



Culture in our school is based on our school values

**– *Aspire, Work Hard, Be Kind* –**

and our ethos of Mutual Respect and Kindness

***#BeKind #MutualRespect***

## Respect

- We say “sir and miss” to teachers.
- We say “thank you”.
- We say “excuse me”.
- We say “please”.
- We smile when we greet people, both inside and outside school.
- If you are confused, or unsure what to do in class, let the teacher finish talking and then put up your hand to ask a question.
- Sit in the correct seat as you have been instructed (as per the seating plan).

## Kindness

**At The Bulwell Academy we must work hard to be Bulwell KIND!**

- If somebody drops something, you help them pick it up.
- If someone trips up you check to see they are alright.
- You don't laugh at people. You help them.
- If you hear about anybody being unkind to another student, you tell a teacher immediately. If you don't tell your teachers, then the unkindness will continue and increase.
- We are especially polite and respectful in corridors, on the stairs and when queuing.

We do what we have to do very smoothly and efficiently. We are polite to classmates, students we don't know, and to all members of staff. That includes office, canteen and cleaning staff.

There are no exceptions.

***The Bulwell Academy is built on mutual respect***



## Mobile Phones

Mobile phones, smartwatches, earphones / headphones, iPods, MP3 players and electronic games are not to be seen or heard on school premises. ***Mobile phones must be switched off before entering the school gate and placed in bag (not pocket).*** Confiscated items can be collected by the student from Reception at the end of the school day.

## Uniform Expectations

We take pride in our school and our students, and we recognise the need for students to be able to express themselves.

Our **uniform** is aimed at promoting pride, expression, and self-confidence. We aim to promote a sense of community and belonging amongst our students.

Our uniform consists of:

- The Bulwell Academy blazer (worn throughout the day)
- Plain white shirt with collar, worn correctly (tucked in, buttoned to top, no rolled sleeves)
- School tie, worn correctly (knot to top button, tip of tie to waistline)
- Plain black pleated skirt or plain black trousers (no leggings, not tight fitting, skirts no shorter than one inch above the knee)
- Plain black formal shoes (not trainers or Crocs)
- Socks of any colour. However, socks worn above the ankle or over tights must be black. Tights must be black.



We recommend that every student should have a plain black backpack, that can be worn on the shoulders, to carry books, equipment and a refillable water bottle.

If students are found to be wearing incorrect uniform, we will contact parents to resolve the issue. Students may be sent home to change, and we may issue sanctions if the uniform is not as listed above, or if it is worn incorrectly.

We ask that you take pride in your personal appearance and follow the guidelines below:

- Hair should be worn neatly. Long hair should be tied back for all practical sessions. Any make-up and/or nail varnish should be lightly applied. Eyelashes and nails should only be moderate in length. False nails are not permitted.
- No hooped jewellery or smartwatches. Only one studded nose piercing and one ear stud per ear. No more than two bracelets. All jewellery must be removed before PE.

# PROHIBITED ITEMS



In order to ensure the health, safety and security of all members of the school community and to provide an appropriate learning environment, the following are examples of forbidden items which should never be in the possession of students in school, when travelling to and from school or on school organised off-site activities:

- Cigarettes
- Vapes
- Water pistols/ water balloons
- Fireworks
- Alcohol
- Illegal drugs
- Dangerous substances (e.g. chemicals, glue)
- Offensive weapons (e.g. knives, catapults, air pistols, laser pens) or any other bladed article which might be deemed dangerous
- Aerosol deodorants (due to the potential health and safety implications, particularly for students with asthma).



## Searching Students

School staff can search a student with their consent for any item banned under school rules. The Principal and staff authorised by them, have a statutory power to search students and their possessions without consent where they suspect the student may have certain prohibited items. The items that can be searched for under this statute are bladed articles (including knives), alcohol, illegal drugs and items believed to be stolen.

# BULLYING



At The Bulwell Academy we respect and treat all of our students and staff equally regardless of their race, ethnic background, religion and sexual orientation.

**BULLYING  
STOPS  
HERE!**

Any forms of bullying or harassment goes against the sense of community that the Academy believes in.

Behaviours of this kind will not be tolerated. Perpetrators will be sanctioned accordingly, and victims will be supported. Restorative work packs will be completed by the perpetrators to help them to understand the impact of their behaviour.

# BEGINNING & END OF LESSONS



It is essential that you make your way very quickly and efficiently between classes. You walk between lessons in a quick, quiet and urgent manner. You have 4 minutes to arrive to your lesson. You can chat to your friends in the playground at breaktime and at lunch time.

***Lessons start and end very efficiently and calmly at our Academy.***

## Beginning of Lesson: Entering the Classroom

- Ensure that you are sat in the right place as per the seating plan.
- Ensure that you have been given your **Do Now**.
- Start your **Do Now**, quietly and calmly.

## End of Lesson: Classroom Exit

- You will pack away 3 minutes before the end of the lesson.
- Remain seated with your desk clean.
- Ensure all uniform is on and corrected.
- Your teacher will dismiss you row by row.
- Ensure you push chair under and walk out in a calm manner.

When you walk between lessons you will take the quickest route to your next room, there is no excuse for not knowing where you are going to.

***Being on time is a sign of politeness. Being late is disrespectful.***

# LINE-UPS & TRANSITION



## Line-Up Procedure

- You must listen out for the first whistle by your Director of Achievement.
- You then have 20 seconds until the second whistle, when you must be: **calm and orderly and facing forwards.**

## Transition

- You must calmly walk to your lesson in single file.



Even when you are outside of school, you still represent The Bulwell Academy. You should think about how your actions reflect on you and your school. You may receive debits, detentions or suspensions for behaviour outside school that affects your education or brings the Academy into disrepute.

***Your behaviour will influence what others think of us as a school.***

## After School

You are in our uniform. You are representing the Academy. If we hear of disrespectful behaviour outside of school, we will ensure that this is investigated and dealt with appropriately.

We use thank you, excuse me, please, and we smile outside of school and in. We are especially polite to shopkeepers, bus drivers and people who live in our community.

Remember that being rude or disrespectful in the community ruins your reputation and puts your future at risk. People will remember you as a member of The Bulwell Academy, so you need to show that you are courteous and polite.

## At Home

You check your timetable to ensure that you have everything you need for the next day, for example, your PE kit. You put your bag next to the rest of your uniform. At The Bulwell Academy we will not accept excuses such as “I forgot” or “I slept in”. It is important you get a good night’s sleep and have enough rest to properly study at school. You need around nine hours of uninterrupted sleep every night. If you don’t sleep enough, you won’t learn effectively and you won’t remember what you’ve been taught.

## Internet & Social Media

You should keep any phones or computers away from your bed, so you are not tempted to look at them in the night. The type of light they emit can be bad for you. You must not be nasty about students or other people on social media. You should be polite and kind online, just the same as when in school. If you are bullying, rude, or disrespectful online, you may be punished in the same way as if it had taken place in school. You should think about how much time you spend online, and whether you could make better use of your time.



**You will receive Credits and awards for good behaviour, for working well, and for achieving in your lessons.**

If you do not follow the rules, you will receive Debits, detentions, and may be placed in ICE or Alt Ex. This means you will be set supervised work to do away from your classmates. For serious breaches of the rules, you may be suspended or redirected from school.

You can avoid these actions by arriving on time to school and to lessons, by wearing the proper uniform, by following our expectations, and working hard.

## BE BULWELL KIND

|   |             |
|---|-------------|
| K | Kind        |
| I | Intelligent |
| N | Neat        |
| D | Determined  |

## BASIC EXPECTATIONS

|    |               |
|----|---------------|
| B1 | Be on time    |
| B2 | Be prepared   |
| B3 | Be calm       |
| B4 | Be respectful |
| B5 | Be off-line   |

## LESSON EXPECTATIONS

|    |                          |
|----|--------------------------|
| L1 | Ask and answer questions |
| L2 | Show PRIDE               |
| L3 | Respect adults           |
| L4 | Respect each other       |
| L5 | Work bell-to-bell        |

## Bulwell Bucks Paycheck

Every **Fantastic Friday**, students will be issued with their **Paycheck** which they can spend on rewards in our **Bulwell Bucks Marketplace**.

Students are expected to finish the week on a positive Bulwell Bucks total (above zero Bucks). Those who earn the most will be given a Champion's Gold Tie, which will entitle them to benefits for the week.

Those who fail to achieve this modest target will enter Consequence. This is a set 30 minute after school detention throughout the following week.

## FRIDAY IS PAYCHECK DAY!

How many **BULWELL BUCKS** will you receive?



# STUDENT VOICE and STUDENT LEADERSHIP

Students at Bulwell have the opportunity to express themselves through various student voice activities and The Diary Room.

Students also have the opportunity to develop their leadership skills through the student council, prefect team and departmental leadership positions within the Academy. Each year a Year 11 Prefect team is elected by the whole school, and each student in lower years can be elected to be in a year group student council.

This allows you to have a say in the future of your school. It allows student councillors and prefects to **develop valuable personal skills** such as: communication, teamwork, and decision making.

This allows you the opportunity to **express your views** of your school to help shape its development, and to put ideas forwards on what changes you would like to see happen.

## SAFEGUARDING

Do you need to talk to someone or tell someone something that you are worried or concerned about?

There are numerous ways that students can report safeguarding concerns:

- Speak to **any** member of staff in school. *It is important that you do this as soon as possible if there is serious risk of harm.*
- Speak to Safeguarding staff on duty at break-times in blue high-viz jackets.
- Use the 'I need to talk' post box located on the end of the Attendance Office. *This is checked regularly and students are then collected from lessons to speak to someone from the Safeguarding Team.*
- Access **The Student Voice** platform via the school website.
- Attend a Safeguarding drop-in session.

At The Bulwell Academy we place the **highest priority on safeguarding**.

To ensure all students are safe, we need the support of all staff, parents, visitors and our community.

If you have any concerns about the safety and welfare of our students, please **inform the Safeguarding Team immediately**.

**Email: [safeguarding@bulwellacademy.org.uk](mailto:safeguarding@bulwellacademy.org.uk)**

**Telephone: 0115 964 7640 Extension 0506**

**Amy Fuller** – Vice Principal, Inclusion (Designated Safeguarding Lead)

**Matthew Orridge** – Safeguarding Manager (Deputy Designated Safeguarding Lead)



SCAN ME



THE STUDENT VOICE

SCAN ME



SAFEGUARDING

# ATTENDANCE AND PUNCTUALITY

Good attendance and punctuality increase your chances of success. Poor attendance and punctuality will negatively affect your achievements.

Parents can support students to ensure that they miss **no more than 4 days** of school across the whole school year, enabling students to achieve our attendance target.

Come to school from 8am for a free breakfast or for additional social time with your friends and Director of Achievement.

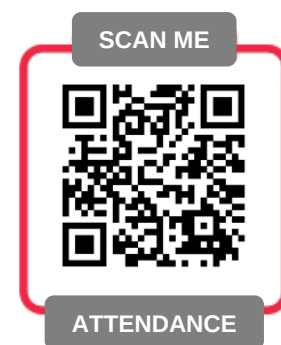
You are expected to attend the Academy **every day, on time, arriving no later than 8.20am**. *If you arrive after morning registration has closed, you will be marked using the code U (an absence code). Being late to school will impact on your overall attendance as a U code counts as one session missed.*

Excellent attendance/punctuality will be rewarded. There will be weekly, half termly and end of year prizes/rewards for students who attend school regularly.

Parents of students with poor attendance will receive regular home visits and will be invited into school for attendance meetings, to receive support to improve attendance.

**Email: [attendance@bulwellacademy.org.uk](mailto:attendance@bulwellacademy.org.uk)**

Amy Fuller  
Vice Principal, Inclusion  
E: [amy.fuller@bulwellacademy.org.uk](mailto:amy.fuller@bulwellacademy.org.uk)



## INFORMATION FOR PARENTS/CARERS

The following policies should be read in conjunction with this document (all policies are available on the Academy website on the [Policies](#) page or in printed format on request):

- Creative Education Trust (CET) Behaviour for Learning Policy and Local Procedures  
The Bulwell Academy Uniform Policy (available on the Parents and Students section of the website).



Assistant Principal for Behaviour and Culture: Mrs McCarthy  
E: [kate.mccarthy@bulwellacademy.org.uk](mailto:kate.mccarthy@bulwellacademy.org.uk)

Assistant Principal for Behaviour and Culture: Mrs Young  
E: [katie.young@bulwellacademy.org.uk](mailto:katie.young@bulwellacademy.org.uk)

To contact [key members of staff](#) (pastoral, safeguarding, attendance and SEND) including your child's Director of Achievement, please scan the Contact QR Code for further contact details.

