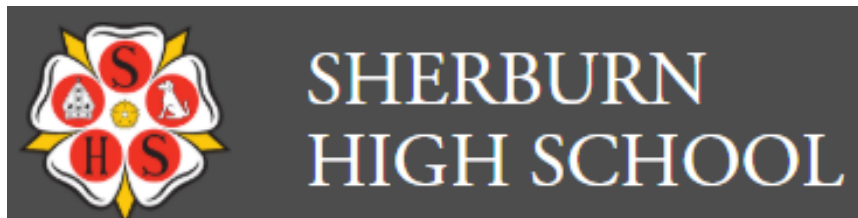




Daily Routines

September 2026



‘Achievement for All is inevitable’

Team Sherburn

Ambition
Respect
Community

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Arrival at School

It is important that all students have a positive start to the school day. Students will either arrive by bus, car, foot or bike.

8:00-8:20	Duty staff will be available to greet students and support with any issues that need resolving. Students should arrive on site, visit their lockers if necessary and then move immediately to their bus room. Students should not be wandering the site. Bus room locations are: • Yr7 room 32 • Yr8 room 12 • Yr9 room 15 • Yr10 room M6 • Yr 11 Lab 3 • Yr 12/13 Post-16 common room
8:20-8.30	Tutors will collect students from the bus room and take them to period 1. Students arriving after 8.20 should go immediately to their tutor room.
8:30-8.45	Any students arriving after 8.30 will be marked as late. They must speak to the member of staff on late duty and sign in at reception. Any student arriving after this time will be issued with a lunchtime detention.
8:45-9:00	The late gate is monitored by HOY/ISWs. Students are in Period 1 studying the PD Curriculum.
	*Note - Students to be in their period 1 room by 8.30. Arriving to form after 8:30 should result in a late mark being given.

Period 1 Time

Period 1 should be purposeful. It not only gives the opportunity to build relationships with students, but also get students ready for the day ahead. Students will engage in 'Personal Development work' and form time learning activities, which are directed by Mrs Marsh and Heads of Year.

8:20	Form tutor to take students from the bus room to the tutor room and greet any further students at the door
8:30	Period 1 begins - equipment should be out on desks and routines followed as in any other lesson.
Uniform check	If a student does not have the correct uniform HOY must be informed when they drop in. This should be corrected in form time, if not a uniform negative will be issued.
Equipment check	All students should have full equipment with them every day. Planners and equipment should be on desks. Check for a planner, pen, red pen, pencil, and ruler each morning. Other items like highlighters for DIRT and glue can be sampled throughout the week. Equipment marks should be issued.
Register	Students should respond verbally to this. Late mark given for entry after 8:30.
Assemblies	There will be a Year group assembly every week
Period 1 learning	A full Period 1 learning programme will be created by RMH and led by HOY.
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 on the bell.

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	Monday	HOY directed and SLT link
Year 9	Wednesday	HOY directed and SLT link
Year 10	Tuesday	HOY directed and SLT link
Year 11	Friday [Week A]	HOY directed and SLT link
Year 12/13	Friday [Week B]	HOY directed and SLT link

KEY ROUTINES FOR ASSEMBLIES:

8:30-8.35	Students register in their normal tutor room. Students then line up in alphabetical order and exit the classroom to walk to the Main Hall. Students must line up in silence. Uniform checks by tutors and HOY. Any issues supported and sorted.
Entry	Students enter the hall in silence whilst the music is played.
Seating	Students sit in form groups. They are directed by HOY, tutors, and SLT link. Bags and coats are off and students remain silent.
8:40	HOY Assembly starts. Staff take seats or stand at the side of the hall next to their tutor groups and monitor behaviour.
9:00	Assembly finishes
Dismissal	Students exit in silence. HOY dismisses a form at a time from the front of the hall. Students move immediately to Period 2.

Lessons

What happens in classrooms has the biggest impact on student progress. Learning and improvements occur through every interaction, and the classroom is the most powerful place to implement and embed positive change. We have the highest expectations of students' learning and behaviour. It is essential students understand the '5 part lesson' at SHS and also the classroom routines, so all are aware of the correct climate for learning.

Classroom Routines @ SHS

Meet and Greet	Teachers are 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 must be open to the current week's page. This must be neat and organised.
Do Now	A task will be available as students enter the room. All students must begin this task immediately.
3-2-1 BEST	When your teacher needs the attention of the class they will count from 3 to 1 and ask for your BEST. Students are expected to give their 'BEST' which means empty hands, silent and tracking the teacher. Students who are not ready at '1' receive a remind-tell-consequence.
Rewards	You will be rewarded with class charts points, positive calls and emails home, super 6s and verbal praise in your lessons.
End and Send	At the end of lessons students are 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 until the whole class is in silence. The teacher can then dismiss students in an orderly, staggered fashion such as row by row or table by table.

Mobile Phones

We operate a no mobile phone policy for Key Stage 3 and 4, and for Key Stage 5 only to be used in designated areas. 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 you are seen using your phone **in any way** it will be confiscated by the member of staff who has seen you. You will be asked to turn your phone off and it will be taken to reception. You will be able to collect it based on if it is the first, second or a further time it has been confiscated.

If a student refuses to hand over their phone it will be referred to HOY or SLT. Persistent refusal will lead to isolation or, in some cases, suspension.

Confiscated devices are returned in line with the following escalation:

First incident

- device confiscated
- returned to the pupil at the end of the school day

Second incident

- device confiscated
- returned to a parent/carers only on the next day

Repeated incidents

- device confiscated
- further sanctions applied in line with the Behaviour Policy including a meeting with the Headteacher and/or a member of the Senior Leadership Team when the device will be returned
- the school may require a temporary daily hand-in arrangement or other agreed measure

Break Time

We have a 20 minute break at 11:00am each day. It is important we provide a safe and orderly environment. Staff presence through break duties enables this to happen. Staff will arrive on time to break duty, where possible duties will be allocated in areas close to staff's classroom and in recognition of staff's timetable to enable this.

Use of Canteen	Students line up to purchase food in a single line and in an orderly fashion. Drinks may be taken out of the canteen. All litter must be put in the bin. Students should be encouraged to use recycling bins. Students seen trying to push into the queue will be sent to the back or asked to leave the hall.
Toilets	Students may use KS3 or KS4 toilets at breaktime. Students must use the toilets then leave. Students must not hang around the toilets. Only one student per cubicle. If more than one student is using the toilet at the same time a ClassCharts negative will be issued resulting in a lunchtime detention.
Library	Students are to be encouraged to use the Library.
Lockers	Lockers can be accessed at break and lunch.

Lunch Time

We run one lunchtime from 12.20pm-1.00pm. The lunchtime is staggered and Sixth Form students are encouraged to come early. Year 7 and 8 arrive at 12.20 and then Year 9 and 10 will arrive for service at 12.25.

Lunch time is staffed by a lunch duty team. Staff are asked to make sure that the same high standards of behaviour are maintained during lunch time. Please see the whole school routines below:

Zones	Football	Clubs	Wet
Year 7	Court behind Sports Hall	See Extra-curricular Timetable	Room 35
Year 8	Courts behind DT		Room 36
Year 9	4G pitch [must bring boots]		Room 11
Year 10	4G pitch [must bring boots]		Room 12
Year 11	4G pitch [must bring boots]		Year 11 Canteen
Year 12/13	Post-16 Field		Common Room

Use of Canteen	All students must sit at a table. No food, either hot or cold, can be taken out of the canteen. Drinks may be taken out of the canteen. All bags must be under chairs. NOT on tables. All litter must be put in the bin and/or correctly recycled. Standards should be those we would expect to see in a restaurant. Sixth Formers eat their food in the common room and should only eat plated dinners in the canteen.
Toilets	KS3 and KS4 toilets are open to students. KS5 students have their own toilets in Sixth Form. Students must not hang around the toilets.
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, or an out of bounds negative should be given.
Library	Students are to be encouraged to use the resource centre on their allocated day.
Clubs	Extra-curricular clubs enhance the school experience for all and are to be encouraged.
Lockers	Lockers can be accessed during the first 5 minutes of lunch time. After that, students are out of bounds.

End of the day

The school day should finish in a positive manner. A staggered release of students, 2.55 pm Year 7 and 8 leave; 2.58 Year 9 and 10 leave and 3.00 Year 11 leave.

Exit	All students exit through the New Lane or Main Pedestrian exit.
Gate	A senior leader will have sight of each gate and buses and will support and address any issues that occur.

New Timings of the school Day

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. Without vigilance and consistency of expectation the site is very difficult to manage and keep safe. Our standards must be adhered to by all.

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	Whenever practicable staff should monitor and direct at pinch points. Outside routes should be used where possible.
Physical Contact	Pushing, shoving and play fighting are not acceptable and should be sanctioned with an anti-social behaviour negative on Class Charts.
Punctuality	Please encourage prompt movement between lessons.
Uniform	Uniform being worn around the building incorrectly will be challenged. Negatives should be issued to students not wearing uniform correctly after form time.

Uniform

What is it?	Uniform standards have been clearly and regularly shared with students, parents, and carers. Each form notice board will have a picture of correct uniform and a written explanation of what constitutes the correct uniform. Please make yourself aware of these.
How is it worn?	As seen and explained on form time notice boards. In summary: Shirts must be fully buttoned to the neck and tucked into trousers or skirts. Ties worn Trousers must be formal and standard fit. Leggings are not allowed (school trousers must have fastenings). Skirts must not be rolled up. Shoes must be black and have no logos.
What do I do if an incorrect uniform is worn?	This should be picked up at the start of the day by duty staff or form tutors. HOY MUST be informed and students given the chance to put it right. If there is a lack of cooperation the student will be removed from school circulation. If there are genuine reasons why the correct uniform cannot be worn the student will be given a note by their HOY to show to staff members on request.
What do I do if the uniform hasn't been worn correctly?	Uniforms will be checked in period 1 then at the end of every lesson. If staff see a student in the corridor not wearing the uniform correctly, they will ask the student to put it on correctly and wait with them until they do. If there is a lack of cooperation, take the student's name and inform the pastoral team.
Do students need to wear a jumper?	The school jumper is optional. It should not be worn instead of a blazer.
What jewellery is allowed?	One pair of stud earrings and a wrist-watch are allowed. Negatives should be issued for students with more piercings than permitted who do not remove these in form time.