

SPRINGBURN ACADEMY

BEEPEE - Be prepared

Rationale

One important aspect in achieving well at school is in basic organisation of personal materials, books and equipment, which has to be coupled with clear messages about school expectations and consequences if these expectations are not met. By pupils arriving prepared with all that they need in every class, we maximise the time for effective teaching and learning.

To this end, we are giving *all* pupils more responsibility by sharing our expectations that they will bring, on a daily basis:

- Pencils, pens, rubbers, etc.
- Planners
- Jotters, text books, etc. (if issued by departments)
- PE kit when necessary (only S1 and S2 pupils will be given detention for forgetting kit)
- A bag in which to transport the above items

We also expect the wearing of school uniform, which will be monitored and logged as part of the same process. The logging of defaulters should be done with a spirit of support and encouragement by all staff, bearing in mind that it is by parental consent that the majority of pupils wear uniform.

In addition, good time-keeping is an essential part of maximising learning and teaching time and establishes good habits for adult life. We expect all pupils to be on time for classes *within the school day*. Morning late-coming may be due to external circumstances and will be logged in the school office, rather than as a Beepee referral.

Pupils who default will be expected to attend a ten minute detention, over lunchtimes if in S1 and S2, and over interval if in the upper school.

This detention is to act as a deterrent and to encourage pupils to fulfill expectations.

Process

- All staff will identify and log defaulters. Defaulters will be logged using 'Click and Go'.
- Daily lists will be compiled at the close of school. **For this reason pupils will be expected to attend detention *on the following day*.**
- Lists of defaulters will be passed to Register Teachers to remind pupils.
- The timing of detention will vary because of different lunchtimes during the week.
- **On short days, Monday, Tuesday and Friday, S1 and S2** pupils will be invited to attend detention *at the beginning* of lunchtime for 10 minutes, **from 12.35 until 12.45pm.**
- **On long days, Wednesday and Thursday, S1 and S2** pupils will be invited to attend detention *at the end* of lunchtime for 10 minutes, **from 1.55 to 2.05pm.**
- **S3, S5 and S6** pupils should report to the conference room at the beginning of interval.
- **S4** pupils defaulting will be compiled on a weekly basis and reminded during Assembly on Thursdays.

Other points

- Defaulters will be logged by any class teacher at any time and each defaulter will be invited to detention over lunchtime or interval at the times specified above. If registering pupils for an absent colleague, a paper copy of any defaulters should be sent to the office, as you will be unable to use 'Click and Go'.
- Persistent defaulters will be followed up and may be given after-school detention.
- All staff will have access to Beepee sheets, which are kept centrally in the school office.
- Pupils failing to appear for detention day 2 will be followed up by Year Heads and may be invited for after-school detention.