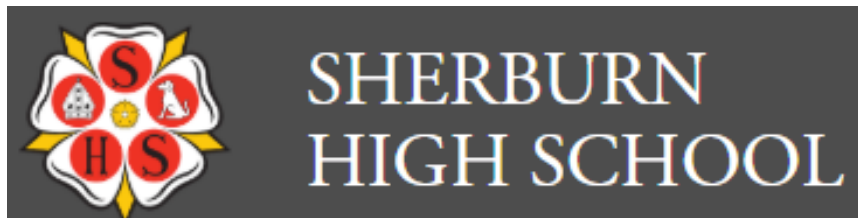




Daily Routines

September 2026



‘Achievement for All is inevitable’

Team Sherburn

Ambition
Respect
Community

Contents

Arrival at School	2
*Period 1	3
Assemblies	4
Lessons	5
*Mobile Phones	7
Classroom Environment	7
Break Time	8
Lunch Time	9
End of the day [plus overview of school day timings]	10
Movement around school	11
*Uniform	12

*Please note these routines are specific to the main school and Sixth Form routines are different. These can be found detailed in the Sixth Form Student Handbook.

Arrival at School

We want to ensure that all students have a positive start to the school day.

8:00-8:25	Each morning, we will greet students at the gates and across the site ready for a positive start. This is an opportunity for everyone to be ready for the day, looking smart with the correct uniform. Students will make their way directly to their designated area/bus rooms: ● Yr7 room 32 ● Yr8 room 12 ● Yr9 room 15 ● Yr10 room M6 ● Yr 11 Lab 3 ● Yr 12/13 Post-16 common room
8:25-8.30	Form tutors will collect students from the bus room and take them to period 1. Any students arriving after 8.30 will be marked as late. Punctuality will be recorded.
8:30-8.45	If your child is late, they will be met by a member of duty staff, who will sign them into school and check in with them in the same way as above. All students need to be on site from 8:30am and in their form rooms ready for learning. Those who arrive after 8:30am will receive a late mark on the register. Any student arriving after this time is late and will be issued with a lunchtime detention. The exception to this is Sixth Form students who have been granted flexible study and have gained gate access.

Period 1 Time

Period 1 each day will engage students in our Personal Development curriculum and enable us to get ready for the day ahead, including supporting any uniform requirements, equipment, and/or concerns from students. Heads of Year and Form tutors will be present to support students at this time.

8:30	Students are greeted by their form tutors.
Uniform check	If a student does not have the correct uniform, the Head of Year will be informed. If the uniform issue has not been corrected during this period, a negative will be issued.
Equipment check	All students should have full equipment with them every day. Planners and equipment should be on students' desks for every lesson, including Period 1 as part of our SHS Classroom Routines. Form tutors will check for a planner, pen, red pen, pencil, and ruler each morning and other equipment such as calculators, highlighters and glue sticks throughout the week. Where equipment is missing, and not corrected, a negative will be recorded.
Register	Registers will be taken at 8:30am each morning. Those arriving after this time will be recorded as late.
Assemblies	There will be a Year group assembly every week covering a wide range of speakers and topics linked to our core values of Respect, Ambition and Community.
Period 1 learning	Students will be provided with a curriculum booklet as a framework for their Personal Development learning.
Dismissal	At 8.58 students will stand behind their chairs there will be a final uniform check to ensure it is being worn correctly. Students will leave at 9:00am to ensure they make it to their next lesson in good time.

Please see the Sixth Form Handbook for information on the period 1 programme for Y12 and Y13.

Assemblies

Assemblies allow us to build identity and share our Team Sherburn vision and values. Each week students will have an assembly closely linked to 'Achievement for All' and/or our core values of Ambition, Respect and Community. The assembly rota will also link closely to our personal development curriculum and anything we need to respond to with regards to safeguarding and/or whole school year group specific needs.

Year Group	Assembly Day	Lead
Year 7	Thursday	HOY directed and SLT link
Year 8	Friday	HOY directed and SLT link
Year 9	Monday	HOY directed and SLT link
Year 10	Tuesday	HOY directed and SLT link
Year 11	Wednesday [Week A]	HOY directed and SLT link
Year 12/13	Wednesday [Week B]	HOY directed and SLT link

Lessons

What happens in the classroom has the biggest impact on students' progress and outcomes. We have the highest expectations of students' attitude to learning and behaviour in lessons. To support students, we follow the SHS Classroom Routines across all subjects so students know what to expect and know how to thrive.

Classroom Routines at SHS

Meet and Greet	Teachers will be at the classroom door when the bell goes, welcoming students into their classroom.
Planners and equipment on desk	Students are expected to have all of their equipment (planner, stationery, exercise book) out on the desk for the duration of every lesson, every day. Planners will be open to the current week's page. This help to reduce any lost learning time.
Do Now	A task will be ready for students as they arrive into the classroom. This could be designed to recall previous knowledge needed for new learning, to inspire students around a new topic area, to assess existing understanding or to hook students into the lesson. The 'do now' should always be completed in silence.
3-2-1 BEST	When staff are transitioning from paired, group or other vocal work to instruction or feedback they will use a loud and slow countdown of '3....2.....1' to get the attention of the class. This countdown should be narrated to give all students the best chance of success. Students are expected to give their 'BEST' which means empty hands, silent and tracking the teacher.
Rewards	We use a wide range of positive rewards in our lessons and across school to celebrate students' efforts and successes, including: Class charts points, positive emails and calls home, verbal praise and Super 6s.
End and Send	At the end of lessons students will be given adequate time to pack their belongings away, tidy the classroom and check their uniform. They are then asked to stand behind their own chair in silence. The teacher can then dismiss students in an orderly, staggered fashion such as row by row or table by table and students can make their way onto the next part of their day.

Mobile Phones

We operate a no mobile phone policy for Years 7-11 across the whole site. Sixthform students are permitted some mobile phone use in designated areas only.

Mobile phones should not be used in lessons for Key Stage 3 and 4 and only as necessary in Key Stage 5. At all other times mobile phones should not be seen (from entrance to the school site until students leave the school site). **Phones must be switched off and in bags.**

If students are seen with their mobile phones, the phone will be confiscated and stored in reception. A negative will be logged on ClassCharts.

- On the first occasion, on which a student's phone is confiscated it will be available for collection by the student from reception at the end of the school day. Parents/carers will be contacted to inform them of this breach of the school rules.
- On the second occasion, on which a student's phone is confiscated, it will be available for collection by their parent/carer from reception at the end of the next school day. Phones can be collected from reception between the end of the school day until 4.00pm, Monday to Thursdays, and until 3.30 pm on a Friday.
- On the third occasion, a student's mobile phone is confiscated and a meeting will be arranged for parents/carers to meet with their Head of Year or a member of the Senior Leadership Team. At this meeting the phone will be returned.
- If a mobile phone is confiscated for a fourth occasion, a meeting will be arranged for parents/carers to meet with a member of the school's governing body and SLT. At this meeting the phone will be returned.

More detailed information can be found in our Mobile Phones Policy through the website.

Break Time

We have a 20 minute break at 11:00am each day. This is a valuable opportunity for students to socialise and reenergise for the remainder of the day.

Below are some of our expectations for break time to ensure that it's a safe and enjoyable time of the day for everyone.

Use of Canteen	We do not allow any food, either hot or cold, to be taken out of the canteen. Drinks may be taken out of the canteen. All bags will be under chairs rather than on tables. All litter will be put in the bins provided. Students will be encouraged to use recycling bins.
Toilets	Toilets will be available for this time. We encourage students to use the toilets at this time to prevent lost learning throughout the day. Duty staff will be around on supervision points.
Library	Students are to be encouraged to use the Library.
Lockers	Lockers can be accessed at break and lunchtime.

Lunch Time

We run one lunchtime from 12.20pm - 1:00pm.

We operate a staggered entrance to the canteen as follows:

- Year 12 from 12:15pm (when not in lessons)
- Year 7, Year 10 and Year 11 will arrive 12:20
- Year 8 will arrive at 12:25
- Year 9 will arrive at 12:30

Whole School Routines, students are still expected during lunch time:

- Move calmly and quietly around our school
- Walk with purpose to lessons
- Follow the one way system
- Respect each other's personal space

Students have access to a number of spaces during lunch times:

Year Groups	Outdoor Spaces	Clubs	Wet weather Zones
Year 7	Court behind Sports Hall	See Extra-curricular Timetable	Room 35
Year 8	Courts behind DT		Room 36
Year 9	3G pitch [must bring boots]		Room 11
Year 10	3G pitch [must bring boots]		Room 12
Year 11	3G pitch [must bring boots]		Year 11 Canteen
Year 12/13	Post-16 Field		Common Room

Use of Canteen	We do not allow any food, either hot or cold, to be taken out of the canteen. Drinks may be taken out of the canteen. All bags will be under chairs rather than on tables. All litter will be put in the bins provided. Students will be encouraged to use recycling bins.
Toilets	Toilets will be available for this time. We encourage students to use the toilets at this time to prevent lost learning throughout the day. Duty staff will be around on supervision points.
Zones	Students must move quickly and quietly to their clubs or football areas. If students are out of bounds, they must either have written permission by a member of staff e.g. attendance at a club. If students are out of bound a negative will be given.
Library	Students are to be encouraged to use the resource centre. A Rota shared for Year group access will be shared in September.
Clubs	We have a wide range of extra-curricular clubs on offer. A schedule of these will be published in September and updated throughout the year.
Lockers	Lockers can be accessed during the first 5 minutes of lunch time. After that, students are out of bounds.

End of the day

We operate a staggered end to the school day to encourage an orderly finish. Year 7 and Year 8 will be dismissed at 2:55pm, Year 9 and Year 10 will be dismissed at 2:58pm, and Year 11 will be dismissed at 3:00pm.

Sixth form students will have their passes to access and depart the school site as per their timetable, in agreement with the sixth form team.

Exit	All students exit through the New Lane or Main Pedestrian exit.
Gate	Staff will be on duty at both exit points to support an orderly dismissal from school.

New Timings of the school Day

Below is an updated schedule for the day, allowing for a longer, single lunch.

Timing of the School Day			
Lesson 1	8:30 a.m.	to	9:00 a.m.
Lesson 2	9:00 a.m.		10:00 a.m.
Lesson 3	10:00 a.m.		11:00 a.m.
Break	11:00 a.m.		11:20 a.m.
Lesson 4	11:20 a.m.		12:20 p.m.
Lunch	12:20 pm		1:00 p.m.
Lesson 5	1:00 p.m.		2:00 p.m.
Lesson 6	2:00 p.m.		3:00 p.m.
Staggered release of students 2.55 pm Year 7 and 8 leave 2.58 Year 9 and 10 leave 3.00 Year 11 leave			

Movement around school

The highest standards of behaviour and courtesy are expected as we move around the school site.

Our whole-school expectations include:

Whole school Routines	All are expected to: • Respect learning taking place • Move calmly and quietly around our school • Walk with purpose to lessons • Follow the one way system • Respect each other's personal space
One way system	This has been put in place for safety reasons and must be followed. The 4 areas where a one-way system operates are: • English and MFL block • Maths block • Science corridor • Main Block
Keep to the left	When moving through corridors, we operate a “keep to the left” system to support students moving between rooms with ease. Where possible, we direct students to take an outside route. Staff routinely monitor the corridors to support transitions across the school site.
Physical Contact	Pushing, shoving and play fighting are not acceptable and will be sanctioned with an anti-social behaviour negative on Class Charts.
Punctuality	Being on time for lessons is vital to ensure high-quality learning takes place for all. Lateness to lessons is disruptive for all students. Staff will be supervising the site to encourage good punctuality. Where students have not met these expectations a late mark will be recorded on ClassCharts.

Uniform

What is it?	Details of what our uniform expectations are can be found on the school website and in students' planners. We believe it is important for students to take pride in their uniform and uphold the highest standards.
How is it worn?	Where students are not wearing their uniform correctly, staff will remind students of the expectations. If the same issue persists, sanctions may be issued.
Do students need to wear a jumper?	The school jumper is optional. If students choose to wear a jumper, they will still need to wear their blazer.
What jewellery is allowed?	One pair of stud earrings and a wrist-watch are allowed. Students will be reminded of expectations during period 1. Where these expectations are not followed, negatives and/or sanctions may follow.