

# Behaviour Guidelines and Expectations

Please read these guidelines to ensure everybody - students, parents, carers and staff - can enjoy our sessions, reach our full musical potential and stay safe when working together.

Newham Music is a community where **we respect each other**. Students respect their teachers and their peers. Teachers respect students. We all respect the equipment, instruments and the environment we work in. This means:

- Listening to each other
- Taking turns
- Valuing everybody's contributions. It's ok for someone to have a different idea to you
- Following instructions immediately, especially relating to social distancing and properly handling equipment, so that we can keep our sessions safe from COVID-19

## **Bullying in any form will not be tolerated.**

If you feel you are being bullied in person or online, or you witness others being bullied, you must tell your tutor.

- We will listen and keep what you say confidential
- We can provide advice for staying safe online if you need it

If there is anything else you want to share or discuss, please talk to us.

- We will listen and keep what you say confidential unless someone is in immediate danger.
- We will help where we can or point you to someone else who can and will help you

Whether you are a Newham Music ensemble member or you receive individual or group lessons, you will be expected to uphold a high level of respect and decency while representing Newham Music.

The following standards will be expected from all Academy members:

- No talking during rehearsals, particularly when another section is playing or the leader is explaining something.
- Check on the sign-in table or with reception when you arrive for any rooms changes or events/concerts.
- Treat all other students and staff with respect and kindness.
- No mobile phones are to be used during lessons or rehearsals
- No eating in lessons or rehearsals
- No drinks besides water, which must have a lid.
- Please put litter in the bins provided.
- In the event of a fire alarm, follow the instructions of your teacher.
- You should aim to practice between lessons. Regular practice is important for progression!
- Make sure any letters given to you are given to your parents as soon as possible.
- If you are worried about anything or unsure, don't be afraid to ask.
- Remember to bring your instrument, music, practice diary and pencil to every lesson.

### **Warning policy**

Newham Music Academy will not tolerate behaviour that is disruptive to others or causes others distress or harm. Students found to consistently flout the guidelines listed above will be reported to the Education Leader. Then the following process will be put in motion.

- First warning - the student will receive a verbal warning from the Education Leader and a letter home.
- Second warning - if the behaviour persists the student will receive another letter home to be signed and returned and a phone meeting will be scheduled with parent/guardian(s).
- This warning - if the behaviour has still not been resolved, the students may be suspended or expelled from the Academy at the discretion of the Education Leader.

In certain circumstances, for example where a pupil has caused bodily harm to another person or has been found to have broken the law, the Education Leader may decide to bypass the warnings and expel or suspend a student immediately.

Thank you for helping us ensure everybody has the best musical experience possible!

### **Coronavirus Health and Safety**

Newham Music takes very seriously the safety of all our pupils, families, teachers and staff.

- All activities have been/will be risk assessed in line with Government/DfE guidance
- All teachers have received written guidance and training on resuming face to face teaching
- Each session will have a designated lead teacher/NM team member who will be responsible for ensuring social distancing is correctly and safely implemented
- Participants will be kept in specific spaces when in the lesson - marked out on the floor where possible and appropriate.

All participants will be sent a Behaviour Expectation document outlining their responsibilities. Children/families who do not follow the guidelines will be spoken to by teachers and if necessary, asked not to return.