

YSGOL
MAESTEG



***LINE-UP
POLICY***

'School Meet-and-Greet (Line Up)' is the name given to the process to ensure pupils enter the school for the first time in an orderly and calm manner and in silence. It allows pastoral staff to reinforce our values and address any uniform or mobile phone issues or punctuality concerns every morning in a consistent and repetitive manner. This routine is essential to ensuring that any issues are dealt with outside of the school building and classrooms so that learning is not interrupted inside school and during lessons.

8:00am - Breakfast Club

- Pupils who are in breakfast club must leave breakfast club via the sculpture garden doors at 8:30 to ensure that they go to their respective areas to participate in 'Line-up' with the rest of their year group

8:15am – Pupils arrive

- SLT will be on duty to meet and greet pupils in their year groups.
- Yr 7 – area outside Technology rooms
- Yr 8 – area outside Pupil Reception
- Yr 9 – area outside Creative Arts
- Yr 10 – area outside Sculpture Garden doors
- Yr 11 – area outside PE

8:30am – Staff on duty

- All staff will be on duty to 'meet and greet' pupils to welcome them onto school site

8:34am – 'Line-up' process begins

- Progress Leader blows whistle so that all pupils line up on lines allocated to each form group
- Form teachers supported by SLT support line up

8:36am onwards – PL address

- Progress leader issues key messages and reminders of school events and praises individual pupils for exemplary behaviours/efforts the previous week.
- Pupils listen respectfully throughout
- While notices are being given, form tutors should ask pupils to remove their 'Respect for Learning' cards from the left pocket of their blazer and carry out the daily check in. Ticks should be awarded at this point.
- SLT/DoLs (when not covering a form) to support uniform checks – pupils who are not in correct uniform to be escorted to Bev Jenkins to obtain uniform by either Pastoral Support Officers or SLT Links if PSOs are unavailable (PLs to notify SLT Link if this is the case). PSOs to wait with all pupils within a year group while uniform is addressed and then escort back to form.
- Pastoral support collects pupils who need to hand in mobile phone/uniform issues
- Form classes should not be dismissed until the 'Respect for Learning' cards have been checked for all pupils within that form.
- Should the weather require 'Meet and Greet' to be completed in the inside area allocated to a year group (please see below), the above checks should still be undertaken while pupils are in line up and before being escorted to their form room.

8:40am - 8:44am – Form Tutors

- Form tutors will take pupils into the school building **in silence** using the associated stairway. Form tutor will lead the class from the front and will walk through the school in single file, on the left using the one-way system to model how pupils are expected to walk around the school
- All form groups should be in their form classes by 8:45am

8:45am

- **Pastoral Support** will make sure that all pupils with uniform/mobile phone issues are taken to Calon (Pastoral Office) to have uniform addressed and to hand in mobile phones. Pupils are then escorted back to form class in silence. Uniform and Mobile phone log will be updated to record pupils' names

- **Progress Leaders** will remain at the entry door until 8:50am. Any pupils who arrive after 'Line-up' but before 8:50 will be recorded as late. 3 x late will lead to an after-school detention.

8:50am – 9:00am

- All entrance doors will close except pupil reception doors (Yr 8 entrance).
- Support staff will remain in atrium and will record pupils who arrive after 8:50am which will lead to an automatic break time detention. Late pupils will be escorted into form period by these support staff who have been allocated this role as part of their daily duties.
- Pupils who arrive after 9:00am will automatically be placed in lunchtime detention.

Wet Days

On days of wet weather, the decision will be made by 8.15am that procedure for line-up is amended in the following way:

8:15am – Pupils to move to one of the sheltered areas below

- **SLT** will be on duty to meet and greet pupils in their year groups.
- **Yr 7** – Main Hall
- **Yr 8** – School Gym
- **Yr 9** – area outside Creative Arts under canopy
- **Yr 10** – Sports Hall (Non-Gym Side; Door near Grab and Go for Entry and Exit)
- **Yr 11** – Sports Hall (Gym Side; Door near Gym for Entry and Exit)

8:30am – Staff on duty

- All staff will be on duty to 'meet and greet' pupils in their assigned area above

8:35am – Onwards: 'Line-up' process begins

As above.