

Reset Assembly

Expectations and Routines

Summer Term 1
2025/2026



STRIVE FOR EXCELLENCE

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We STRIVE for excellence every day



OUR VALUES

British Values and Character Development

Our Values	British Values	So that pupils;
SELF MOTIVATED TO ACHIEVE	INDIVIDUAL LIBERTY	DEMONSTRATE RESILIENCE EVERY DAY
TOGETHER WE LEARN	TOLERANCE	ARE HONEST & COURAGEOUS
RESPECTFUL TO ALL	MUTUAL RESPECT	HAVE & DEMONSTRATE MANNERS EVERY DAY
INTEGRITY IN EVERYTHING WE DO	RULE OF LAW	HAVE & DEMONSTRATE INTEGRITY
VALUABLE CONTRIBUTIONS	INDIVIDUAL LIBERTY	DEMONSTRATE COMMITMENT TO THEIR SCHOOL & LEARNING EVERY DAY
EVERYONE IS EQUAL	DEMOCRACY	SHOW INTEGRITY & HUMILITY EVERY DAY

STRIVE FOR EXCELLENCE
 Dame Elizabeth Cadbury School 

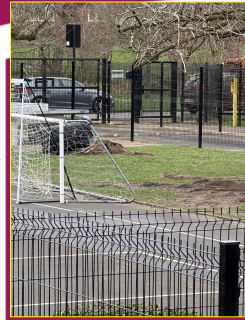


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Entrance to school

- The bottom gate is open from 7:45 to all pupils for access to breakfast club and outdoor areas.
- No other areas of the school can be accessed before the start of the school day.
- The top gates open for access at 8:30.
- Once on-site, pupils are not permitted to leave.
- All pupils must be on-site for 8:35 and dressed in full school uniform.



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Attendance matters at Dame Elizabeth

PERSISTENT ABSENCE (PA) IN SCHOOLS



Many pupils have an attendance rate of around 90%. Most parents and pupils think that this is pretty good.

What does an attendance rate of 90% look like?
If you have a 90% attendance record, it means that you are absent from lessons for the equivalent of one half-day every week.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
✓	✓	✓	?	✓

A 90% attendance rate means that you have missed the equivalent of four whole weeks of lessons in the school year.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
✓	✓	✓	✓	?	✓	✓	✓	✓	✓	✓	✓

If your attendance rate is at 90% throughout KS3 and KS4 (5 years) you have missed the equivalent of about one half of a school year.

School Year	Sep	July
Year 7		
Year 8		
Year 9		
Year 10		Missed learning time
Year 11		

Outstanding	98 - 100%
Good (no more than 5 days off per year)	97 - 97.9%
Cause for concern	95 - 96.9%
Cause for serious concern	<94.9%
Persistent Absentee – possible legal action	<90%



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Line-up procedure

- When the whistle sounds, all pupils must begin to move quickly to their line-up point.
- Pupils must ensure that uniform is immaculate at this point (including removing any items which do not follow our uniform expectations).
- Pupils should be in register order in their lines.
- When HOH raise their hands, all staff and pupils will do the same and everybody will wait in silence.
- When HOH are ready, they will begin dismissing their form groups – all pupils must leave in silence and in a straight line.



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Uniform expectations – Everyone is Equal

Every day, in every areas of school our uniform expectations are:

- **Blazers** will be worn by all pupils, at all times
- **Shirts** will be tucked in
- **Ties** will be worn (up to the collar and a minimum of 6 stripes)
- **Trousers** will be pulled up to the waist
- **Skirts** will be pleated and knee-length (knee-length socks are not permitted)
- **Coats** are not to be worn in the building at any time
- **Shoes** are to be worn at all times, by all pupils
- One pair of plain, flat silver or gold **studs** can be worn (one per ear lobe) – there are to be **no other piercings** worn at Dame Elizabeth
- Additional jewellery must **not be worn** and will be **confiscated** – if this is repeated, parents will need to collect



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Entrance to school buildings

- From line-up, pupils will be led into the buildings in silence and following in a straight line.
- Form tutors will lead pupil in through their assigned door to support movement from line-up.
- All coats must be removed before entering the school building (and should not be worn inside at any point).
- Pupils will follow their form tutors directly to their form rooms.



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Accessing the uniform cupboard

- Pupils are escorted at the end of line up by their HOH to the uniform cupboard, Pupil must line up outside the doors located in the following image and wait to be issued with the correct uniform.
- Any pupil requiring uniform must hand an item over to ensure uniform is returned at the end of the school day. If pupils do not return the borrowed uniform they will be charged for that item(s).
- Pupils are logged on Class Charts for missing uniform and Class Charts thresholds/analytics will notify the HOH to follow further sanctions where required.
- Pupils refusing to wear the correct school uniform will be required to be in Refocus/Reflection for the whole day.
- No pupil should be sent to the uniform cupboard by themselves; the pupils must be escorted to this location.
- Any late pupils requiring uniform will go to the house office for their House PA to organise the correct uniform.



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Be equipped for learning every day

Your responsibility is to ensure that you are ready to learn by bringing the below as a minimum:

- **Black pen** – bring at least two in case one runs out.
- **Green pen** – this is vital to support you in correcting and improving your work.
- **Pencil** – this is essential for work in all subjects.
- **Ruler** – you need this to meet basic organisation and presentation standards.
- **Planner** – this is expected to support you in being organised and engaging with our rewards and sanctions systems.



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Corridor expectations

- We keep to the left-hand side of corridors and stairwells to support safe and sensible movement.
- We walk at all times and keep all conversation to a calm and quiet level.
- No coats or outdoor items should be worn on the corridors.
- We always take the quickest route to lessons; ensuring that learning time is not wasted.
- We line-up sensibly outside classrooms until lessons begin.



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Our Learning Routines

Dame Elizabeth Learning Routines

for pupils

Strong Starts

We begin all lessons by:

- Entering the room on-time, in a calm and respectful way.
- Finding your designated seat and begin your 'Do Now' task.
- Placing planners and equipment for learning on your desk.

Making Valuable Contributions

Be ready to listen:

- Sit up.
- Track the speaker.
- Be respectful to all.

Be ready to speak and participate:

- Think hard about your learning (no opting out).
- Raise your hands to ask questions.

Positive Ends

We end all lessons by:

- Leaving our area clean and tidy.
- Replacing all work and equipment neatly.
- Waiting in silence to be dismissed.
- Ensuring that you use your 3-minute movement time appropriately and ensure that corridors are calm.

Self-Motivated to Achieve

We show pride in our work by:

- Writing the date a title in full and underlining them.
- Using green pen to correct and improve work.
- Completing all tasks to a high standard.
- Giving 100% effort in all learning.

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Showing Pride in our work

Exercise Book Minimum Expectations

Self-motivated to achieve
Together we learn
Repectful to all
Integrity in everything we do
Valuable contributions
Everyone is equal

Showing Pride in Work
 You should always have the highest expectation for every piece of work you do:
 1. Work should have a **date and title underlined**.
 2. All diagrams, tables and graphs should be **drawn with a pencil, using a ruler**.
 3. **All work should be written in black pen**, with highlighters/colours used for key points.
 4. All answers should be **marked in green pen**.
 5. Your books should be kept **neat and tidy**.
 6. Worksheets should be stuck in your book **neatly and not folded**.
 7. Subject key terms should be **spelt accurately**.
 8. Make sure you think about how you **set your work out**, if there is too little space, move on.
 9. All tasks should be completed to the **best of your ability** in the time provided.

Peer-Assessing Work
 When you are assessing your peers work you should:
 • Use the success criteria/ mark schemes to identify 'What Went Well and Even Better if areas.'
 • Write in your neatest handwriting (it is somebody else's book).
 • Read what you have written. Does it make sense to you? If it doesn't to you, it won't to your peer.
 • Be positive and considerate to your peer. We all want to feel successful.
 • Write your name at the bottom of your comments.

It is very important to **STRIVE for Excellence** in every lesson. This means completing all the work set by your teacher, and ensuring it is done to the **very best of your ability**.

If your teacher feels that you have not worked as hard as you can, or that your work does not meet the **highest standard**, they will ask you to come back after school and put it right.

Improving Literacy
 Use the best language possible for your work. This should include the best subject key terms using your curriculum overviews or knowledge organisers. The codes in the table show what type of error has been made.

Spelling	Incorrect
Punctuation	Please do not do this in my handwriting
Grammar	Check your self-assessment
Other	What has to be done to make this better?

Repeat incorrect spellings three times using look-cover-write-check

Self-Assessing Work
 When you self-assess your own work make sure you:
 • Use the success criteria/ mark scheme to identify 'What Went Well and Even Better if areas.'
 • Mark accurately. Being honest is the only way you will improve your work for next time.
 • Ask your peer or teacher if you are unsure about your own assessment.
 • Make clear, detailed responses to your work. You may want to look back over it in future - lack of detail will make this difficult.

Every piece of work in every subject matters at Dame Elizabeth.

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Breaktime routines

- Pupils must only access the canteen, main hall or toilets in the school building.
- Pupils can access both sets of toilets at breaktime – ensuring that they do so in good time.
- Food should only be eaten in the canteen or main hall – no food is to be taken outside.
- Pupils will access outdoor areas by moving through the quad and through the side gates.
- When the whistle is blown, all pupils must begin to move to period 3 in a calm and sensible way.
- Our STRIVE Values must be demonstrated by all pupils at all times.



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Positive lunchtimes at Dame Elizabeth

LUNCHTIME ROUTINES. 

- Enter the venue and **take our seats** quickly and sensibly.
- **Stay in the seat we choose** all lunchtime.
- **Stay in the venue we choose** – we don't move between the Canteen and Hall.
- **Wait patiently** to be called up to collect food.
- Always **take a tray** and **use our manners**.



- **Remain in our seats** unless getting food or going to the toilet.
- Help to **keep our areas tidy** – working together to ensure that our environment is pleasant.
- **Check and tidy** our area (including the floor) at the end of lunch.
- **Wait to be dismissed** by a member of staff.

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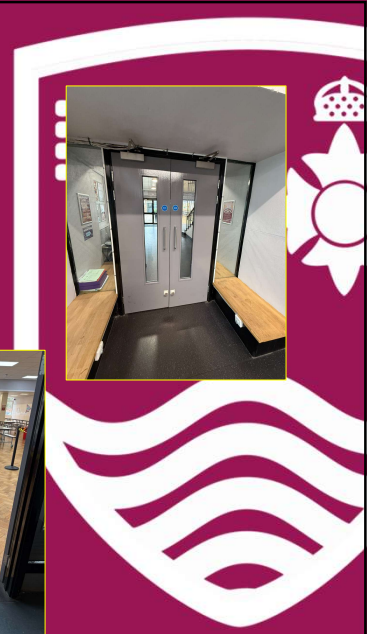
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Canteen routines (Years 7, 8 and 9)

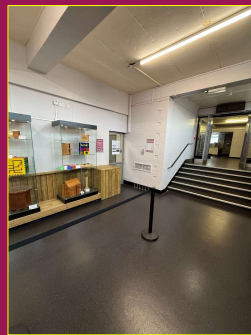


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Main Hall routines (Years 10 and 11)



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Toilet expectations

- Pupils must only access the toilet during lesson time when they have a medical pass (this pass must be in your planner and must be brought with you).
- There must only be one pupil in a cubicle at any point – pupils found in cubicles together will be searched for prohibited items.
- Pupils will use the toilet, wash their hands and then leave the toilet area – no pupils will wait inside the area.
- If there is a long or short-term medical reason why a pupil needs to access the toilet, it is the responsibility of a parent or carer to communicate this to the school and supply relevant medical evidence.



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Restricted areas to pupils

- Pupils should not access the House Offices during the school day – they are office spaces and staff are working. No member of staff should send pupils to this area during the school day.
- No pupil should access the Success Centre unless they have a pass or are part of a booked intervention.
- Pupils should not access the Satellite Centre (located in the House) at any point – pupils in this area will enter via the front of the House and not be on main site.



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Exits from school

- At the end of the school day, pupils are expected to leave site in a calm and sensible manner.
- If pupils have been issued with a detention, it is the responsibility of a pupil to attend this – failure to do so will result in escalated consequences.
- Dame Elizabeth remains a mobile phone free school – phones must be off and away until pupils have left the school site.
- Pupils must leave school site in full school uniform – pupils failing to do so will be sent back until their uniform is at the expected standard.
- Pupil conduct outside of the school grounds matters – any behaviour which brings the school's name into disrepute will face consequences in-line with our behaviour policy.



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We will always be 'A Telling School'

- Pupils at Dame Elizabeth will always report and share concerns – every member of the school community are expected to help to keep each other safe.
- Pupils can report concerns to any member of staff who they feel comfortable with – all concerns will be taken seriously and will be discussed with the Safeguarding team.
- Any pupil found to be in possession or a prohibited item could lose their place at Dame Elizabeth.

We are a TELLING school

If you, a friend or someone you know is feeling upset, has been hurt or is in danger...

you must tell someone

Speak to your head of house or a member of the leadership team who will be able to help you.

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