PE uniform consists of:

- **Academy Polo Shirt with embroidered logo\***
- **Academy Sports Shirt with embroidered logo\***
- **Academy sports socks with school name\***
- **Plain black shorts or plain black 'skort'**
- **Plain black tracksuit bottoms or sports leggings**
- **Trainers**
- **Shin pads**
- **Gum shield**

Optional Extras:

- Academy PE Hoodie\* (for use in PE lessons ONLY).
- Studded football/rugby boots

**\* Denotes items that must be sourced from Uniform Suppliers**

### **Appearance**

- A watch.
- One pair of small ear studs in the outer edge of the ear.
- No other jewellery is permitted.
- A small amount of discreet make up in natural colours in Year 10/11 only - the academy may ask students to remove any make up if staff consider the amount to be inappropriate.
- Nails of a safe length for PE activities.
- Nude nail varnish or French manicure - nail or eyelash extensions are not permitted.
- Hair should be kept neat and tidy and any hair accessories should be small.

Students that have any other visible piercings or retainers are expected to remove these for the school day.

Extreme hairstyles (such as shaved emblems or lines, unnatural colour dyes, or extreme differences in length) are not allowed.

If parents or students are unsure whether a hairstyle or piercing meets our uniform guide, please contact the academy for guidance before any treatment.

### **Banned Items:**

The list below is not exhaustive but includes items that should not be brought into the Academy. In the first instance, they will be confiscated and a sanction may be issued:

- Any form of knife and weapons or similar equipment.



- Any form of alcohol, drugs or other unsafe substances\*
- Stolen items.
- Tobacco and cigarette papers, cigarettes, lighters, matches, e-cigarettes (vapes)
- Bubble/chewing gum.
- Aerosols, laser pens, fireworks.
- Pornographic and other offensive images/publications.
- Any canned/ bottled carbonated drink or energy drink.
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

### **Standards Strikes**

#### **Rationale:**

To ensure the highest standards of uniform both within and between lessons and to ensure the highest standards of behaviour between lessons and during social time.

#### **Procedure:**

- Between lessons and whilst moving around the school, staff give students a 'strike' if they see them displaying any behaviours or uniform infringement listed below.
- Staff will inform the student they have been given a strike.
- 5 strikes = 30 minute after-school detention.

#### **Standards Infringements**

- Uniform (sleeves/ shirt/ skirt length) (U)
- Jewellery (J)
- One-way system (O)
- Eating on Corridor (EC)
- Equipment (tutor only) (E)

### **Behaviour on arrival and departure from school**

Like any job or career students will have in adult life, you must be on site and ready to start the working day before it officially starts. This means that you must make preparations to be in school before the start of the day so that tutor time and lessons begin promptly. You must take responsibility to ensure that you are on time for school every day. At EDA, this means you are expected to be ready to learn and on site by 8:35am. At this time, a whistle is blown in public areas to instruct you to go to your designated lesson/tutor period. Failure to arrive on time promptly to tutor will result in a late mark being issued. These are collated weekly, along with lesson punctuality. Should you arrive after 8:40am, without a reasonable excuse provided by your parent to reception, you will be expected to attend a detention with the Attendance Manager after school. The intention is to reinforce the need for good punctuality. Incidents of repeated lateness to school, without a reasonable excuse, will result in additional sanctions. Entry and exit to the Academy for the majority of students will be the side gate closest to Pool Road. For those students using the designated school bus, you will walk to the Sports Hall entrance where your buses will be waiting at the end of the day. In the event of any slight delay, please follow the directions given by Academy duty staff.

If you choose to travel to the Academy on your bike, you must apply for a bike permit which outlines the expectations for using your bike such as the wearing of a helmet. This permit allows you to lock your bike on the Academy site which is monitored by CCTV.

## **Behaviour in the Classroom**

### **At the start of lessons:**

When a teacher is in the classroom students will:

1. Walk in calmly and quietly and go straight to their assigned seat and remove outdoor clothing.
2. Place their planner, knowledge organisers and equipment on the desk.
3. Sit down and begin the 'Learning Starts in 60 seconds' task.

### **In every lesson, we have the following expectations of all students:**

- Attends lessons with appropriate equipment.
- Sits up straight, listens attentively and tracks the teacher.
- Completes work to the best of ability at all times.
- Asks and answers questions during lessons.
- Follows instructions first time, every time.
- Never interrupts learning.
- Be silent when a teacher counts '3...2...1'

### **At the academy, 'learning starts in 60 seconds'**

When students are in lessons, they will begin their learning within 1 minute of being seated because we want to maximise every opportunity for learning. Activities will include a recap of prior learning with some factual recall or low stakes test. At the start of period 5, all students are expected to read.

### **At the end of lessons students are expected to:**

1. Remain seated until instructed otherwise.
2. Pack all personal belongings into bags.
3. Stand behind their chair in silence when invited to do so from the teacher.
4. Walk out calmly and quietly when the teacher dismisses them.

## **Behaviour on the Corridors**

Students make their way quickly and efficiently between lessons using the one-way system. If there is a queue, students wait politely until they can enter the building. Students should walk between lessons in a calm and orderly fashion and should not stop to talk to other students. Being punctual is a good habit, students need to arrive at their next lesson punctually and ready to learn. Students will be issued with a strike should they be unnecessarily late to a lesson.

## **Use of the Toilets**

Students should not use the toilet in lesson time, apart from when a medical issue has been communicated to the Academy. Toilets are open before lessons and at break times. Students should not go to the toilets in the last five minutes of break to ensure they do not miss any lesson time. Cubicles are designed for single student use only. Should multiple students be found in a single cubicle a sanction will be issued.

## **Behaviour in the Canteen**

At EDA we have a canteen which can be used to purchase food and drink during social times. We operate a rotational system meaning you will be either a 'first sitting' or 'second sitting' group. If you are second sitting on a particular day, you may queue next to the canteen door. All students enter the

canteen via the appropriate door. Students are expected to line up sensibly and wait to be invited into the canteen. Students must join the queue at the back and not push in. Students then show cards to the teacher or prefect on the door. If purchasing food, students must always use a tray and once seated are expected to eat civilly. As soon as students have finished eating they must clear up by tucking in chairs in and taking trays, cutlery and rubbish to the waste stations.

### Behaviour at Social Times

During social time, students must act in a calm and sensible manner. They will use the designated outdoor areas that are supervised by duty staff. Students will not walk around the building during social time or congregate in corridors, these areas are out of bounds. We have a number of Prefects and Sixth Formers who support the Academy by ensuring all areas are safe at lunchtime. If you are given a reasonable request to leave an area of the school during social times by the Prefects or Sixth Form, then it is important you comply. Failure to co-operate is likely to result in a sanction.

### Behaviour Outside of school

Even when students are outside of school, they still represent EDA. Therefore, their actions reflect on them and the academy. Students may receive sanctions for any behaviour outside school that affects their education, harms others or brings the academy into disrepute. When students are in EDA uniform they are representing EDA. If staff are made aware of disrespectful behaviour outside of the academy, the students concerned will be sanctioned. The EDA S.T.E.P.S. should be used outside and inside the academy. Students must be especially polite to shopkeepers, bus drivers, parents and other members of the local community.

### Behaviour to ensure you are ready for the next day

As soon as students finish school they should go straight home. Students should get changed and hang uniforms in the same place each night so nothing is forgotten the next day. This includes ties, shoes and student cards. If students come to school in the wrong uniform, they will need to provide a note from parents/carers to obtain a uniform pass from tutors. This is the responsibility of the student.

### Behaviour on the School Bus

Those students who use this service need to adhere to the following rules:

- Board the bus without touching other students.
- Quickly find a seat, sit down and fasten seatbelts.
- Be kind to all students and drivers at all times.
- Do not remove seatbelts until necessary.
- Remain seated throughout the entire journey time.
- Do not litter on the bus.

Students need to be aware that using the bus is a privilege and bus passes will be removed if behaviour does not meet our expectations.

### At home

Homework takes priority over any hobbies. When doing homework, students should keep away from phones or games that might distract them. It is recommended that students find a quiet place to work



where they can concentrate. Once homework is completed, equipment and homework should be packed in to school bags. Students must check pencil cases to make sure all basic equipment, including their **student card**, is present. Students should also check timetables to ensure everything needed for the next day is present (for example PE kit). Bags should be placed next to uniforms to avoid forgetting anything. Excuses such as 'I forget' or 'I slept in' will not be accepted. It is important students get a good night's sleep and have enough rest to properly study at school. It is advised that phones or computers should be kept away from beds to avoid disruption.

### The internet and social media

Social media and messaging platforms can be dangerous places for young people, even when interacting with their friends and peers. Students need to adhere to the age restrictions set by social media sites. We advise students not to use these sites at all. Should parents choose to allow use of these sites, students should be polite and kind online, just the same as when in school. Students are advised to think about how much time they spend online and whether they could make better use of their time.

### Behaviour and Recognition

Students will receive rewards and recognition for good behaviour, for working well and for achieving in their lessons, as part of our Olympic Rewards system. Students who do not follow the rules will have the opportunity to correct their behaviour via our *Behaviour for Learning* policy. Teachers at EDA are well-skilled and will apply a range of strategies to get students back on task. However, should this continue, sanctions will be issued which will range from strikes, detentions, isolation and exclusion. Isolation means that students will be set work and supervised away from their classmates. For serious breaches of the rules students may be suspended from school. Students can avoid these actions by arriving on time to school and to lessons, by wearing the proper uniform, by meeting our expectations and working well. Parents can support students by ensuring they have everything they need and supporting their school and their teachers.

## Attendance

### **Attendance expectations including punctuality**

You are expected to attend school on every day possible unless the reason for absence is unavoidable. Every student should strive towards achieving at least 96% attendance each academic year, but ideally as close to 100% as possible. We understand that on occasions you may genuinely be too unwell to attend school, therefore you should not take a day off for things such as a headache or sore throat because you need to build up your resilience and develop essential life skills for when you enter the world of employment. There is a clear link between regular attendance and academic achievement and outcomes.

Arriving to school and lessons on time is of upmost importance. At EDA, this means you are expected to be ready to learn and on site by 8:35am. School starts at 8.40am every day and therefore you will have sufficient time to get to the correct place to start the day promptly. In-between lessons and at the end of break and lunch time, you should make your way directly to your next lesson to minimise disruption to teaching and learning.

The official attendance register will be taken at the start of the first session of each school day (at 8.40am) and at the start of Period 4 (not after lunch). To achieve full attendance for that day, the student must be present in school for both sessions.

Due to the academy day being different on a Wednesday, our official afternoon register is taken at a slightly different time:

**Monday, Tuesday, Thursday and Friday:** Start of Period 4 at **12.25pm**

**Wednesday:** Start of Period 4 at **12.10pm**

### **Illness during the school day**

Staff will make a professional judgement as to whether a student appears to be too unwell to remain in school. Parents/carers can help by making the school aware of any symptoms of illness or professionally diagnosed medical conditions.

Wherever possible, students will be encouraged to stay in school until the end of the day due to the importance of school attendance and of developing personal qualities such as resilience and determination.

Where students are genuinely unwell, the school will make arrangements for their care and will contact parents/carers. If students feel ill during break/lunch time or if a teacher feels that they are genuinely too unwell to remain in the lesson they should seek help and support from Reception or the Attendance and Engagement Manager (Ms Aldridge).

### **Reporting absence and illness**

Parents/Carers must notify the Academy in advance of all planned absences. Evidence is requested for all medical or dental related absence during the school day so that registers can be coded accurately. We acknowledge that appointments are often dictated by the service provider and cannot be changed, however, we do ask that you try to make appointments as early or as late in the school day where possible to avoid disruption to teaching and learning.

Where an absence is unplanned due to illness, parents/carers should contact the academy on the first day of absence by 8.40am or as soon as practically possible, and for every day of absence following that.

If the academy is not notified of the reason for absence this may be marked as an unauthorised absence.

Parents can contact the Academy using the MyEd App, via text message, email or by phoning reception.

# ACADEMY RULES

5+5



“  
**BE  
RESPECTFUL**  
”

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“  
**BE SAFE**  
”

“  
**BE  
READY**  
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ERASMUS DARWIN ACADEMY

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# ACADEMY VALUES

## EXCELLENCE

TO BE THE  
BEST YOU  
CAN BE

## COURAGE

TO CARRY ON  
WHEN THE  
GOING GETS  
TOUGH

## EQUALITY

TO TREAT  
OTHERS HOW  
YOU WOULD LIKE  
TO BE TREATED

## RESPECT

TO  
UNDERSTAND  
OTHERS AND  
THEIR CULTURES

## INSPIRATION

TO FOLLOW IN THE  
FOOTSTEPS OF  
OUR  
ROLE MODELS

## FRIENDSHIP

TO HELP PEOPLE  
IN ALL  
CIRCUMSTANCES

## DETERMINATION

TO TRY AND TRY  
AGAIN WHEN  
THINGS GO WRONG





# THE EDA STEPS

WE **ALWAYS** FOLLOW  
THE **S.T.E.P.S**  
APPROACH IN OUR  
DAILY INTERACTIONS



**'SIR OR MISS'**



**'THANK YOU'**

**'EXCUSE ME'**



**'PLEASE'**



**'SMILE'**



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# BEHAVIOUR IN THE CLASSROOM

## AT THE START OF LESSONS:

When a teacher is in the classroom students will:

1. Walk in calmly and quietly and go straight to your seat and remove outdoor clothing.
2. Place your planner, knowledge organisers and equipment on the desk.
3. Sit down and begin the task.

## IN EVERY LESSON, WE HAVE THE FOLLOWING EXPECTATIONS:

Attend lessons with appropriate equipment.

Sit ups straight, listen attentively and track the teacher.

Complete work to the best of ability at all times.

Ask and answers questions during lessons.

Follow instructions first time, every time.

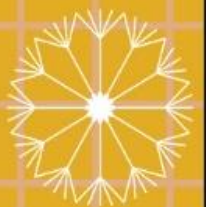
Never interrupt learning.

Be silent when a teacher counts '3...2...1'

**At the Academy, 'Learning Starts In 60 Seconds'**

## AT THE END OF LESSONS:

1. Remain seated until instructed otherwise.
2. Pack all personal belongings into bags.
3. Stand behind your chair in silence when invited to do so from the teacher.
4. Walk out calmly and quietly when dismissed.



# BASIC EQUIPMENT



**SCIENTIFIC CALCULATOR**

**RULER**

**PENCIL**

**2 X BLACK PENS**

**PENCIL SHARPENER**

**PLANNER & READING BOOK**

**ERASER**

**PENCIL CASE**

**KNOWLEDGE ORGANISER**

**GEOMETRY SET**