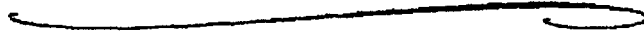


**GREAT YARMOUTH  
CHARTER ACADEMY**

**Being Charter**  
**The Charter Induction Programme**

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## 1. S.L.A.N.T

### Four Daily Habits that Maximise Your Learning

#### Every Second Counts at Charter

At Charter we S.L.A.N.T in every lesson. This is a key habit that will help you succeed in school and in life. When you S.L.A.N.T you learn more, you remember more, you develop more self-control and you demonstrate that you are a polite person who shows respect to their teachers and their classmates. ***Charter is built on mutual respect. We speak to one another politely at all times.*** Our body language is polite at all times. Our facial expressions are polite at all times. S.L.A.N.T is a key part of showing mutual respect and courtesy. It's who we are. It's what we do. We're Charter.

#### S.L.A.N.T

1. Sit up straight
2. Listen carefully
3. Ask and answer questions
4. Never interrupt
5. Track the teacher

1. **SIT UP STRAIGHT:** At Charter you sit up straight at all times and you never slouch. Slouching is rude. When you read you always follow the text with your ruler. You place two hands on the ruler. This helps you concentrate, so you remember more and understand more. ***When you are not writing or reading you sit up straight with your arms folded.*** This stops you fiddling. When people fiddle or doodle they are not giving their work their full attention. ***At Charter you always give your work and your teacher 100% full attention.*** Your teachers will instruct you: **"3,2,1 SLANT!"**
2. Everyone will ***sit up extra straight, eyes front, looking at the teacher.*** Your teachers are experts. They have worked hard to get their jobs. They have studied for years. ***You are incredibly lucky to have them.*** You will listen very, very carefully at all times to what your teachers say. You will follow their instructions first time, every time. ***The same rules apply to all, so are fair to all. No exceptions.*** Charter teachers care enough to be strict. Being strict is a sign of kindness.
3. In some schools pupils slouch, they place their heads on the table, they talk to their friends, they turn around, they look out of the window, they doodle. In schools where this happens pupils leave with very poor results, many leave unable to read or count at an adult level. They are unable to find work. They are unemployable. They remain poor their entire lives very often. They can't buy the things they want, go on the holidays they want, or live in the kind of home they want. They can't support their children. They can't really afford to have children. ***We don't want that future for you.***
4. ***People who focus in lessons, learn more.*** When you listen more carefully you remember more and you are able to get much better exam results. ***Good exam results keep opportunities open.*** There are courses you can take at 16 even if you have poor GCSE results. But the best courses are very demanding and they are looking for young people who have already demonstrated they know how to apply themselves and work hard consistently - ***even when it's tough and they want to give up.***
5. Colleges, universities, employers, they are all looking for young people who ***demonstrate respect towards their bosses and their colleagues, who listen carefully, who answer and ask questions politely and who know how to maintain focus.*** That's what S.L.A.N.T is. You sit up, you listen carefully, you ask and answer questions politely, you never interrupt, you track the teacher. That means your eyes are always on the teacher. You focus on what he or she is saying and doing. Why? ***Because your teachers are experts.*** They know what's best for you and they know how you learn best. Your teachers treat you with the utmost respect and you do the same to them. We are a team.

6. **LISTEN CAREFULLY:** At Charter you listen to every single word your teacher says very, very carefully. You especially listen to instructions very, very carefully. *You don't pick up your pen or your ruler, or anything else, until your teacher gives you the signal.* So, for example, you would all be SLANTING, sitting up straight, *arms folded, eyes on the teacher*, your teacher will say:
7. *"At my signal we are going to pass our exercise books along the row. You will take your exercise book, pass the rest of the books on to the person next to you, then go back into a SLANT. My signal will be "3,2,1. Go!" I'm looking to see which row is the most efficient. You will take your book and carefully and politely pass the rest of the books along and then immediately go back into a slant. You will not speak at all. Not a single word. You will be super-efficient. At my signal...3,2,1. Go!"*
8. Your teachers will always give you very clear, step by step instructions. All Charter teachers follow the same routines. In every lesson you will wait for the teachers signal. *"3,2,1. Go!"* Nobody moves until the teacher gives that signal. *The same rules everywhere. Fair to everyone. Clear for everyone.* All Charter teachers follow the same routines so not a second is wasted in any lesson.
9. If you start before the teacher's instruction it shows that you were not listening 100% to your teacher. You must listen 100% to your teacher with absolute concentration. Your teachers are experts. *It is only through fully listening to your teachers that you will get brilliant grades and develop the habits of winners.* Charter teachers care enough to be strict. Being strict is being kind.
10. *We will not allow individual pupils to break even the little rules.* Because all rules count. *All the little rules coming together help make you a better person*, with greater self-control, the kind of person who readily takes on new challenges and keeps going when faced with difficulties. *Winners never quit and quitters never win. If you're truly Charter you will win. But it takes lots of practice.*

#### Questions

1. At Charter we sit up straight and we track (keep our eyes on) the teacher at all times. If Charter teachers allowed you to chat and turn around or slouch they would be allowing you to fail in life. *Can you explain why having strict rules that every teacher follows in every lesson helps you?*
2. At Charter you don't pick up your pen, open your books, pass books along, write the title or the date, or even move, until your teacher gives you the signal, "3,2,1. Go!" *Why is it important that we all start together? What would happen if pupils were allowed to fiddle with their pens?*
3. At Charter we sit with our arms folded when we are not writing or reading. We sit up straight. We keep our eyes on the teacher or where the teacher has directed us to look. We call this "tracking". It's the T in S.L.A.N.T. *How does sitting with your arms folded help you concentrate?*
4. When you were in junior school, how did you behave? *Did you always track the teacher or did you turn around a lot? Did you sit with your arms folded or did you fiddle and doodle or take other people's things just for a laugh or to annoy them? Were you always polite to your teachers?*
5. *At Charter we know that adults are in charge of children.* Charter is built on mutual respect. We, the adults, will be polite to you, the children. *We will tell you what to do. We are your bosses.* You will do as you're told immediately, politely and without complaint. We will never accept rudeness. Your teachers are experts. *Are you ever impolite to your parents? Have you ever been impolite to your teachers? What makes you think it is acceptable, that you have the right, to be rude to adults? Doesn't everybody deserve respect? Do you understand that adults are in charge of children and that your teachers are your bosses and that they are education experts?*

## 2. Why S.L.A.N.T Matters Wherever You Are

So far we have learnt that **S.L.A.N.T** is vitally important at Charter. We **SIT UP STRAIGHT**, we **LISTEN CAREFULLY**, we **ASK & ANSWER QUESTIONS**, we **NEVER INTERRUPT** and we **TRACK THE TEACHER**.

1. **ASK & ANSWER QUESTIONS:** When you ask and answer questions you always put your hand **straight up** in the air and wait for the teacher to choose you. **You must wait for the teacher. Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to choose you by name.** If we didn't do this people would be interrupting the teacher all of the time.
2. Your attention must be 100% focussed on the information the teacher is giving you. **You will wait for the teacher to signal when he or she is ready to take questions.** If you are confused, or unsure what to do, let the teacher finish what he is saying and then put up your hand to ask a question.
3. Before asking questions you listen very carefully to the teacher's every word. You let the teacher **completely finish** what he or she is saying. **You wait for the teacher's signal** that he or she is ready for questions. **You raise your hand. You wait patiently and silently until the teacher chooses you by name.** Being patient and considerate of others is a key part of being Charter.
4. There can be over 30 pupils in a class. **You must be patient. You must be considerate of everyone in your class** - that includes your teacher and your classmates. Shouting out is disrespectful and selfish. We never allow that at Charter. When you are unkind or disrespectful you will be punished.
5. **Waiting for the teacher, raising your hand fully, waiting to be chosen**, these are all signs of respect for your teacher and your classmates. If you fail to take these simple steps it will be immediately clear to your teachers that you are choosing to be rude and disrespectful. **You will be punished for this.** Pupils in the top schools in the world, with the top results, are polite in every lesson.
6. Pupils who are rude or fail to follow teacher instructions **immediately and without question** are punished. **The teacher is the expert, the teacher is the boss, the teacher decides**, the pupil follows teacher instructions. **Pupils do not question teacher instructions.** If a pupil is unclear as to what he needs to do he asks the teacher very politely using the simple steps we've explained.
7. **All Charter teachers insist that you SLANT as they talk. No fiddling. Arms folded. Eyes on the teacher. This helps you concentrate and understand. Teachers will break their instructions down clearly. You have no excuses because every Charter teacher follows the same routines.**
8. **"At my signal, we are going to turn to Page 41 in the booklet. We are going to take our rulers and put them on line number five of page 41. That's both hands on your rulers on line 5, Page 41. We are going to read the page together. We will follow every line with the ruler. I will start the reading but, at any point, I could stop, call your name and you need to continue the reading. The lines on the page are numbered and you will follow each line with your ruler so you will be able to immediately pick up from where I stopped reading. 321. Slant! (everybody does a perfect slant, back straight, eyes front, arms folded). Turn to Page 41...321. Go!"**
9. When you ask and answer questions you do so in a **loud voice so the whole room can hear.** If the rest of the class can't hear, because you speak too quietly or you mumble, you are wasting their time. **That would be selfish.** If your teacher wants you to speak more clearly and more loudly he or she will say, **"Project!"** This means you talk loudly and clearly like an actor addressing an audience. At Charter we don't mumble. We project with **confidence.** This is a sign of our professionalism.

10. With every teacher, in every classroom, in every situation, whether it be in a computer room, a technology room, a science lab or in a PE lesson, ***S.L.A.N.T is the key to becoming more and more efficient.*** This is how we use time to the maximum at Charter.
11. ***You never get out of your chair without permission at Charter.*** You never lie and make excuses like, "I just wanted to put something in the bin." We all know children say things like that to get out of work. You never pretend to be ill to get out of work because we expect you to work through it. If you feel sick we will give you a bucket. If you vomit – no problem! You've got your bucket. That's probably all your body wanted – to vomit. If you are really ill we will make sure you get all the attention you need. But we all know that children often pretend to be ill when they are not. You are Charter. You keep going when you really don't want to. You know that you are heading towards success step by step. There's no ducking out at Charter. ***Winners never quit and quitters never win.***
12. In the computer room you wait for the teacher. You enter the room only at their signal. You sit in the seating plan they have decided. ***You sit with your arms folded and wait. You SLANT.*** It's easy. There is nothing to think about. You only log on, pick up a mouse, move at all, when your teacher has given you his express instruction. We all start together and finish together. We are Charter.
13. We don't pretend we didn't understand. We don't selfishly start before receiving the teacher's instruction. We track the teacher. Eyes on the teacher at all times. No eye contact with classmates. No turning around. If we are stuck, if we have a problem, we are patient. We raise our hand straight up in the air. Straight up! That way our teacher sees us. He knows he is needed.
14. ***In corridors, we walk in single file on the left.*** It's easy for everyone. We walk in single file. No bags on our backs. No turning around. At busy junctions we wait patiently. It's who we are.
15. At lunch we queue patiently. We never rush or run. We take our turn. We say please and thank you to staff. We show mutual respect at all times. If we rush and run and are selfish we will not be served. We have the same high expectations for everyone at all times. This is fair to everyone.
16. ***We are professionals. We are the ladies and gentlemen of Charter. We behave like ladies and gentlemen.*** Shaking hands, smiling, please and thank you, queuing – it's who we are and what we do. These are our habits. ***We choose our habits.*** We choose the habits that will lead us to great things in life. Our teachers immediately know if we are choosing to be negative. They won't allow that because they care. ***They care enough to be tough.*** Being strict is being kind.

#### **QUESTIONS**

**Remember to always answer in full sentences in a clear voice so everybody can hear.**

**Remember to add the Charter Full Stop at the end. The Charter Full Stop is Sir or Miss.**

1. What does the S in SLANT stand for? Describe a perfect SLANT. Give me the ***four*** elements. If pupils didn't sit with their arms folded what would many of them start to do? Would this help them to focus on the teacher?
2. Why is it important that pupils focus 100% on what their teachers are saying and doing? Who are the experts at Charter? What is the Charter full stop? Why is important we project our voices?
3. If you mumble or speak in a quiet voice when answering a question is this rude and disrespectful to your classmates? What if you avoid eye contact is that rude?
4. What is the signal that Charter teachers give when they want you to slant?

### 3. S.L.A.N.T – It's what we do. It's who we are.

We know that...

1. S is for...S\*T \*P STR\*\*GHT
2. L is for... L\*ST\*N C\*R\*F\*LLY
3. A is for... \*SK & \*NSW\*R Q\*\*ST\*\*NS
4. N is for...N\*V\*R \*NT\*RR\*PT
5. T is for...TR\*CK TH\* T\*\*CH\*R

1. **NEVER INTERRUPT:** Your teacher is your boss. *Your teacher is the expert.* You never interrupt your teacher when he or she is talking. You might not agree with what your teacher is saying. It doesn't matter. Your teacher is the boss. *Your teacher decides the rules.* Your teacher will make the right decision. Your teachers know what you need to succeed in life far better than you. *You never interrupt your teacher when he or she is talking. You never answer back.*
2. In many schools pupils think they can answer back. There are pupils who think that they have the right to break school rules. At Charter that will not be tolerated. If you try to break Charter rules you will be punished. *At Charter we trust our teachers. They are professionals. They are experts.* You may not agree with a teacher's decision. Your parents may not agree with a teacher's decision. *In the end the teacher is right. The teacher decides.*
3. Sometimes you will receive demerits and detentions. Sometimes you may even be put in internal isolation. This will be because your teachers have decided that your actions were rude or damaging to your education. You may think your teacher was unfair. *The teacher's decision is final. You never answer back.* Your parents may complain. *The teacher's decision remains final.* Even if your parents complain you will be punished if your teacher believes you are in the wrong. *Your teachers are education experts. We know what is best for you.*
4. *We never allow pupils to answer back.* Sometimes teachers will make mistakes. Everyone makes mistakes. We are all human. But, the vast majority of the time, teachers make the right decisions. In their careers your teachers have taught thousands and thousands of children. *They immediately recognise when a child is being lazy or rude.* They immediately know when a child is making excuses and trying to get out of a punishment. *Your teachers are experts.*
5. If your teacher decides that you're being rude in any way you will be punished. *Every Charter teacher will correct the slightest sign of rude behaviour.* Be it your body language, your facial expression, your tone of voice, the way you put your books down, the way you pull your chair out, the way you walk, the way you wear your uniform – 100% of Charter teachers are looking out for any sign of rudeness. **Charter teachers care enough to correct any single sign of rudeness.**
6. In some schools teachers allow their pupil to be rude. *Teachers who allow their pupils to be rude are failing their pupils. Charter is built upon mutual respect.* One of the ways in which Charter teachers respect you is the way in which they never allow you to develop bad habits such as rudeness towards others. *We will not allow you to be rude to your classmates or your teachers or any other member of staff.* We expect you to be polite on buses, in shops, to your parents, wherever you go. That's what being charter is. *Sir, Miss, Thank you, Excuse me, Please, Smile. This is how we all treat one another every day. There are no exceptions.*

7. In many schools children pick and choose which teachers they are going to behave for. The same child, in one lesson, works and is polite, in another lesson he chooses to mess around. At Charter we do not accept that. That kind of picking and choosing when and where to behave doesn't happen at Charter. Your teachers are subject experts. ***If you do not listen you will be punished. You know the rules. Remember, teachers at Charter insist you follow the rules because they care about you.***
8. All teachers insist on SLANT in all lessons. If you fail to SLANT. If you slouch, interrupt, talk, pick up your pen or open a book before you receive the signal, if you turn around, if you nudge your friend, if you make eye contact with your friend, if you look anywhere apart from at your teacher, the board or your work – you will be punished. ***This applies in all lessons with all teachers. There are no "easy" teachers at Charter.*** This makes everything clear and easy for pupils. ***The same rules apply to everybody equally. So the rules are fair to everybody.***
9. If, in the past, you have had angry outbursts in class, if you have shouted out in class, if you have claimed that you can't control your emotions, if you have acted as if the rules don't apply to you – all of that will change now. At Charter we teach you to develop self-control. Some people say, "I can't help my feelings!" That is simply wrong. We choose our thoughts. We choose what we focus upon. ***You can't feel sad, angry or resentful unless you first of all think sad, angry or resentful thoughts.***
10. Children, even adults, sometimes sulk or become resentful when they think someone has been unfair to them. ***Sulking only makes things worse.*** Feeling bad can only happen if you choose to keep focusing on negative thoughts first. Thoughts lead to feelings. ***You control the focus of your thoughts and you control your feelings and your entire life.*** Remember, when your teachers are strict and force you to follow Charter rules it is because they know what is best for you. Your teachers know how to help you create an amazing future. They know better than you. ***They care enough to be strict.***
11. ***Every Charter rule is about you becoming a person who has greater self-control, more focus and huge ambition.*** You will no longer procrastinate or fear new challenges because you are Charter.
12. **TRACK THE TEACHER:** This means you keep your eyes on the teacher whenever he or she is talking. You never turn around – even if you hear a noise behind you. You don't look out of the window. You don't lose focus. ***You really, deliberately concentrate on what the teacher is saying at all times.*** You look at the board. You listen. You read. You practise the work set in silence. You deliberately try to understand and to memorise the information and the processes you have been taught.
13. ***You only ever look at your teacher or where your teacher has directed you to look.*** You don't make eye contact with friends, you never look at their work. ***If someone tries to distract you, you tell the teacher immediately.*** They will be punished. This applies in every lesson.
14. ***We apply these rules in every lesson with every teacher. If we don't we are letting down the whole class and the whole school.*** If we don't apply these rules at all times with all pupils and all teachers some pupils will pick and choose the rules they are willing to accept. They will pick and choose the teachers they work for and the teachers they treat with disrespect. ***That's not the Charter Way.***
15. ***Teachers deserve enormous respect.*** They are experts in their subject and experts in teaching children. Your teachers will tell you off if you are wrong. Your teachers will respect you. They will expect you to work hard and be polite at all times. ***They will be polite to you and you will be polite to them.*** Every decision your teachers make is because they care. ***Charter teachers care enough to be strict. You are incredibly lucky to have them.***



#### 4a. Mobile Phones, Social Media, Daily Routines

##### Charter Teachers Demand More because We Care More

1. Pupils are not allowed mobile phones at Charter. ***If a pupil's mobile phone is seen or heard anywhere on the school site it will be immediately confiscated.*** We will keep your phone until the end of the half term. That could be up to six weeks. If we confiscate your phone in the last two weeks of half term we will keep it until the end of the following half term. So if we confiscate your phone in the last two weeks of summer term we will keep your phone until mid-October. ***That's almost four months.*** If your phone accidentally goes off or accidentally falls out of your pocket we confiscate it.
2. If you hesitate to hand over your phone to a member of staff we will immediately place you in internal isolation. You will remain in internal isolation until you hand your phone over. ***Your parents might complain. The rules stay the same. There are no exceptions.*** Your teachers are the experts.
3. If you want to avoid your phone being confiscated – the answer is simple. ***Do not bring a phone to Charter.*** If you do there is a risk it will go off. You may think you have turned it off but if you haven't, and it goes off, we will confiscate it. Someone might ring you at 3.30pm – you might be in detention or in the yard – if we hear or see your phone we will confiscate it and keep it ***for up to four months.***
4. If we hear of anybody being nasty about another pupil on social media we will make sure we get screen shots and we will punish you at school even though the unkindness happened outside of school hours. At Charter ***we work hard and we are kind to one another.*** Whenever we can we try to support one another. ***It's who we are. It's what we do. Charter is built on mutual respect.***
5. ***You should not go on social media.*** If you don't become part of it, you can't get involved in the unkindness that is very frequent on social media. Keep away from social media of all types and nobody can harm you. ***If you do go on social media you are putting yourself in danger.*** You should never give your contact details to people. ***You should never send messages or photos you wouldn't want your teachers or parents to see.*** It's easy. Do not go on social media. It wastes your time and it opens you up to potential bullying and the influence of people who want to manipulate you.
6. Some estimates suggest that many children of secondary school age spend around three hours every day on line. At weekends, and during holiday periods, some children binge on social media and computer games. If you are in the habit of spending long periods online you need to break that habit now. ***You can break old harmful habits and replace them with new helpful habits.*** You are not a sheep. You don't need to be seen on social media, or spend hours gaming, to be accepted. Create your own life. Play sport, spend more time with your family, read more.
7. Studies show that pupils who spend the most time on-line do worst in their exams. It's obvious. Each of us only has twenty four hours in any one day. ***We have to take personal responsibility*** and organise our time through good habits and routines which allow us to fulfil all of our responsibilities.
8. ***On a school night you need to be asleep for 9.30pm at the latest.*** 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. ***You set your alarm for 6.30am.*** You leave your phone on the landing outside of your bedroom. That way you will hear the alarm in the morning but you won't be tempted to look at your phone in the night. ***Your phone should never be within arm's reach once you go to bed.*** You have nine hours of uninterrupted sleep. ***You get up at 6.30am the next day. You arrive at school by 8.25pm.*** If you catch a bus you take the bus that will easily get you to school by this time.

Routines are important. Successful people build their lives around good habits and good routines. When you have good habits and good routines this gives you less to think about and frees up time to think about more important things.

#### 4b. Routines of Highly Effective People

1. ***As soon as you finish school you go straight home.*** You never hang around the shops. If you walk you take the most direct route. If you take the bus you stay downstairs. You avoid upstairs and you avoid the back of the bus. Often that's where troublemakers sit. You are in our uniform. You are representing Charter. If we hear of disrespectful behaviour outside of school we will punish the pupils concerned. ***We use thank you, excuse me, please and we smile outside of school and in.*** We are especially polite to shopkeepers and bus drivers.
2. As soon as you get home you get changed. You hang your blazer up on a hanger with your tie and a clean shirt for the next day. You have a hanger with a crossbar so you can hang your trousers or skirt on it too. ***You polish our school shoes at least once per week*** - more, if they are looking dirty. You always hang your uniform in the same place every night so you know exactly where it is in the morning. This includes your tie and your school shoes. ***If you come to school in the wrong uniform you will be placed into internal isolation immediately.***
3. Once you've changed out of your school uniform ***you get started on your homework immediately.*** Any hobbies you may have you do after you have completed your homework. ***You have a homework timetable. You know you must be sat down doing your homework within 15 minutes of arriving home.*** You do a solid 30 minutes of homework. You might have a short break, 15 minutes or less, you then do another 30 minutes of homework. Then a short break, then another 30 minutes, and so on, depending upon how much homework you have. ***You keep going even when you don't want to. You're Charter. You keep your eyes on the prize.***
4. ***When you do your homework you turn your phone off completely and put it in a drawer out of sight.*** You find a quiet place to work where you can concentrate. ***You do not listen to music.*** It only distracts you. The tv isn't on. There are no distractions. You focus 100% on your homework. That way you complete your homework to a higher standard and more quickly. Once it is complete you have time to pursue your hobbies. Homework has to come first. Without thorough and focused homework you will not get the grades you need to get a well-paid job. ***Good grades keep your career options open and give you choices.*** We will punish you if you do not complete homework to a high standard.
5. ***Once you've done your homework you pack all of your equipment, and your homework, in your school bag.*** You check your pencil case to make sure you have three black pens that work, two sharp pencils and a 30cm ruler. You don't need anything else in your pencil. You empty any bits of scrap paper or pencil shavings from your pencil case. ***You check your timetable to ensure that you have everything you need for the next day, for example, your sports kit. You put your bag next to the rest of your uniform.*** At Charter we will not accept excuses such as "I forget" or "I slept in".
6. In the evening you spend quality time with your family. You ask them to test you on your homework. You tell your parents about the number of merits you have received that day. Show them your homework. ***Make them proud of you.*** Help your parents around the house. Show them that you appreciate them and that you are grateful for what they do for you. They aren't perfect, nobody is, but ***"Thank you, Excuse me, Please and Smile"*** are essential at school and at home.

7. *You go to bed for 9pm. You read for 30 minutes. No electronic equipment in your bedroom. 9 hours of uninterrupted sleep. Up at 6.30am. Showered, dressed, shirt fully tucked in, top button done, tie tied correctly, healthy breakfast. On school site for 8.25am.*

### Questions

1. What is the first thing you should do when you get home from school?
2. How soon, after reaching home, should you start your homework?
3. You should do blocks of how many minutes of homework as a minimum?
4. What do you need in your pencil case?
5. How many hours of sleep do you need?
6. What does SLANT stand for?
7. Decode this sentence: Ch\*rt\*r t\*\*ch\*rs c\*r\* \*n\*\*gh t\* b\* str\*ct
8. Decode this sentence: Ch\*rt\*r t\*\*ch\*rs \*r\* \*xp\*rts
9. At what time should you be in bed?
10. At what time should you get up?
11. How many hours of sleep are recommended?
12. What should you do in the last half hour before you go to bed?
13. What should your pencil case contain? What should you remove from your pencil case?
14. What is the Charter Full Stop?
15. STEPS stands for: s\*r/m\*ss, th\*nk y\*\*, \*xc\*s\* m\*, pl\*\*s\* and sm\*I\*
16. We never bring chewing gum on to the the school site. Why is chewing gum particularly bad?
17. The minimum punishment for bringing chewing gum anywhere onto the Charter site is d\*t\*nt\*\*n
18. We may decide to put pupils in \*nt\*rn\*I \*s\*I\*t\*\*n if they bring chewing gum on site.
19. If we repeatedly leave our shirts untucked we will receive a d\*t\*nt\*\*n.
20. If we have unprofessional haircuts we will be placed in \*nt\*rn\*I \*s\*I\*t\*\*n.
21. Nail varnish and nail extensions are completely forbidden and will result in \*nt\*rn\*I \*s\*I\*t\*\*n.
22. What does STEPS stand for?
23. Charter is built upon m\*t\*\*I r\*sp\*ct.
24. Ch\*rt\*r t\*\*ch\*rs c\*r\* \*n\*\*gh t\* b\* str\*ct.
25. What is the Charter teacher's signal to let you know he or she wants you to start?
26. On which side of the corridor do we walk at Charter?
27. What does the final S in STEPS stand for?
28. SHAPE stands for: full SENTENCES, HANDS away from your face, ARTICULATE, PROJECT and EYE contact. Why is important that we articulate and project? How is it rude not to?
29. At Charter we read IN SILENCE, we write IN SILENCE, we listen IN SILENCE. It is vitally important we hang on the every word of our teachers because Ch\*rt\*r t\*\*ch\*rs \*r\* \*xp\*rts.
30. What happens if we bring chewing gum onto the Charter site?
31. If we confiscate your phone we will keep it for how long?
32. What is the easiest way not to have your phone confiscated?
33. If your parents want your phone will we give it back?
34. What does SHAPE stand for?
35. What do the words "project" and "articulate" mean?

## 5. Imagine the Opposite

1. If somebody, even a Charter pupil you don't know, 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 Charter pupil you tell a teacher immediately. If you don't tell your teachers then the unkindness will continue and increase. ***At Charter we work hard and we are kind to one another.*** It's just what we do. It's who we are. ***Imagine the opposite.***
2. ***Charter is built upon mutual 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. ***Imagine the opposite.***
3. ***When you leave Charter tonight you will be extremely considerate to members of the public you meet.*** You will be polite to shopkeepers and to bus drivers. You will be aware of cars when crossing the road. You will be considerate towards all drivers and cyclists. You will be considerate towards other people using the pavement. ***Where necessary you will walk in single file.*** You are especially considerate towards older people and people with small children or buggies. You are polite getting on and off buses. When on a bus you stay down stairs and near the front whenever possible. You are Charter. You are not a sheep. You are a cut above. ***Imagine the opposite.***
4. You say "thank you", "excuse me", "please" and you smile when we greet people ***inside and outside of school.*** You are Charter and you are remembered for the right reasons. Adults often have a perception of young people as rude and selfish. It's often true. Many children in many schools are exactly that. But you are Charter. You are different. You work hard and you are kind. You show people respect. It's just who you are. It's just what we do at Charter. ***Imagine the opposite.***
5. ***You take personal responsibility.*** Where other people often put things off, you are organised. You know that procrastination, putting things off, is a weakness, a bad habit you need to break to be successful in life. ***You have a structured routine every night when you get in from school.*** You have a structured homework routine, a structured bedtime routine, you get nine hours of uninterrupted sleep every night, you organise your uniform, equipment and homework the night before, you get up at 6.30am, you eat a healthy breakfast, you arrive at school for 8.25am at the latest. You behave and dress in a professional manner at all times. ***Imagine the opposite.***

### Questions

1. Charter teachers expect you to track them at all times. ***Do you think you would learn more or less in lessons if you were allowed to make eye contact with your friends and talk to them in class?***
2. ***Charter teachers have a seating plan for every class.*** The teachers decide where you sit. Sometimes it is boy/girl, sometimes your teachers will seat you alphabetically according to first names, other teachers will sit you alphabetically according to surnames. Your teachers always decide. You will never sit in friendship groups. ***Do you think it would be more or less difficult to concentrate if you could sit next to your friends?***
3. At Charter we place a great deal of importance upon pupils developing self-control. People with greater self-control achieve more in life, use their time more productively and, ultimately, are happier. ***If you don't have highly developed self-control do you think you will succeed at university?*** At university you have very few lessons and must manage your own work and time. ***Do you ever put things off, procrastinate, to avoid work? Does procrastination make you feel worse or better?***

4. There are lots of rules at Charter. Charter teachers follow the same rules in the same way in every lesson with every class. *What would happen if some teachers applied the Charter rules and some teachers didn't? Do you think some pupils would behave badly in some lessons? Do you think you would learn less in the lessons where the teachers don't follow the Charter rules?*
5. *Is it fair if teachers make up their own rules and apply these rules differently with different pupils? Do you think that there should be different rules for different pupils?*
6. At Charter we believe that you come to school to learn. You will make friends but you are not at school to socialise. At Charter we use every single second to maximise learning time so you will get the best possible grades. *Why do we have so many rules? Why do we insist that all teachers and all pupils follow the rules at all times?*

**Here are a list of 10 sentences. Each sentence is 10 words long.  
Each sentence tries to sum up what it means to be Charter.**

1. Charter is built upon mutual respect that applies to everyone.
2. At Charter we always follow instructions first time every time.
3. We work hard and we are kind to one another.
4. We SLANT in lessons because we want to learn more.
5. We show classmates and teachers respect by never calling out.
6. We know that strict rules will make us better people.
7. Charter teachers always correct us because they care about us.
8. We tell our teachers immediately if someone is being unkind.
9. We show the world we are different through our courteousness.
10. We deliberately choose new empowering habits and bad break habits.

**Now you make up ten ten word sentences of your own that sum up what Charter stands for.**

**Here are some words to help**

professional	respect	punishment	no exceptions
honest	hard-working	help	every teacher
demanding	care	pupils	every lesson
consistent	habits	listen	corridors
fair	choice	patience	body language
strict	kind	classmates	smile
punctual	detention	mutual	project
polite	reward	respectful	handshakes
eye contact	facial expression	tone of voice	pride
different	uniform	full sentences	ambition
expertise	adult authority	boss	rules
determination	self-control	calm	mature

## 1. S.T.E.P.S

### Five Everyday Actions that demonstrate Respect for Everybody

1. Sir or Miss - every time
2. Thank you - every time
3. Excuse me - every time
4. Please - every time
5. Smile - every time

1. **SIR or MISS:** *Pupils always refer to teachers as Sir or Miss. It's a sign of respect. It's polite. Pupils never forget to say Sir or Miss at the end of their sentences.* If a pupil doesn't add Sir or Miss at the end of their sentences their teachers know *immediately* that that pupil is deliberately choosing to be rude and disrespectful. That pupil will be punished. All teachers will treat all pupils with respect and be extremely polite. All pupils will treat all teachers with respect and be extremely polite at all times. The Sir or Miss at the end of a sentence is like a full stop. When we refer to *The Charter Full Stop*, we are referring to the Sir or Miss that pupils habitually add to the end of their sentences when talking to teachers. It's a habit. Some pupils have bad habits. Some pupils aren't used to saying Sir or Miss at the end of their sentences. They will break that old habit and learn the new habit of always adding the Charter Full Stop – Sir or Miss.
2. *Every single teacher insists on the Charter Full Stop – Sir/Miss.* Every single teacher will correct you if you do not add Sir or Miss. Of course, sometimes you will call a teacher by their name, for example, Mr Smith or Ms Jones. But you will always use Sir or Miss too. *Every teacher will insist on this with every conversation. It's just who we are. It's just what we do.*
3. **THANK YOU:** In school *we hold doors open for one another*, we let people pass in front of us, we don't barge past, we politely let people pass, if somebody drops something we help them pick it up, we pass books along carefully, efficiently, politely, in silence, we queue for lunch politely and efficiently, in single file and eyes front, we line up to enter classes, *we never talk when lining up*, we have our eyes front, we know that every single second counts. *These are all signs of mutual respect.*
4. There are thousands of little acts of *generosity and gratitude* throughout the day at Charter. *We always show our gratitude to others.* We always say Thank You for the little things that people do. If your teacher thinks that you are working especially well he or she might thank you. As pupils are leaving a class, row by row, in single file and only when your teacher has given you the signal, pupils often say *"Thanks for the lesson Sir!"* or *"Thanks for the lesson Miss!"*. It's who we are.
5. *Remember, your teachers are highly experienced experts.* You are extremely lucky to have them. You should always thank them for their efforts and for the expert knowledge they are giving you. Pupils who do not say thank you as they leave the lesson are choosing to be rude. They will be punished. An *attitude of gratitude* is one of the many qualities that sets Charter pupils apart.
6. Your teachers will stand at the door as you leave their room and they will often say, "Thank you. Have a nice day!" Pupils reply in a similar way with, "Thanks Miss. Thanks for the lesson. You too". *Charter is built upon teachers and pupils treating each other with respect.* We are a team working together.

### Questions

Without looking what does S.L.A.N.T stand for? What about S.T.E.P.S? All Charter teachers follow the same rules. How does this make life easier and less confusing for pupils? What happens if pupils follow the rules? The same rules apply to all pupils and with all teachers. Why?

7. **EXCUSE ME:** we never push past or interrupt people. If we want to get past we say "Excuse me!" very politely. Then we wait patiently if necessary. Similarly, if we want to talk to somebody, a teacher for example, we say, "Excuse me. Do you have a minute? Could you help me with something?" ***We don't take others for granted. We are polite.*** We appreciate that our teachers teach hundreds of pupils. ***We appreciate that there may be more than thirty pupils in our class. We know that our teacher decides very carefully who they wish to choose and when and that we have to be patient.***
8. We are especially polite and respectful in ***corridors, on the stairs and when queuing.*** We remain in single file, eyes front. ***We don't talk.*** We do what we have to do very smoothly and efficiently. We are polite to classmates, pupils we don't know and to all members of staff. That includes office, canteen and cleaning staff. ***There are no exceptions. Charter is built on mutual respect.***
9. **PLEASE:** Charter pupils and teachers show an ***"attitude of gratitude"*** every day and in every interaction they have. We say ***Sir/Miss, Thank you, Excuse me and Please*** very naturally. These are our habits. The habits we have chosen to develop. We know that habits take work. ***It takes deliberate effort to develop new habits.*** It takes deliberate effort to break old harmful habits.
10. In some schools pupils rarely say: ***Sir/Miss, Excuse me or Please.*** Imagine what that's like. In some schools teachers are treated really badly. Pupils are rude to one another. There is bullying, name calling and theft. The teachers hate their job because they are treated badly by ungrateful children. The teachers don't like the children they teach and the children don't like their teachers. This all happens because the basic rules of courtesy are not in place. ***Charter is built on mutual respect. Sir/Miss, Excuse me, Please, Smiling – they are the basics we all demonstrate daily.***
11. Charter is different from many schools. ***Your teachers are experts. You listen to them with 100% focus as they explain very carefully and precisely what you must do.*** You only move, whether that's opening your books or picking up your pens, when your teacher has given you the signal. You are safe in all of your classes because ***your teachers all follow the same rules and your teachers are all in control.*** Your teachers are polite and you are polite. You never question your teacher's authority. Everything is smooth and efficient because ***your teachers are experts and professionals and they all demonstrate the same high standards in lessons and around school.***
12. Because everyone knows that the teacher is the expert and the unquestioned authority, everyone learns more. ***No time is wasted at Charter.*** Children don't turn around in lessons, they don't call out, they don't answer back, they don't distract. ***Every second is used for learning. So pupils at Charter learn so much more than in other schools.***
13. ***We learn more because we SLANT and use STEPS.*** Charter teachers and pupils demonstrate mutual respect in everything they do. Imagine how horrible it would be to be in a school that was the opposite? Many schools are unruly. Bullying is common. Pupils learn very little. ***Charter is proud to be different. We aren't sheep. We don't follow the crowd.*** We choose empowering habits that will lead us to success. We stand up to new challenges and we test ourselves. ***We trust in our teachers' expertise.*** If we break the rules we will be punished. ***We know that our teachers know best.***
14. In many schools corridors are loud and children push and shove. Children call each other names. They are late for lessons and just don't care. They talk rudely to teachers and never say thank you. In many schools teachers and pupils don't like each other. The rudest and loudest pupils control the class and nobody learns anything because the teachers don't have authority. ***You won the Golden Ticket when you gained your place at Charter. You must always remember that. You must always be very grateful for that. Never forget your teachers are experts. Respect them.***

## 2. An Attitude of Gratitude

1. Teachers and pupils at Charter understand that an Attitude of Gratitude is the fundamental difference between successful and unsuccessful people. ***At Charter we are grateful for our teachers and their expertise. We are grateful for the orderly classrooms, corridors, yard and lunch hall.***
2. We know that when teachers give us demerits and detentions they are teaching us to be ***better people, more polite people, more hard-working, more considerate of others.*** These are the life skills that will help us create amazing lives, with amazing careers and happy friendships and relationships.
3. ***If you are ever in doubt, if you every think Charter rules are too demanding, just imagine the opposite and how awful that would be.*** Instead of ***deliberate politeness***, deliberate rudeness, instead of ***deliberate self-control*** we'd have complete selfishness. Instead of ***delliberate, focussed learning*** where every second is used efficiently we'd have lesson after lesson of pupils ignoring their teachers and leaving school after eleven years of compulsory education knowing very little, barely able to read or count, and failing in their exams. ***We work hard and we are kind. We're Charter.***
4. **SMILE: S.T.E.P.S is Sir/Miss, Thank You, Excuse Me, Please** and one more daily habitual action. In many schools pupils and teachers barely greet one another. Teachers rarely smile. Pupils rarely smile. The atmosphere is negative. Nobody likes being in these schools. We always smile. Even if we are having a bit of a bad day. ***We fake it until me make it. We control our thoughts, we control our feelings. We know that we control our own happiness so we focus on the positive.***
5. Some pupils choose to be deliberately rude and negative and miserable. They fixate on everything they dislike about school and they ignore all of the opportunities that an excellent education can bring. **At Charter, not only do teachers and pupils all use Sir/Miss, Thank You, Excuse Me and Please, we SMILE a lot.** When we greet somebody we smile, when a teacher says hello to us in the corridor we reply with an upbeat, "Hello Miss!" or "Morning Sir!" and we smile. ***It's just what we do.***
6. ***We shake hands too. It's who we are. It's what we do. It's our habit. We are professional.*** We stand out from the crowd. ***We don't follow. We lead.*** When we go for interviews, whether that's for college, for university, for jobs, people are immediately struck by ***our firm hand shake, our good eye, the way we smile, the way we project, the way we articulate, we don't mumble.*** We're Charter. We're smarter. It's just what we do. It's just who we are. ***We choose our habits every day.***
7. In some schools teachers are told "Don't smile until Christmas!" Teachers are told this because in some schools it's as if the Teachers and Pupils are two opposing teams. It's almost like a war. ***At Charter teachers and pupils are on the same team and all the pupils know that they must do exactly what the team captain says.*** Teachers are always your team captains. The pupils all follow the Captain, their teacher, because they know that Charter teachers are 100% in charge.
8. When you smile it shows people that you are positive and friendly and that you want to learn. If you walk around being deliberately negative, and you never smile, you are choosing to damage your education and you are choosing to be rude. ***Pupils who choose to be rude or negative will be punished.*** Your teachers will use their huge expertise to ensure that you learn enormous amounts at Charter. You will follow your teachers' instructions and you will become better people, less selfish, with more genuine self-control. ***But if you choose not to cooperate, if you choose to be ungrateful, you will be punished.*** Charter teachers care enough to be very strict.



*What does STEPS mean? What is the Charter full stop? What time should you go to bed? How many hours sleep do you need? What should you do immediately when you get home from school? Why is it important that we smile when we meet people? Why do we shake hands?*

9. No Charter teacher will allow you to damage your chances of success or damage the chances of success of your classmates. **No Charter teacher will let you pick and choose or bend the rules.** The same rules apply with all teachers in all classes and everywhere around the school. This makes the rules very fair. **The same rules for everyone. So fair for everyone. It's just who we are.**
10. Some of you will adapt to the Charter rules really easily and you will become habitually and naturally Charter very quickly. Some of you will have to try harder to break your old harmful habits and develop your new Charter habits of excellence. **We are what we repeatedly do. We choose our habits daily.**
11. Every time a teacher gives you a demerit or a detention they are reminding you of the behaviour we really want and the behaviour we can't allow you to hold on to. If we allow you to hold onto old habits of laziness, selfishness, rudeness, excuse-making, sulking, feeling sorry for yourself, emotional outbursts, we are allowing you to remain like a toddler. Toddlers, three year olds, they have emotional outbursts, tantrums. They are at the very early stages of developing self-control. They don't understand that **we control our thoughts and that our feelings come from our thoughts.** They don't understand that if we focus on **negative thoughts** these thoughts lead to **negative feelings.**
12. At Charter we give you rewards for the right behaviour choices and we punish you to remind you of the consequences of the wrong choices. If a teacher doesn't punish you for the wrong choices you make that teacher is showing they don't care about your future. **Charter teachers care enough that they know when to punish you. They are tough on bad choices because we want to make you a better person in the long run.** We teach you to break your old habits and learn new empowering habits that will make you successful in life. **Charter teachers care enough to be strict.**

#### QUESTIONS

1. Sulking is a bad habit. Sulking is feeling sorry for yourself. **Do you think sulking ever helps you? Will sulking ever change a teacher's decision? Is sulking more of a childish behaviour or more of an adult behaviour? Do you sulk with your parents? Do they ever give in and give you what you want?**
2. At Charter all of your teachers follow the same rules. This makes Charter rules easy to understand. **In junior school, were there some teachers who children always behaved well for and other teachers who the children didn't behave well for? Why was this? Do you learn most with a strict teacher or a soft teacher? Can a teacher be strict and kind? Is it kinder to be strict or soft?**
3. It is easy to break a bad habit if you truly recognise that this bad habit is holding you back in life. **Do you believe that turning around in class, and talking when your teacher is talking, will hold you back in life? Do you believe that you have the right to answer back to adults?**
4. **Around 16% of the adult population of England is "functionally illiterate". That's around 5.1 million people. That's the equivalent of a class of 30 pupils where 5 pupils leave school at 16 years old barely able to read. 46% of people in prison are functionally illiterate. That's the equivalent of a class of 30 where 14 pupils leave school with a reading age of less than that expected of a junior school pupil. Why do you think so many people, around 16% of the population of England, leave school with such poor reading and writing skills?**

### 3. S.H.A.P.E – Five Ways to Demonstrate Your Professionalism

At Charter we speak in full **SENTENCES**. We make sure our **HANDS** are away from our faces as we speak. We **AR.TIC.U.LATE**. We never mumble. We **PROJECT**. That means we speak clearly and loudly for the whole class to hear. We look people in the **EYE**. We make confident **EYE** contact.

1. **SENTENCES:** At Charter we always reply in full sentences. Your teacher asks, "What is the capital of France?" You put up your hand, your teacher chooses you to answer, "Johnny, what's your answer?" You reply: "The capital of France is Paris, Sir." **We remember the Charter Full Stop.**
2. **We never give one word answers, "Paris." or even "Paris Sir."** To give a one or two word answers sounds rude. Also you need to become more and more confident in public speaking so giving full answers in full sentences helps you develop that confidence. When you go to job interviews or interviews at college and university you are competing with lots of other people. You need to start practising now so you come across as **confident, polite and professional.**
3. **We always end our sentences with the Charter Full Stop – Sir or Miss.** In many schools teachers allow their pupils to reply with one word answers. **None of Charter's teachers will allow that.** If you give a one word or short answer they will say, "SHAPE UP! Full sentences! Hands away from your face. Articulate. Project. Eye contact!" We're Charter. We're smarter. It's who we are.
4. Before even asking pupils questions Charter teachers remind you:  
*"As always, at Charter we use SHAPE when answering questions. Full SENTENCES, HANDS away from your mouth, ARTICULATE, so no mumbling or half swallowed words, PROJECT, that's like an actor talking to his audience. Everyone in the room, including the people in the rows behind you, need to hear your answer clearly. Little baby voices that nobody can hear waste everyone's time. We need confident, professional projection. We're Charter. We're smarter."*
5. And the **E** in **SHAPE** stands for **EYE CONTACT**. When we talk to people we look them in the eye with confidence. If you have your hands over your mouth, your head down, eyes averted, you're mumbling and you're just too quiet, you come across as lacking in confidence, immature and not even that bright. **So we need SHAPE in all of our answers. 100% of the time with 100% of teachers. No Charter teacher will let you get away with a baby voiced, mumbled response.**
6. If a pupil doesn't use SHAPE he or she is being rude and they are deliberately damaging their own learning and the learning of their classmates. **We will punish you.** You have the tools to be a confident speaker. It starts with **SHAPE and STEPS**. We are giving you these tools, we, your teachers, will correct you and help you get better every day. **We won't accept excuses.**

#### Questions

1. **What does SHAPE stand for? What about SLANT? What about STEPS?**
2. **Why is smiling so important when we meet people?**
3. **What comes first feelings or thoughts? Does sulking ever help? Can we control our thoughts?**
4. **Why do Charter teachers correct you every time you are rude in any way?**
5. **What does "tracking the teacher" mean? Why is it important to be patient in lessons?**
6. **Why do all Charter teachers follow the same rules 100% of the time?**
7. **Which side of the corridor do we walk on in school?**
8. **Why do we need to practise SHAPE now? Do you have a confident handshake?**
9. **What is the Charter Full Stop? Why is it so important?**
10. **Give me a 10 word sentence that sums up Charter, e.g.**

*Charter teachers care enough to be strict in every lesson*

#### 4. How We Enter Classrooms at Charter

1. It is essential that you make your way very quickly and efficiently between classes. It wastes lesson time if pupils arrive in dribs and drabs. ***You walk between lessons in single file, eyes front. You don't talk.*** The only times you chat to your friends are in the yard in the morning, break time and lunch time. Every second counts at Charter. ***It's who we are. It's what we do. We are professionals.***
2. ***At the end of each lesson you stand behind your chairs in silence.*** Your teacher will use the last five minutes of each lesson to pack away, ask you questions, and get you ready to go off to your next lesson. Lessons start and end very efficiently at calmly at Charter. ***We do not teach right to the very last second and then pack away in a rushed and inefficient manner. You pack away exactly as instructed. You do not talk to your friends. You remain focused on the task of packing away and then you track the teacher. You fold your arms and go back into a slant.***
3. Around 2 minutes before the end of your lesson your teacher will give you the signal and you will stand in silence. ***Your teacher will make you wait in silence and then dismiss you row by row.*** You will say thank you to your teacher as you leave the classroom. Your teacher will ask you questions as you wait. ***He or she will choose pupils to ask by name rather than with hands up.*** Your teacher will ask questions like this:

*"You don't know who I am going to ask. So you all need to think carefully about this. When you answer I want developed answers and excellent projection so the whole room can hear. What were the problems with proportional representation in the Weimar Republic? I want you to mention especially the issues related to passing laws and why this was a problem. Think carefully. Hands down. This question is for...David."*
4. ***At Charter we give you precise questions. We give you clues so you can give full answers.*** We insist you project, you SHAPE, this makes you look and sound confident and mature. These are the habits that will make you really stand out at interviews for jobs and university.
5. ***At Charter we never ask you to answer questions you can't answer. We never ask you vague questions like, "What do you think might happen next?" We tell you all the facts. We explain everything you need to know.*** We are experts so we explain everything very clearly and in a step by step way. We explain using the kind of vocabulary only experts understand. We give you our expertise so you can use the vocabulary of experts confidently too. ***We never expect you to guess what is in our heads.*** Our questions are opportunities for you to tell us what we have already told you. In this way you are forced to reflect on what you've been told. You are forced to remember.
6. If you can't remember something it is because you weren't listening carefully or we may have not explained the information clearly enough or in a way that is sufficiently memorable. ***As teachers it is our job to ensure that you focus and listen, that's why SLANT is essential, and it is our role to ensure that everything we teach we teach in a systematic way that is memorable.*** It isn't enough for us to talk at you. You need to remember what we have said. Your job is to SLANT. Sit up, LISTEN CAREFULLY, ask and answer questions, never interrupt and track the teacher. 5 Simple Steps.
7. Lessons end with a very structured exit routine. ***You stand in silence, you answer questions, you are dismissed row by row and in plenty of time to get to your next lesson. You walk to your next lesson in single file, eyes front, you never push or shove.*** There will always be lots of teachers standing at their doors and on the stairs and corridors to make sure you are in single file, eyes front and in silence.

8. When you get to your next lesson your teacher will decide whether to make you line up or to let you all come straight into the classroom. You never enter a room without your teacher's express instruction. Your teacher is your boss. They decide. Not you. ***Charter is built upon mutual respect.***
9. Very often, if there isn't a great deal of space in the corridor, your teacher will get the first 5 to 10 pupils who arrive to line up and then let you in. It will depend on the location of the classroom and how much space there is in the corridor. ***Your teacher will always be at their classroom before you.*** Charter teachers are never late for lessons. Charter pupils are never late for lessons. Being on time is a sign of politeness. Being late is rude and disrespectful. ***When we line up we have eyes front, shoulder against the wall, we never turn around, our bags are off our backs, we are silent.***
10. ***We move along corridors in single file, we do not turn to our friends, we do not speak, we keep eyes front.*** Our job is to move very quickly, efficiently and politely between lessons. We remain in single file and we wait if another class is passing in front of us. We do everything we can to avoid pushing, shoving or congestion in corridors and stairs. We wait sensibly, we let others go first, we are extremely considerate of others. ***Charter is built on mutual respect. It's what we do. It's just who we are.***
11. ***When we line up we take our bags off our backs and hold them in our hand.*** When bags are on our backs it is harder to line up neatly. The bags take up a lot of space on our backs. ***We line up - eyes front and shoulder against the wall.*** The line is neat, we take up as little corridor space as possible so others can pass and, of course, with our eyes front and our shoulder against the wall we can't possibly talk, turn around or distract others. Entering and leaving classrooms and getting between lessons is smooth and efficient at Charter. ***At Charter every single second counts.***
12. ***We enter the classroom in silence only when our teacher tells us to.*** We stand behind our chairs ***in silence.*** We immediately get our pencil case out as we enter the room. We do this without being asked. Our teacher may remind us but they shouldn't have to. We are immediately ready to start work when instructed. ***When we sit down we immediately go into a perfect SLANT.***
13. Very often your teacher will ask questions as we enter the room. Your teacher may choose named individuals or you may put your hand up to answer. The lesson has begun. ***You are tracking the teacher. You stand with your arms folded. The teacher continues asking questions until he is ready for you to sit down. You sit down only when your teacher has told you to do so.*** These routines are used by all teachers at Charter. There is no confusion because we all do the same thing. Pupils know exactly what to do and they have no excuses for doing anything else. ***If anyone chooses to break the rules they will be punished. We have been extremely clear about what we expect.*** If anyone fails to follow the rules it is quite clear that they are choosing to be defiant, disrespectful and rude. This kind of behaviour and attitude will always be punished. ***Charter teachers care enough to be strict.***
14. Nobody will ever be late for lessons. You travel together as a class from your last lesson. You never attempt to see teachers between lessons. Your job is to get from one class to the next super efficiently and very rapidly. ***Single file, silent, never turning your head, taking the shortest route.***
15. ***Remember too, that we never go to the toilet between lessons or in lesson time.*** The toilets are open from 8.30am so you have time to go to the toilet before lessons. The toilets are open at break time. ***Your first priority is to go to the toilet at break time. Nobody will be allowed to go to the toilet in the last 5 minutes of break.*** You go at the start of break. You can go to the toilet at lunch time. ***Again, the toilet is your first priority.*** You will not be allowed to enter the toilets in the last 5 minutes of lunch break. You can never use going to the toilet as an excuse for missing a single second of lesson time. ***Teachers never leave lessons to go to the toilet. You need to be professional too.***

16. If you ever think that Charter rules are too tough – think again! We are preparing you for life, for university, for top careers. **Professionals have self-control. We are teaching you to develop self-control.** Life is not about doing what you want, when you want. Life is about learning to make the best choices. **Your teachers are your bosses.** Never again will you have such kind, considerate and helpful bosses. **Charter teachers care enough to be strict. It's what we do. We choose our habits. You should be massively grateful that Charter teachers care as much as they do.**

#### Lesson Entry Recap

1. Leave the previous lesson on time in a structured and orderly manner **in silence row by row**
2. Walk calmly, quickly, **silently, eyes front, single file**, never pushing or shoving, to next lesson
3. **Your teacher decides** if only 5 or 10 pupils line up, or the whole class, or if you all go straight in
4. **You get your pencil cases out, you stand, arms folded in silence**, your teacher asks questions
5. You sit down **when instructed by your teacher**. You sit and go straight into SLANT. Arms folded

#### Lesson Endings Recap

1. The last five minutes are for packing away and teacher-led Q&A. **You SLANT.**
2. Pupils stand in silence in the last two minutes as the teacher asks questions. **Arms folded.**
3. When packing away you **ALWAYS** wait for your teacher's signal: **321. Go!**
4. You are dismissed row by row. **You stand arms folded, tracking the teacher as you wait.**
5. You thank your teacher for the lesson as you leave and walk in single file silently to your next lesson.

#### Questions

1. At Charter we write in silence, listen in silence and read in silence. Why is it important that we do so much in silence? How does that help us concentrate? How does that give us more time to practise?
2. Why is it important that we all start and finish at exactly the same time? Why is it important that we only move on the teacher's instruction? How do these routines save us time in lessons?
3. Why is it important that we take our bags off our backs when we line up? How does that create more space in the corridors?
4. Why do we get our pencil case out as we enter a classroom? What is the minimum equipment required in our pencil case? Why must we check our pencil case every night?
5. SHAPE stands for what precisely? How does SHAPE develop our professionalism and confidence?
6. What would the opposite of SHAPE look like? What would the opposite of STEPS look like?
7. Why do we always keep to the left when moving around the building?
8. We always raise our hand to answer and ask questions. Why is it important that we raise our hand straight up in the air?
9. We never get out of our seat without the teacher's permission. If we feel ill we just carry on and don't complain. We never go to the toilet in lesson time. We attend every day even if we aren't feeling on top form. We always arrive by 8.25am. How do these habits prepare us for adult life?
10. Give ten examples of Charter routines that help save time and make sure we have maximum learning time?

## 5. What Do Employers Want?

At Charter we teach you to stand out from the crowd. Your manners, your hand shake, your smile, the fact that you attend every day and that you are on time every day – all of these habits make you so different from the crowd. Combine that with the excellent subject knowledge that you will receive from your expert subject teachers, and you have the potential to achieve amazing things in life.

Here is a list of what employers say they want but, very often, young people lack. You are Charter. You are different.

1. ***'Working life' skills: this includes turning up on time and look presentable, but also takes in what is expected of an employee. As one HR professional puts it: "It's understanding what being a working professional means."***

At Charter we teach you the importance of arriving early for school every day. It isn't good enough to arrive just in the nick of time or a few minutes late. In the real world you will lose your job. At Charter you will receive an immediate detention. There are no excuses.

At Charter we teach you that attending every single day, even on days when you don't really want to turn up, that's the real world. It isn't good enough to pretend to be ill when you know perfectly well that you are well enough to come to school.

At Charter we teach you that the workplace is not a fashion show. ***At work your appearance has to conform and be very conservative.*** In your free time you may dress differently. When you come to school you dress smartly and conservatively. Pupils and teachers present a professional appearance.

2. ***Self-awareness and confidence: One young person told the interviewer: "In my first couple of weeks I'd be scared about picking up the phone. I was scared to talk to people or do even the tiny jobs people gave me. I used to imagine what could go wrong. But now it doesn't faze me; I just pick up the phone and approach people around me."***

At Charter we teach you to persevere. You don't give up if something is new or scary. ***We teach you to have confidence by rising to new challenges and breaking tasks down into manageable parts.*** At Charter we don't allow you to make excuses when you are scared. At Charter we teach you to focus your thoughts on the positive. ***You feel scared if you think scared. Your thoughts determine your feelings.***

3. ***Communication: learning how to communicate with colleagues, whether it's face-to-face or via email, is vitally important, but so many are unaware of the impact of what they say. One young employee said: "The amount of times I would speak to someone and say something completely inappropriate and not have an absolute clue about what I did wrong at the time. People thought I was rude but I didn't understand that how I was behaving wasn't acceptable in the adult world."***

At Charter we teach you to be habitually polite. It becomes natural: STEPS, SHAPE, SLANT. They're all about being courteous and considerate of others. Too many young people are never taught about eye contact, speaking clearly, asking politely or showing an attitude of gratitude.

4. ***Commercial skills: too few young people see things from the client's point of view. One interviewee said: "I had no idea that meeting deadlines and keeping promises was so important. School had never really taught me about taking personal responsibility. I didn't use my time efficiently at school. In the adult world you have to or you get sacked. At school I'd sulk if anyone said anything I didn't like. At work they don't put up with that."***

Charter is built on mutual respect and taking personal responsibility. We teach you to develop self-control. We teach you to be considerate. These are the life skills that make you stand out from the crowd. Most young people don't know that every second counts. Charter pupils do.

## Invictus – By William Ernest Henley

This is a very famous poem. The poet had had his leg cut off. He was in hospital and started to feel sorry for himself. Then he thought, wait a minute! I'm not a whinger! If I think miserable thoughts I feel worse. If I think positive thoughts I can change my world. No more excuses. No more blaming other people for how I feel. No more sulks. No more temper tantrums like a two year old. And so he wrote this cracking little poem!

**That's Charter thinking. At Charter we're smarter. We don't whinge. Whingers never win! Winners never whinge!**

1. Out of the night that covers me,
2. Black as the pit from pole to pole,
3. I thank whatever gods may be
4. For my unconquerable soul.
  
5. In the fell clutch of circumstance
6. I have not winced nor cried aloud.
7. Under the bludgeonings of chance
8. My head is bloody, but unbowed.
  
9. Beyond this place of wrath and tears
10. Looms but the Horror of the shade,
11. And yet, the menace of the years
12. Finds and shall find me unafraid.
  
13. It matters not how strait the gate,
14. How charged with punishments the scroll,
15. I am the master of my fate,
16. I am the captain of my soul.