

21st December 2023



Dear Parents and Carers,

Thank you for continuing to support Chaucer School as we get to the end of a very long term. Students have been extremely busy in school both in and out of lessons, as well as out of school on visits. If you don't already, please follow one of our social media platforms where we try to share a flavour of all the opportunities children at Chaucer School are benefitting from.

One of our key areas of improvement from OFSTED's visits has been behaviour, and you may have seen in the monitoring visit reports from March and more recently in October 2023 that behaviour in classrooms is a long way down the road to being judged as 'good.' A key area however is student behaviour out of the classroom; as they arrive into school, at breaks and lunches, and travelling on the corridors and stairs from lesson to lesson.

We've worked really hard in school to plan a very specific behaviour curriculum for exactly how we want students to behave at these times. We've called this 'The Chaucer Way' because it's important that students know the standards of behaviour that are expected of them - the way we do things at Chaucer. The Chaucer Way is more than a set of rules. A little like when we learn to drive, you aren't given the Highway Code and expected to then be able to drive - you need to practice in lessons. In the same way, we have spent some time in the last few weeks at school teaching students how to behave in 'The Chaucer Way' - on corridors, as they enter the canteen, as they travel on the stairs, and more. I've attached a copy of The Chaucer Way behaviour curriculum for you with this letter, and in it you'll find the extremely clear guidance for students on how to behave in different places around school. Our goal is always for school to feel safe, calm, and predictable - therefore supporting all children to have positive learning experiences every day. These repeated lessons and expectations will make Chaucer School feel safe, calm and predictable for all.

Over next term, we'll also introduce clear guidance for how some of the processes in lesson should take place so it is consistent from room to room - for example, so that all teachers expect students to use mini whiteboards in the same way, or be asked to complete paired work in the same way - and therefore students can focus all their attention on the learning in the lesson.

The Chaucer Way behaviour curriculum means extremely few changes to the Relationships and Behaviour Policy, but an updated version has been shared with you this week. However, there is one significant change that I wanted to explain to you.



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I have become increasingly concerned about vapes and vaping in schools, and there have been some disturbing incidents and reports both locally, and in national media about how harmful vaping is for developing lungs. I've attached an additional letter from Miss Scott our Safeguarding Lead with more detail about our concerns here, and the steps being taken in school to discourage children from having vapes. I wanted to share with you that from January we are increasing the severity of the sanctions for children who are found to be either vaping or in possession of a vape in school, and those sanctions will include suspension for repeated offences. I feel very strongly about the risk to children's health from vapes, and our governing body are in agreement about this change to the Relationships and Behaviour Policy.

Finally, I want to thank parents and carers for taking the time to feedback to us when we ask for it. We try hard to listen to student, staff and parent voice when making improvements to school, and at times that has included some online surveys. They really do help us continue to improve the school. Our most recent survey was about how positives and rewards are communicated with families, and we used that feedback to make some changes to systems in school. It was great to hear that most families are getting positive communications from us about their child almost every day - and you should now be able to see on the MCAS system which subject and teacher awarded those positive rewards.

Students in Year 7 are also enjoying earning star badges to go with their positive reward points, and all students are wearing their house badges with pride as the house battle for points at house events continues. Staff, student and parent feedback has helped us develop this area massively - so thank you.

As ever, if you would like to discuss any of the contents of this letter further with me, please contact school on the [enquiries@chaucer.sheffield.sch.uk](mailto:enquiries@chaucer.sheffield.sch.uk) email to arrange a time to do so.

We hope you have a calm and restful Christmas holiday, and we look forward to a bright 2024.

Very best wishes from all at Chaucer School!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joanna Crewe', written in a cursive style.

**Joanna Crewe**  
**Headteacher**

# The Chaucer Way - Our Behaviour Curriculum

## The Aims of the Chaucer Way Behaviour Curriculum

The Chaucer School behaviour curriculum embodies our culture and ethos developed through a Trauma Informed and ACE (Adverse Childhood Experience) aware approach where relationships are at the centre of all interactions to support boundaries and clear expectations that provide emotional safety and security. This approach encapsulates and supports the wider school community and includes all young people, all staff, parent(s)/carers, and any external agencies who work collaboratively with Chaucer School. The ethos promoted at Chaucer demands high expectations of staff and students also demonstrates respect, tolerance, and an understanding of individual differences. This will drive the school community towards equity of opportunity and high aspirations for all. We aim to create a culture of good behaviour, not only for learning, but within the community and for life.

We will aim to build a community which holds true to our core values of kindness, respect and responsibility and empathy for others to help learners take control over their behaviour and be responsible for the consequences of it. We educate and encourage our school community to value the diversity in our society and the environment in which they live becoming active and responsible citizens, having a positive contribution their own community and society in general.

Through encouraging positive behaviour, we can promote good working relationships throughout the school community. These relationships are built on trust compassion, empathy and understanding. We aim to ensure that as students practise these behaviours, over time they become habits that positively shape how they feel about themselves and how other people perceive them. The Relationship and Behaviour Policy supports the consistent application of The Chaucer Way at all points of the school day, in and out of lessons.

Our School Values		
Kind	Respectful	Responsible
Being kind is the most important thing we can do. Not only can acts of kindness make others feel good but being kind also has benefits for our own mental health and wellbeing. When we cooperate and show kindness to our fellow humans, we become healthier, happier and more successful.	Having respect for others and ourselves helps us behave appropriately in the wider community. Teaching about the value of respect is an important aspect of behaviour management and promotes positive learning environments. Encouraging respect in classroom also promotes values of diversity, equity, and inclusion.	Taking responsibility builds confidence in making decisions and taking credit for them. It shows children how their actions influence themselves and those around them. This, in turn, strengthens self-esteem and empathy. Taking responsibility allows us the satisfaction of knowing we did our best, or how to do better next time. Even if the outcome is not as we had hoped, knowing we were in control gives us the power to improve.
Modelling the Culture - Teaching the Chaucer Way.		The process for teaching behaviour explicitly:
<p>Good behaviours are explicitly taught and regularly refreshed to ensure all students understand the high expectations we have of them. The Chaucer School behaviour curriculum sets clear boundaries and parameters for behaviours for learning, social norms and routines. We have a shared and consistent language of these behaviour expectations across school. The curriculum is taught explicitly to students during tutor time and through their regular LIFE (PHSE) lessons. There will also be specific 'drop down lessons' throughout the year where there will be specific focus on the behaviour curriculum. The Relationship and Behaviour Policy supports the consistent application of The Chaucer Way.</p> <p>Students should learn the content of the curriculum so that they can recall the information and act upon it. At the start of each term, the curriculum will be revisited with students and will continue to be reinforced throughout the year. As with all curriculum content, whoever is delivering it to students needs to: teach it explicitly; provide models where possible and appropriate; allow for independent practice; check for student understanding; praise and reward where it has been mastered; and revisit content regularly and routinely to ensure it is not forgotten. When delivering to students with barriers to learning and understanding, all reasonable efforts must be taken to meet student need. All available information about students – their SEND data, EAL status, reading abilities etc. – are to be considered to best meet student need.</p>		<ul style="list-style-type: none"> <li>• <b>IDENTIFY</b> the behaviour we expect</li> <li>• Explicitly <b>TEACH</b> behaviour</li> <li>• <b>MODEL</b> the behaviour we are expecting</li> <li>• <b>PRACTISE</b> behaviour</li> <li>• <b>NOTICE</b> excellent behaviour</li> <li>• <b>CREATE</b> conditions for excellent behaviour</li> </ul> <p>It is important that all school staff know the details of this curriculum, teach it explicitly to students and continuously maintain the high standards we set. By doing so we support each other to create a culture where pupils feel safe and are able to learn in an optimised learning environment where teachers are free to teach.</p>

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## Maintaining Behaviour Culture

These are the OVERALL social norms, routines, and behaviours we expect all students to display.

Classroom rules	Around school rules
Follow staff instructions first time and without question.	Follow staff instructions first time and without question.
Be responsible by arriving on time and line up outside classrooms quietly and calmly.	Be polite and respectful at all times.
Enter classrooms silently and sit where the teacher asks you to.	Show responsibility by being on time for school and all lessons.
Have your equipment out and ready and begin the starter task.	Wear the correct school uniform at all times.
Show respect to staff and students when they are talking by listening.	Talk, don't shout, using respectful language at all times.
If you have a question, put your hand up and wait for the teacher to invite you to ask it.	Walk on the left on all corridors.
Always try your best with all learning.	Use the correct up or down staircase.
Pack away silently and calmly when asked to do so.	Be kind, always.
Stand behind your chair silently at the end of lessons until you are dismissed.	Respect your school environment, putting all litter in the bins.
Enter the corridor quietly and calmly as you go to the next lesson or social time.	Walk calmly and quietly around school and do not make physical contact with others.

## Additional key principles taught throughout the Chaucer Way Behaviour Curriculum

Attendance and Punctuality	Engaging fully in school life	Understanding of individual differences	Personal Development in Modern Britain	Being a Learner
<p>It is important for your learning that you attend school every day.</p> <p>You should arrive at school before 8.30 in the morning to avoid missing any learning time. Being on time for lessons shows you respect yourself and your education.</p> <p>If you are ill, ask your parent/ carer to check the guidance they've been sent to see if you should still attend school.</p> <p>You should not have time off for anything other than a serious reason.</p>	<p>Taking part in a club or activity outside of lessons that you have an interest in</p> <p>Being a proud member of your school house and contribute to collecting house points</p> <p>Take part in house competitions and activities throughout the year</p> <p>Take part in trips and visits that are offered to you as part of curriculum, rewards and wider enrichment opportunities</p>	<p>We are always welcoming and we celebrate our differences.</p> <p>We do not discriminate on anybody based on any of the characteristics that are protected under UK law.</p> <p>We understand that everybody has the right to feel safe at Chaucer school.</p> <p>We make sure that we include everyone and nobody is left out.</p>	<p>Always arrive on time and an active and fully engaged member of your form in tutor time activities</p> <p>Take part in careers and aspiration activities such as work experience, Law and Healthcare programmes and Vocational Construction opportunities in school</p> <p>Always wear full and correct uniform to school, removing any outdoor jackets or coats in classrooms without being asked</p> <p>Model our school values by being respectful, responsible and kind to others at all times</p>	<p>Always work to the best of your ability, without prompting.</p> <p>Allow and encourage others to work to the best of their ability, without prompting.</p> <p>Complete homework on time and to the best of your ability, without prompting.</p> <p>At KS4, start revising early – and then do it frequently and regularly, and to the best of your ability.</p>

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These are the expectations for each part of the school day when outside of the classroom. All students will be taught and understand the following expectations routines and social norms.

How to arrive at school and enter the building.	How to always show good manners.	How to behave on school corridors	How to travel on the stairwells	How to use the school toilets.
<ul style="list-style-type: none"> <li>• Whether travelling by foot, bike or public transport always speak to others, including members of the public with respect and have good manners.</li> <li>• Be safe and considerate of other people. Walk calmly without being unruly. Ride your bike or scooter with due care and attention.</li> <li>• Wear your school uniform with pride and remember you are always representing the school when you are wearing it.</li> <li>• Be in correct full school uniform with all outdoor clothing removed.</li> <li>• When entering the school grounds be polite staff and greet them appropriately.</li> <li>• Ensure you arrive at school at or before 8.25am every day.</li> </ul>	<ul style="list-style-type: none"> <li>• Always say 'please' when you are asking for something.</li> <li>• Always say 'thank you' when you receive something, or someone does something nice for you.</li> <li>• Let any waiting adults through a doorway before walking through yourself.</li> <li>• Reply 'Good morning/afternoon' to adults.</li> <li>• Be respectful of others contributions in lessons and never present harmful behaviour.</li> <li>• Be trusted to do the right things that are expected of you, even without adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk on the left.</li> <li>• Always walk – no running.</li> <li>• Reply politely to staff when they say 'Good Morning' or 'Good Afternoon.'</li> <li>• Use 'inside' voices – no shouting</li> <li>• Ensure you walk in no more than pairs.</li> <li>• Be mindful of the thinner corridors and when it is more sensible to walk in single file</li> <li>• Don't make physical contact with any other students</li> <li>• Take the fastest route to your destination, using the correct up and down stairs.</li> <li>• Be kind. Students who are in younger year groups, or are smaller than you, or get anxious in crowds, might be nervous.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the correct up or down stairs. Up stairs are at the back of Science and the stairs from the Dining Hall to English.</li> <li>• At 3pm only, all stairs are down stairs.</li> <li>• Walk carefully, taking care to not knock or crowd others.</li> <li>• Be kind. Students who are in younger year groups, or are smaller than you, or get anxious in crowds, might be nervous.</li> <li>• Do not stop on the stairs.</li> <li>• Do not try to walk up with a friend – keep moving safely.</li> </ul>	<ul style="list-style-type: none"> <li>• The right time to use school toilets is before school, at break and lunch, and after school.</li> <li>• If you do find yourself with an urgent need, always go to your lesson first and ask for a toilet pass, even if you have a medical note.</li> <li>• Travel to the toilets using the correct stairs and walking on the left.</li> <li>• Always enter cubicles alone.</li> <li>• If there is any issue with the cubicle, let the members of staff present know.</li> </ul>
How to enter a classroom	How to exit classrooms.	How to transition to the next lesson.	How to transition from lesson to social times.	How to enter and be in the canteen.
<ul style="list-style-type: none"> <li>• Get to your lesson as soon as you can following the bell.</li> <li>• Line up outside the lesson and wait for your teacher to address you. Remove outer jackets and coats.</li> <li>• Reply politely to staff when they say 'Good Morning' or 'Good Afternoon.'</li> <li>• When your teacher is ready, listen carefully to instructions about engaging with work immediately.</li> <li>• When invited, enter the lesson</li> <li>• Go immediately to your seat.</li> <li>• Get all of your equipment out.</li> <li>• Engage with the learning immediately and to the best of your ability.</li> </ul>	<ul style="list-style-type: none"> <li>• When your teacher asks for silence, immediately provide it.</li> <li>• Join in the review of the lesson's learning.</li> <li>• Pack away materials and return e.g. exercise books, textbooks to their rightful place.</li> <li>• Tidy your work-space. Leave it in an appropriate condition for the next students who will be using it.</li> <li>• Stand in silence where you had been working.</li> <li>• After the bell, wait for your teacher to dismiss you.</li> <li>• If going to another lesson, do so calmly, quietly and immediately.</li> <li>• If going to break or lunch, go to the appropriate social space calmly, quietly and immediately.</li> <li>• If it is the end of the day, calmly, quietly and immediately leave site.</li> <li>• Thank your teacher on the way out.</li> </ul>	<ul style="list-style-type: none"> <li>• After the bell, wait for your teacher to dismiss you from lesson.</li> <li>• When going to another lesson do so immediately, using the most direct route.</li> <li>• Use the correct up and down stairs at all times.</li> <li>• Do not use the toilet during lesson changeover.</li> <li>• Be safe and considerate of others. Walk calmly without being unruly.</li> <li>• When moving round the building ensure you are calm and quiet, using indoor voices.</li> <li>• Never run inside the school building and have no physical contact with others.</li> <li>• Walk on the left-hand side when travelling down corridors in groups no bigger than two.</li> <li>• Always be polite and courteous to adults and other children.</li> <li>• Open doors for others.</li> <li>• Don't drop litter and put all rubbish in a bin.</li> </ul>	<ul style="list-style-type: none"> <li>• After the bell, wait for your teacher to dismiss you from lesson.</li> <li>• When going to social time do so immediately, using the most direct route.</li> <li>• Be safe and considerate of others. Walk calmly without being unruly.</li> <li>• When moving round the building ensure you are calm and quiet, never run inside the school building and have no physical contact with others. Other students will be in lessons during your dinner time.</li> <li>• Walk on the left-hand side when travelling down corridors in groups no bigger than 2.</li> <li>• Use the correct up and down stairs at all times.</li> <li>• Once the bell has gone for the end of social time go immediately and directly to your next lesson.</li> <li>• Do not attempt to go to the toilet without a pass at the end of social time.</li> <li>• Always be polite and courteous to adults and other children.</li> <li>• Open doors for others.</li> <li>• Don't drop litter and put all rubbish in a bin.</li> </ul>	<ul style="list-style-type: none"> <li>• Calmly and quietly enter the canteen – always walking.</li> <li>• Calmly and quietly walk to the service point you require.</li> <li>• When queuing, remain calm and quiet – no physical contact with others.</li> <li>• When being served, be polite to the staff and say thank you for your food.</li> <li>• Once you have your food, calmly and quietly walk to a seating area.</li> <li>• Sit down to eat your food.</li> <li>• Once you have eaten your food, dispose of any rubbish or leftovers in the appropriate locations.</li> <li>• Return to your seats for calm and quiet conversation.</li> <li>• When asked to leave by a member of staff, calmly and quietly make your way out of the canteen. Leave nothing behind.</li> </ul>



# The Chaucer Way - Our Behaviour Curriculum

How to travel to and be in assemblies.	How to behave at social times.	How to leave school at the end of the day.	How to behave positively in lesson	How to not be late or truant
<ul style="list-style-type: none"> <li>• Be on time to form time period to meet your teacher.</li> <li>• Be in correct full school uniform with all outdoor clothing removed.</li> <li>• Walk to assembly in silence and in single file.</li> <li>• Line up in silence outside the hall in a single file line.</li> <li>• Walk into the hall in silence and sit in your allocated seat.</li> <li>• Remain silent once seated.</li> <li>• Be actively involved in the assembly wherever possible.</li> <li>• Always use 'hands up' to gain attention if necessary.</li> <li>• Be silent when leaving the assembly, once instructed to do so.</li> <li>• Go the next lesson without hesitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Take the opportunity to use the toilet.</li> <li>• Eat and drink in the dining hall.</li> <li>• Make use of lunch time clubs, such as football with SWFC or karaoke.</li> <li>• Sit down and socialise with friends.</li> <li>• Don't shout, run, or cause conflict.</li> <li>• Be kind. Check around you – is anyone alone and needing company?</li> <li>• Reply politely to staff when they say 'Good Morning' or 'Good Afternoon.'</li> <li>• Keep an eye on the time and be ready for your next lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave lessons calmly and sensibly.</li> <li>• Walk on the left.</li> <li>• At 3pm, all stairs are down stairs.</li> <li>• Be safe and considerate of others. Walk calmly without being unruly.</li> <li>• Use indoor voices.</li> <li>• Never run inside the school building and have no physical contact with others.</li> <li>• Don't use your phone until you are out of the building.</li> <li>• Be polite and reply to staff when they say goodbye.</li> <li>• Keep your uniform smart and show that you are proud of yourself and your school.</li> <li>• Be proud of your school site. Don't drop litter and put all rubbish in a bin.</li> <li>• As you leave the premises, ensure you are mindful of members of the public. Take care to not hog or block the pavement at the school gate.</li> <li>• Ensure you take care with traffic in the car park and at the exits. Ensure you use the crossing to travel onto Buchanan Road.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive in class ready to learn.</li> <li>• Have your equipment ready.</li> <li>• Complete each task set for you.</li> <li>• Ask questions by raising your hand.</li> <li>• Always try to answer when asked a question – don't be afraid to try an answer you aren't sure of.</li> <li>• If you're given a phase 1 for any reason, use that warning to correct your behaviour. Accept phases without argument – take responsibility.</li> <li>• If you feel it's unreasonable, speak to the teacher about it at the end of the lesson, but don't get more phases by arguing.</li> <li>• Focus on the learning.</li> <li>• Speak politely to other students and staff throughout.</li> </ul>	<p>All students should transition to lesson calmly and quietly and arrive to lesson promptly.</p> <p>Any student who has not arrived with 5 minutes of the bell will be reported as missing or truant.</p> <p>Any student deliberately in the wrong classroom will be reported as being truant.</p> <p>Student requiring the toilet will need to have a pass from their class teacher and will not be allowed to access toilets without one.</p> <p>Any student walking out of lesson without permission will be reported as being truant.</p> <p>Any student seen on corridors on the school grounds without a pass will be recorded as being truant.</p> <p>Any student confirmed as being truant will be placed in reflection until the end of their next social time or 3.30pm</p>

There are further expectations 'How To' guidelines for inside the classroom routines and processes linked to learning that are being introduced to students over the next term and will be shared with parents next term.