



SANDWELL ACADEMY



Movement Policy

July 2023

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Description:	This document sets out the protocols and guidance for staff and students for movement around the Academy.
Status:	Optional
Category:	Academy
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Version	Date	Description
2.1	July 2023	New transition bell system

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Movement around the Academy - Protocol and Guidance for Staff and Students

Sandwell Academy places a premium on excellent punctuality and good order when moving around the Academy. The following guidance is provided to ensure staff and students are aware of the Academy expectations.

Moving Around the Academy

- In the morning, students should enter the Academy via their cloakroom, store bags and coats as needed, and then make their way directly to either their teaching venues (Years 9 - 13) or the restaurant (Years 7 & 8 if prior to 8.15am.) Students are not permitted to walk around the academy before 8.15am unless moving to their teaching venue.
- Students must not enter learning venues unless a member of staff is present or, in the case of Sixth Form, where permission has been granted by a member of staff.
- It is the responsibility of the student to move quickly and quietly between venues in an orderly fashion. This is particularly important with a rolling programme of breakfast and lunch. Students should be challenged for running or excessive noise.
- Staff and students should stay to the left when passing in corridors and on stairways.
- Staff should be on doors to meet and greet their classes and to facilitate good movement at changeovers.
- All teaching groups, including Sixth Form, should be escorted to breakfast and lunch at the published time. Students and escorting staff should line up at the external entrance to the restaurant and await the Deputy Head to call them in to the restaurant.
- At breakfast students are not permitted to visit the cloakrooms and must remain in the restaurant for the duration of their breakfast time.
- At lunch, students are not permitted to enter the restaurant from the servery side, unless they are in Years 9-13, have a packed lunch and have already been through external restaurant entrance. No student should enter the restaurant for the first time via the servery entrance.
- When students have assembly they should go to the theatre. They will be met by their Head of Year or House Leader who will seat them. Students must sit with their tutor group and their Personal Tutor who will take a register and monitor behaviour.
- All students should be dismissed at the 3.20pm bell (apart from Year 7 & 9 who are dismissed at 3.15pm) and staff should escort their groups to the respective cloakroom. This also applies at the end of session 3. Staff should not leave site until their session 3 students have got onto the coach or left the site. Students in session 3 are the responsibility of the teacher for that session.

Leaving Lesson

- Staff cannot permit students to leave a lesson in the first 15 minutes or last 15 minutes; this includes toilet breaks. Similarly, no movement is possible for the duration of Personal Tutor time.
- Students wishing to have a drink and/or use the toilet should do so during their breaks, as the staff do. Teachers will challenge students wanting to leave the classroom for these reasons. The default position is that students should stay in lessons to minimise the disruption to their learning and others. It will be at the discretion of the teacher if they are allowed to leave the lesson and staff will monitor the frequency of such requests for students in their class.

- Students with medical conditions are issued with a pass, which must be shown to the teacher when requesting to leave the room. Medical passes may state if special exemption is given to leave a classroom during restricted times as stated above. Staff should check the date on the pass to ensure that it is valid.
- Only one student is allowed to leave the room at any one time. If a medical need arises that requires a student to be escorted to the nurse, staff will contact the nurse, who will organise for the student to be collected from the venue. In the case of a student suffering emotional distress, staff will contact reception and a member of the pastoral team will attend the venue. **In neither case should a second student be asked to act as an escort.**
- When a student needs to leave a lesson, the teacher must issue them with a **Corridor Pass or Movement Slip**. At breakfast, students should remain in the restaurant and then be taken back to session by the teacher via the quickest route after 15 minutes, in an orderly fashion. Staff should ensure that an agreed route has been arranged for return and must pro-actively manage movement back to session. Any student late back should be recorded on Bromcom.

Specific Arrangements for movement at lunchtime

The Academy operates a rolling programme of breakfast and lunch between 12.00pm and 2.20pm. During this time lessons are going on and it is vital that that these are not disturbed by large groups of students moving around the building either internally or externally.

Objectives:

- To ensure that movement is quiet and orderly when students are going to lunch and returning from lunch.
- To manage the congestion that can occur during the lunch period in the vicinity of Entrance B (opposite Hard Play area), Cloakroom B and in the corridor by Art and English.
- To ensure students arrive back to lessons as one group following their lunchtime.

Protocols:

- All teaching groups, including Sixth Form, should be escorted to lunch at the published time. Students and escorting staff should line students up at the entrance to the restaurant and await the Deputy Head to call them in to the restaurant.
- Entrance B is an OUT door only and students are not permitted to re-enter the building during the lunch period.
- Cloakrooms can only be accessed by the external doors after lunchtime has finished.
- Cloakroom C can only be accessed via the external doors at lunchtime.
- Students need to visit the toilet and drop off lunch boxes in the cloakroom before they leave the building.
- 40 minutes after the published lunch calling time, staff should be present on the Hard Play areas ready to collect students and should escort them back to venues via cloakrooms. Staff need to ensure that students are lined up before escorting them back into the building. Sixth Form students can make their own way back to their teaching venue but must leave the restaurant via the entrance near the servery and be ready to start work immediately after the 40 minute break. Sixth Form students may return to their teaching venue earlier by arrangement with the teacher depending on the nature of the venue. Any student late back should be recorded on Bromcom
- The Pastoral Manager on hard play duty indicates when lunch is over for the year group and the hard play area is marked so that students know where they should line up. Students should be lined up facing Halfords Lane and, escorted by staff, leave the hard play via the gap furthest away from **Entrance B**.
- Staff must escort their group around the front of the building via the science end of the Academy so that students can visit the cloakrooms to drop off coats if necessary.

- During this time staff are expected to closely supervise student behaviour.
- You should always escort your entire group. You may need to use the amphitheatre to line up students whilst those students that need to deposit items in the cloakroom.
- When students re-enter the building they should be escorted and supervised at all times. Wherever possible please use external routes.
- If the group is moving to venues on the far side of the building they must re-enter the building via the entrance for Cloakroom A.
- If the group is returning to English, Science, Art or Maths then the group can re-enter the building via Cloakroom B or C.
- Students are not allowed to linger in corridors or outside teaching venues or visit toilets on way back or take alternative routes.
- Movement to the library at lunch time is restricted to one lower school group per day and is managed by the librarian and lunch time supervisors.
- In the event of a wet lunch staff must wait for a phone call from the Deputy on duty before taking their class to the restaurant. Staff should use internal routes and enter the restaurant via the door by reception. Students should remain in the restaurant for approximately 25 minutes and will then need to be escorted back to session by the teacher via the door by the severy.

Staff must ensure all students understand and are drilled into the specific route and arrangements for return from lunch. Students should stay together and not make individual arrangements or visit the toilet without staff permission.

Additional Notes

- Food and drink is only permitted in the restaurant. Consumption of food and drink is not allowed anywhere else in the Academy, including the hard play area.
- With the exception of taking packed lunches to and from the cloakroom, students are not permitted to carry food or drinks, including bottles of water, around the Academy; this includes Sixth Form.

Transition bell system to tackle internal lateness

Staff should dismiss students at the published time for lesson changeover. The students then have five minutes to get to their next lesson. The expectation is that they move quickly and quietly. At the end of the five minutes, a bell sounds denoting the start of the next session and the end of transition time. All students must be in their lesson **before** the bell.

Please note:

- If a student arrives to lesson after the bell, the teacher **MUST** mark any student without a valid **movement slip** as late on the register. This is not discretionary.
- If, for any reason, a member of staff releases a student late, or delays them in their transition between lessons, they **must** issue the student with a movement slip. It is the responsibility of the **student** to ensure they have been issued with a movement slip.
- Only on receipt of a valid **movement slip** can a member of staff not mark a student as late. The slip must then be retained by the member of staff. Movement slips must be signed and dated by staff.
- Should a student contest a late mark they should be directed to raise the matter with their Personal Tutor who may investigate.
- All staff not teaching during the transition are expected to encourage students to move purposefully, quickly and quietly between lessons.
- Staff must log lateness back from lunch and breakfast as misbehaviour on Bromcom as this is not linked to their registration mark.

Consequences of lateness

If a student is marked as late on the register three times in a week they will be placed in a Conduct Review. If this continues, there is an escalation process that will include a range of additional sanctions up to a Fixed Term Suspension and meetings with parents.