



Oasis Academy Coulsdon

Home Academy Agreement: 2020-2021

Vision Statement:

Oasis Academy Coulsdon is a family dedicated to every student and the community. Students will achieve excellence and a love of learning through developing rigour, resilience, and passion.

1. Academy culture, behaviour and inclusion:

At Oasis Academy Coulsdon, we want our students to be safe, happy and successful. We know that for students to achieve in life, they need to develop excellent learning habits which will ensure their success both in school and in later life.

These habits and cultural norms in a classroom ensure there is freedom for innovative and creative lessons, free from time wasting low level misbehaviours. We believe every minute of our school day is a precious learning opportunity and, to this end, we have a common and very detailed set of expectations and clear systems and structures so no time is wasted.



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The following behaviours and social norms will be explicitly taught, modelled, reinforced and praised to ensure our learning environment is a happy positive environment where all children and adults feel valued and respected. Making people feel happy, included, safe and wanted (keeping negative thoughts to yourself, being thoughtful towards others)

1. Encouraging other students to behave in an appropriate way
2. Making eye contact when you are speaking to your friends, your teachers or visitors
3. Listen to and respect others when they are contributing or speaking
4. Smiling
5. Always saying “please” and “thank you”
6. Opening and holding doors for one another
7. Saying “Good Morning/Afternoon” “How are you? Can I help you?”
8. Volunteering to help other students or staff
9. Taking initiative
10. Doing what’s expected when others are not
11. Speaking to an adult when there is a concern they need support with

2. Oasis Academy Coulsdon Code of Conduct

In lessons:

- Arriving at school by 8:20am and getting to all lessons on time.
- Having the correct equipment in every lesson and their desk set out and ready for learning (planner, exercise book, reading book and pencil case).
- Wearing the correct uniform smartly throughout the day.
- Entering the classroom calmly, greeting the teacher and starting the ‘Do Now’ activity
- Only drinking water, and not otherwise eating, chewing or drinking in class.
- Being an active learner by engaging with the activities set by the teacher, and demonstrating this by SLANTing at all times (Sitting up, Listening, Asking and Answering questions, Nothing in hands, Tracking the speaker).
- Always recording homework in planners and completing homework on time and to an excellent standard.
- Making sure that students catch up with their learning if they have been absent from school or have fallen behind for other reasons.
- Believing that we are all part of a learning family and are all responsible/ accountable for each other’s behaviours - students must encourage positive behaviour from family members.

Being an Oasis Coulsdon Ambassador means:

- Always being inclusive - never isolating, insulting, excluding, undermining or swearing at anyone.



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- Never having physical contact with another student (playing, hugging, pushing, shoving, flicking).
- Never screaming or shouting.
- Always respecting school property and taking care not to waste school resources -never defacing the building, dropping litter or spitting.
- Walking quietly (Voice Level 1) in corridors.
- Always holding the door open for the rest of the line when you are at the front.
- Smiling and say “Good morning” or “Good afternoon” to any visitor. □ Opening the door for adults.
- Remembering you representing our Academy when on trips or educational visits or out in the community.
- Giving up your seat for an adult or family with young children.
- Going home from school in an orderly, responsible way. Do not hang around on the streets. When travelling on public transport, respecting those around you and reminding other Oasis Academy Coulsdon family members of our expectations.

SLANT - Students are expected to SLANT as their ‘default’ position in class as it is of best benefit for student learning

SLANT stands for the following:

- **Sit up and sit still**
- **Listen**
- **Ask and Answer Questions**
- **Nothing in hands**
- **Track the speaker**

Students will be taught how to SLANT and will be expected to demonstrate this behaviour in every lesson. As well as being a proven benefit for student learning, it also teaches students vital social skills which are expected in the work place.

“Sweat the Small Stuff”: Students know what is expected and what the consequences are:

We have the highest expectations of all of our students and strive for them to leave us in a position to go on and achieve their dream job in a career with prospects.

We know that if we allow small behaviours to go unchallenged we are doing a disservice to our young people which will ultimately result in larger problems occurring.

Below are some examples of student interactions that Oasis Academy Coulsdon staff will never ignore:

1. Talking or making comments while the teacher or a peer is talking.
2. Putting one’s head down in class, slouching or leaning backwards in one’s chair.



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3. Any uniform infringement (shirt out, top button undone, wearing trainers, make-up and jewellery etc.).
4. Calling out without permission.
5. Tapping their own desk or chair or that of another student.
6. Trying, non-verbally, to get other students to laugh at them inappropriately.
7. Refusing to SLANT.
8. Talking, physically touching others or playing during line ups.
9. Rolling eyes or not making eye contact.
10. Chewing gum

Uniform

At Oasis Academy Coulsdon we are practising habits to ensure we are successful both in school but also in later life. We want our students to dress professionally as this may be expected of them in the careers we hope they go on to pursue. We expect students to be in full and correct uniform at all times. Any uniform infringement will not be tolerated and will be corrected immediately. The following uniform is expected:

- White shirt buttoned (long or short sleeved).
- Plain black trousers for boys from Hewett's of Croydon.
- Plain black trousers for girls or plain black pleated skirt from Hewett's of Croydon– must be knee length or longer.
- Plain, flat black leather shoes - no coloured laces or stitching and no trainers, boots or converse style shoes.
- Plain black socks/tights.
- Oasis Coulsdon jumper.
- Plain black/navy head scarf.
- A dark (black or navy) coat.
- Tie professional length with Oasis symbol below the knot.
- No make-up, false nails or nail varnish.
- No jewellery allowed other than a wristwatch.
- No piercings.
- No lines may be cut into hair or eyebrows.
- No hair dye.
- No outdoor clothing e.g. scarves, hats, coats, gloves or hoodies to be worn inside the school building.

Equipment

Students must ensure they have all of the following equipment with them for every lesson:



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- Record Book
- Black/Blue pens
- Green pen
- Ruler
- Glue stick
- Rubber
- Sharpener
- Highlighters
- Protractor
- Pencil
- Scientific Calculator
- Reading book

Prohibited Items

Any prohibited item found on a student will be confiscated, and may be disposed of and not returned. The list includes, but is not limited to:

- Glass bottles
- Chewing gum (this causes huge damage to furniture and fittings and carries a risk of choking)
- Permanent marker pens
- Aerosol cans including aerosol deodorant (use of aerosols can induce asthma attacks if sprayed near sufferers. Please use roll-on if required)
- Large amounts of money
- Expensive items (such as portable gaming or music device)
- Cigarettes, matches and lighters
- Vape, vaping refill or any other form of vaping accessory
- Energy drinks– large bottles/large fruit juice and carbonated drinks
- Any item which is potentially harmful to any member of the Academy community

3. Rewards

We want students to be motivated by the intrinsic value of doing the right thing and achieving as a result of this; however, we also reward students for developing good learning habits. Teachers will reward students based on their effort, punctuality, attendance, progress and achievement within lessons as well as their behaviour around school and their contribution to the wider school community.

Examples of behaviour that would be rewarded at Oasis Academy Coulsdon are:

- Sustained effort in a lesson
- Being inclusive to someone feeling left out
- Showing a real improvement in your behaviour □ Attending school every day
- Excellent standard of work in an exercise book
- Being resilient and persevering when things are hard



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Below are some of the ways that students will be rewarded:

- Verbal praise from teacher/Family Leader/Academy Leadership Team
- Merits
- Shoutout in assembly – round of applause
- ‘Star of the Week’ from Family Leader
- Certificates
- Stickers and postcards
- Phone calls home to parents/carers
- Selecting students to represent the school – show visitors around and attend additional extra-curricular visits/ trips
- Reward events and trips

4. Consequences

We have the highest expectations of students in lessons to ensure that no learning time is lost. In the classroom, teachers will firstly try and correct any inappropriate behaviour using an Oasis Coulsdon behaviour technique. If the student does not then correct or alter their behaviour then a warning will be issued. If the student continues to misbehave, they will receive a demerit.

Examples of behaviour that, if uncorrected, would receive a demerit are:

- Talking during a silent task
- Distracting others
- Missing equipment
- Incompletion of work
- Incorrect uniform

Students are expected to be quiet on the Academy’s corridors and stairs and to move around our school building in a calm and safe manner. This is so they arrive to lessons promptly and with real focus. It also means they do not disturb learning going on in the Academy. A demerit without a prior warning will be given for failure to meet these expectations.

Detention

We want students to take responsibility for their actions and know that having the consequence as close to the misdemeanour as possible is important for students to value the process. We also want, as far as possible, for students to be able to see each day in school as a fresh start and a new opportunity.

A 30 minute detention will be given if a student receives 2 demerits in a school day. Students will sit the detention on the same day, enabling them to have a fresh start the following morning.

Some more serious behaviours warrant immediate awarding of a 60 minute detention. Examples of when this detention is given are:



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- Continuing with poor behaviour which means a student is removed from a lesson by Senior Staff (On Call).
- Not having their Record Book.
- Rude or inappropriate use of language to students or staff.
- Responding inappropriately to a demerit.

When a student earns a 60 minute detention, their parent/carer is informed before the end of the day by text message.

For more serious misdemeanours, there is an Academy Leadership Team detention for 2 hours on a Thursday or a 2 hour Saturday detention. Examples of when this consequence could be used include:

- Repeated disruptions to others' learning
- Defiance
- Aggressive behaviour or fighting
- Bullying
- Smoking off site
- Poor behaviour in the local community

Reintegration Room

If a student has been given a warning and a demerit in class, but still continues to misbehave, they will be removed from the lesson by a member of staff on-call. This is because it is unfair on the teacher and other students for one student to prevent others from learning.

They will be taken to the Reintegration Room where they will work in silence supervised by a senior member of staff. They will also receive a 60 minute detention for the same day.

The aims of this consequence are:

- Allow the teacher to teach and other students to learn
- Give the student time to reflect on their actions and re-group
- Give the student the opportunity to prove they are ready to return to lessons as soon as possible

If a student works and behaves well in the Reintegration Room, they will be allowed to return to their next lesson for a fresh start. If they are not in the right frame of mind to return, they will stay until they have shown they are ready.

If a student is removed from two lessons in a day, they will work for the remainder of the day in the Reintegration Room and have a 2 hour ALT detention.

If a student has five visits to the Reintegration Room, their parents will be called in to the Academy for a meeting and a Behaviour Support Plan.

Accepting a teacher's instruction

We want our students to leave us and be prepared to go into their dream job, a career with prospects. We know for them to be successful they need to be able to receive feedback in a positive and productive way. Therefore we will explicitly teach students how to accept feedback in a respectful and positive way, taking responsibility for their behaviour and learning from it. At the beginning of every year students will be inducted as to how to accept a demerit or verbal or non-verbal teacher instruction using the 'right tone and right time'. The below will also be displayed around the Academy for a continual reminder:

Students must:

- Make eye contact with the teacher
- Say "I'm sorry" or "I understand, can we talk about it later"
- Accept without question

Students must not:

- Tut or kiss teeth
- Raise eyebrows in shock
- Question or challenge the decision
- Walk away or slouch head
- Answer back or try to address at the time
- Show other unprofessional behaviour

5. Attendance and Punctuality

Key Principles

- Students at the Academy have the right to the best possible education.
- In order for students to access the best possible education, a high level of attendance is essential.
- Students' ability to stay safe, to enjoy school and to achieve well are jeopardised by poor attendance.
- Every moment of our Academy day is a valuable learning opportunity.
- Students should practise good habits of attendance and punctuality to prepare them for the world of work.

Our attendance policy lays out how we support, track and sanction students whose attendance falls below our expected level of 97%.



Punctuality

Students are expected to arrive at the Academy by 8.20am at the latest to be ready to start their learning.

Any lateness will result in an automatic 30 minute detention for the same day.

Where parents know that their child is running late to school, it is helpful to contact the School Office to notify us but please note that the same sanction may still apply.

COVID-19 restrictions mean that buses may be congested during school journey times. We advise any student within reasonable walking distance to avoid public transport. Those students who must use public transport must leave home early enough to be on time each morning.

Attendance

Green	97%+	No concern – keep it up!
Yellow	95-97%	Care needed to fall no further
Amber	92-95%	Well below Academy target – will start to impact negatively on attainment.
Lilac	90-92%	Real concern – almost a day off a fortnight on average. Serious impact on attainment.
Red	<90%	Classed as persistent absence – proven to affect students' life chances. Referral to Educational Welfare Service.

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance concern.

Authorised and Unauthorised Absence

If a student is absent from the Academy, it is vital that a parent contact the Academy by 8am to provide a reason for absence. This should be by telephone to the reception in the first instance supported by a written note on the student's return.

Absence can only be authorised where there is good cause. If no adequate reason for absence is provided, attendance will be recorded as unauthorised.

Avoiding Holidays and Appointments during Term Time

In order to maximise individual achievement, parents should avoid making routine appointments for students during the Academy day. Parents should not take family holidays during the term time period. The Local Authority has the power to fine parents if their child is absent from school without authorisation.

6. Achievement



Twice a year students will be issued a termly report which outlines their achievement and progress over the course of the term. In addition there will be parents' evenings and information evenings calendared throughout the year. It is vital that parents/carers attend these in order to support their children and the Academy, as far as COVID guidelines permit.

Intervention and support will be in place for any student who is not making the expected progress in a subject(s).

7. Bullying

Bullying or harassment is the use of deliberate aggression with the intention of hurting another person.

Oasis Academy Coulsdon has a zero tolerance policy towards bullying and any incidents of bullying, both inside and outside of the school building, will be fully investigated and taken extremely seriously.

Students can notify any member of staff if they have concerns or post a comment in the Worry Box (also available on email – worrybox@oasiscoulsdon.org).

Bullying/harassment can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
- Physical - pushing, kicking, hitting, punching or any use of violence;
- Racist - racial taunts, graffiti, gestures;
- Sexual - unwanted physical contact or sexually abusive comments;
- Homophobic - because of, or focussing on the issue of sexuality;
- Because of learning or physical disabilities;
- Verbal - name-calling, sarcasm, spreading rumours, teasing because of appearance etc.;
- Cyber - all areas of internet use, such as e-mail, social media and internet chat room misuse;
- Mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities, Apps etc

The following steps may be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the student's Family Leader
- A clear account of the incident will be recorded
- The attached member of the Leadership Team may also be called upon to assist
- Parents will be kept informed
- Consequences will be used as appropriate.



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Students who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff of their choice; – reassuring the student;
- offering continuous support and restoring self-esteem and confidence.

Students who have bullied will be helped by:

- discussing what happened
- discovering why the student became involved
- establishing the wrong doing and need to change
- informing parents/carers to help change the attitude of the student.

Depending on the severity of the incident, any of the following consequences could be used:

- official warnings to cease offending
- detention
- removal of student from certain times of the Academy day (e.g. lunch withdrawal)
- fixed-term exclusion
- Permanent exclusion.



Declarations

STUDENT NAME: _____

Please carefully read and sign each of the below to show you agree, accept and understand.

Oasis Academy Coulsdon Day Times

I will ensure my child is at school on time (by 8.20am) and understand that no child will be allowed into the school before 7.45am.

I understand school will not finish until 3.20pm each day for students in Years 7-10, and 4.10pm for students in Year 11.

Parent's Signature..... Child's
Signature.....

I give permission for my child to be dismissed at 12.30pm on the last day of every term (not half term).

I understand that students will be dismissed each afternoon in a safe and staggered way so departure times may vary by up to ten minutes.

Parent's Signature..... Child's
Signature.....

I understand that in the unlikely event of extreme circumstances e.g. flooding, extreme weather etc. the academy may need to close at short notice to ensure the safety of students and staff. In this scenario, the academy will send out an email and text message to parents/carers approximately one hour before dismissing students.



Should this situation arise, I give permission for my son/daughter to go home on their own.

Parent's Signature.....

Oasis Academy Coulsdon Detentions

Detentions will run for 30 and 60 minutes detentions every day after school.

There are 2 hour ALT detentions after school on a Thursday and from 9am-11am on a Saturday morning.

I understand my child can be issued a same-day 30 minute detention with no prior warning or parental permission. However, I understand I will receive a text, phone call or email notifying me of a 60 minute same-day detention (or ALT detention).

I understand if my child fails to attend a detention, the consequence will be increased and a parental meeting may be required.

Parent's Signature.....

Child's Signature.....

Mobile Phones/Ipods/Mp3 players, Smart Watches etc

Mobile phones or any other electronic equipment are not permitted in Oasis Academy Coulsdon.

Any such item brought to school **must** be checked in each morning upon arrival.

I understand that if my child is discovered to have such an item after check-in, it will be confiscated and kept in the school safe for 4 weeks.

Oasis Academy Coulsdon will not be held responsible for the loss or theft of any phones or electronic equipment that are brought into school.

Parent's Signature.....**Child's**

Signature.....



Internet Access Contract 2020-21

Students will have the opportunity to regularly access the internet including email accounts as part of their learning at Oasis Academy Coulsdon. Students will be allowed to access web sites that relate directly to their research topic or area of study. Students who accidentally encounter web sites that are considered offensive or in any way inappropriate should report them to the supervising adult immediately. In addition, students do not have permission to download any material such as software, games and music.

I give my child permission to access the internet at the Academy. I have discussed the correct use of the internet and email accounts with my child who understands that internet access is for the purpose of learning and knows that he/she will be excluded from using the internet and email accounts if found to be visiting inappropriate sites or downloading materials of any kind.

Parent’s Signature

Child’s Signature

Student Participation in Media Coverage

I give my consent for the use of my personal data for the following:

	Yes	No
Name to be used on the Academy’s website, printed publications and local media		
Image/video to be used in the Academy (for example, in wall-mounted displays)		
Image to be used in printed Academy publications (for example, the academy prospectus)		
Image/video to be used on the Academy’s website, social media channels, and in local media		



Image to be used in Oasis Community Learning’s printed publications (for example, a brochure or job advert)		
Image/video to be used on Oasis Community Learning’s website, social media channels, and in local media		
Image/video to be taken by, or used in circulation to, other parents (for example, at school events)		
Biometric data (for example, fingerprints) to be processed – to be used as an alternative to cash in the Diner and for photocopying.		

Drug and Alcohol Education

As part of the PSHCE curriculum, students will participate in a Preventative Drug and Alcohol Education program. Students will be presented with knowledge, attitudes and skills that will enable them to understand the use, misuse and the possible harm associated with all drugs including medicines.

I give my child permission to participate in the Drug Education Program.

Parent’s Name **Parent’s Signature**.....

Sex & Relationships Education

As part of the mandatory PSHCE curriculum, students will participate in sex and relationships education.

I give my child permission to participate in the sex and relationships education programme.

Parent’s Name **Parent’s Signature**.....



Prohibited Items

I understand that if my child is found in possession of a prohibited item that this will be confiscated and may not be returned to them and disposed of. I will ensure that I remind my child not to take any prohibited items into the Academy with them to ensure that these personal items are not confiscated. I understand my child may also been issued with a detention for bringing prohibited items into the Academy.

Parent's Name

Parent's Signature.....

Record Book

All students will be provided with a Student Record Book at the beginning of the year which is an essential part of their school equipment. It is each student's responsibility to keep this record book well organised and in good condition. If students do not take care of their record book and it is found to be in an unsatisfactory condition, they will be expected to replace it at a cost of £5 from Student Reception.

I understand that if my child does not keep their planner in good condition I will need to pay £5 to replace it.

Parent's Name

Parent's Signature.....

Date