



ARCHBISHOP ILSLEY CATHOLIC SCHOOL

Wisdom • Courage • Dignity • Integrity



THE ILSLEY SPIRIT ETIQUETTE

OUR BEHAVIOUR. OUR CHOICES. OUR COMMUNITY.



WISDOM

Make the right choices. Learn with purpose.



COURAGE

Speak up. Do the right thing. Stand up for others.



DIGNITY

Respect yourself and others. Everyone matters.



INTEGRITY

Be honest. Be accountable. Build trust.



TOGETHER, WE MAKE THE WORLD A BETTER PLACE.

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OUR SCHOOL PRAYER

*May God grant me,
The wisdom to know what is right and good.
The integrity to do all the things that I should.
The courage to defend the dignity of all
The graces I need to answer your call.*

*Fill our school with faith, hope, love, joy and peace.
So we can let your light shine for each person we meet.*

*May we be ready, safe, respectful and kind.
With those in most need in our hearts and our mind.
May we be 'just and firm of purpose' in all we think, do and say.
Use our gifts, skills and efforts; to make the most of every day.*

In essence, our etiquette curriculum teaches how to put this prayer into action.

The ILSLEY Spirit

The development of a strong etiquette curriculum allows us to avoid assumptions about how well our community understands the motivations behind expected behaviours, and whether everyone has the tools to flourish. Our etiquette curriculum is an opportunity to reward, teach and grow. It goes beyond 'behave because we told you to' and instead helps students understand why behaviours matter. While it sets out the behaviours necessary in school, it also reinforces common decency, respect and responsibility.

At Archbishop Ilsey, we believe deeply in preparing our students for future life. We hold high expectations, with the full support of our families and community.

Our Three Fundamental Rules

- › Be ready
- › Be safe
- › Be respectful & kind

Our Four Values

WISDOM	COURAGE	DIGNITY	INTEGRITY
To know what is right and good	To defend the dignity of all	To be treated, and to treat others, with respect	To do all the things that we should

The Seven Key Areas of Etiquette

The Ilsley Spirit is expressed through our etiquette across seven key areas of school life. Each topic within a section sets out WHAT the behaviour is, HOW to do it, WHY it matters, and shows it in action (DO).

- 01 Prayer, Worship and Liturgy
- 02 Starting the Day
- 03 In Classrooms
- 04 Moving Around School
- 05 Break and Lunchtimes
- 06 Outside of School
- 07 Taking Responsibility for Our Choices

OUR FOCUS THIS YEAR

Every part of this curriculum matters, but three habits carry the most weight this year for keeping our school calm, safe and inclusive:

- › Calm, safe movement around school — no shoving, no play-fighting, corridors everyone feels safe in.
- › Full engagement in every lesson, from bell to bell — no truanting, no drifting off.
- › Zero tolerance of discriminatory language — speak up, don't laugh along, tell a member of staff.

BRITISH VALUES IN THE ILSLEY SPIRIT

Every topic in this curriculum is also mapped to one of the five fundamental British Values, shown next to the WHY of each behaviour, so pupils and staff can see explicitly how our everyday routines connect to Democracy, the Rule of Law, Individual Liberty, Mutual Respect, and Tolerance of Different Faiths and Beliefs.

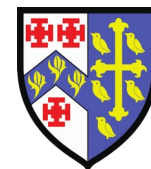
DEMOCRACY	RULE OF LAW	INDIVIDUAL LIBERTY	MUTUAL RESPECT	TOLERANCE OF DIFFERENT FAITHS & BELIEFS
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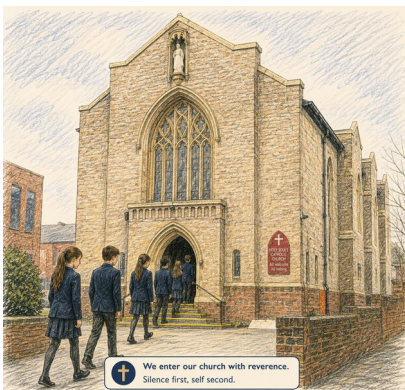


PRAYER, WORSHIP AND LITURGY

THE ILSLEY SPIRIT

01 PRAYER, WORSHIP AND LITURGY



WHAT	ENTERING AND EXITING SACRED SPACES
HOW	Enter the Chapel or Holy Souls Church silently, in single file. Genuflect or bow toward the altar, take your seat calmly, and face the front throughout. Leave exactly the way you came in — quiet, orderly, unrushed.
WHY	These are places where God is present among us. Silence isn't empty space — it's how we make room to listen. Rushing or chatting undoes that in seconds. Remember: Silence first, self second. British Values: Mutual Respect
DO	

We enter our church with reverence.
Silence first, self second.

WHAT	REVERENCE AND RESPECT IN WORSHIP
HOW	Sit tall, face the front, keep still. Follow the lead of whoever is speaking — silent when they're silent, joining in with prayer or song when it's time.
WHY	Your body speaks before you do. A restless body makes a restless room; a still one helps everyone else settle too. Remember: Stillness is contagious — start it. British Values: Mutual Respect
DO	



PRAYER, WORSHIP AND LITURGY

WHAT

PARTICIPATING IN WORSHIP

HOW

Join prayers and singing with your full voice, not a mumble. If you're reading or answering, slow down and speak clearly enough for the back row to hear.

WHY

A quiet voice in worship isn't humility — it's holding back a gift you've been given. Whole-hearted participation is what turns a room of individuals into a community.

Remember: Half a voice is half an effort.

British Values: Individual Liberty

DO



WHAT

LIVING THE MESSAGE

HOW

Carry what you hear out of the chapel and into the corridor, the classroom, the bus stop. Look for one small chance each day to act on it — a kind word, a favour, standing up for someone.

WHY

Worship that stays inside the chapel walls hasn't gone anywhere. The point was always what happens next, once the doors open again.

Remember: Faith is proved outside the chapel, not inside it.

British Values: Mutual Respect

DO

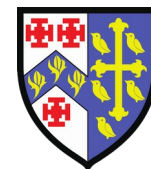




STARTING THE DAY

THE ILSLEY SPIRIT

02 STARTING THE DAY



WHAT	MORNING PUNCTUALITY
HOW	Pack your bag and lay out your uniform the night before. Leave home with time to spare, so you're on the playground well before 8:40 — not sprinting through the gates at 8:49.
WHY	A rushed start follows you into every lesson that day — frayed nerves, forgotten kit, a short temper before period one has even begun. Arriving early ensures a calm start to your day. Remember: It's harder to calm down a day you started in a panic. British Values: Rule of Law
DO	

WHAT	MORNING LINE-UP
HOW	At the first bell (8:40), go straight to your zone: Year 7 to the Middle playground, Years 8 & 9 to the Sports Hall playground, Years 10 & 11 to the Humanities playground. Then listen for the whistles — the same four, in the same order, every day. 1st: MOVE quickly to your tutor group's spot. 2nd: CORRECT LINE — close any gaps. 3rd: FACE THE FRONT. 4th: SILENT, completely. Wait for the morning message, let your tutor check you're ready, then walk in on the left, single file, silent — your tutor leads, you follow.
WHY	Knowing exactly what each whistle means removes any guesswork, so the whole school can start the day calm instead of chaotic — together, on cue, without anyone needing to be chased or shouted at. Remember: Move. Line. Front. Silent. British Values: Rule of Law
DO	



STARTING THE DAY

WHAT

TUTOR TIME

HOW

Walk in ready for the SAINT curriculum to begin — treat it exactly like a lesson, not a warm-up for one. Listen properly to notices, and when it's prayer time, actually pray rather than waiting it out.

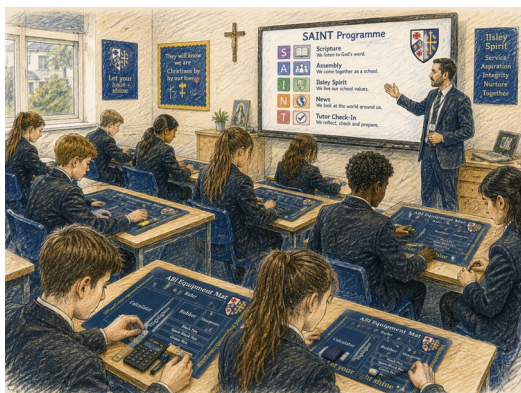
WHY

Your tutor is often the first adult to notice if something's wrong. Taking tutor time seriously, every single day, is how that trust gets built — not by accident, every minute matters.

Remember: Your tutor is your daily key adult and is there to support you.

British Values: Democracy

DO



WHAT

ASSEMBLY

HOW

Line up in tutor groups, alphabetical, single file, uniform sharp. Inside, sit still, face front and track whoever is leading — don't switch off because it isn't a 'real lesson'. Make the sign of the cross, join the prayer, and answer confidently if you're asked.

WHY

This is one of the only times your whole year group is in one room together. How you behave here — engaged or slouched, present or half-there — says whether you see yourself as part of something bigger than your own tutor group.

Remember: One room, one family — act like it.

British Values: Democracy

DO

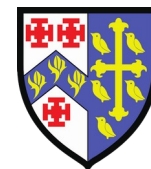




IN CLASSROOMS

THE ILSLEY SPIRIT

03 IN CLASSROOMS



WHAT	STARTING THE LESSON
HOW	Walk in calm, greet your teacher, stand behind your chair until told to sit. Planner and equipment out immediately, and your Do Now started without being asked twice.
WHY	The first sixty seconds set the temperature for the whole lesson — for you and for the twenty-nine people around you. A scrambled start means a scrambled lesson, and every minute lost here is a minute of learning nobody gets back. Remember: Win the first minute, win the lesson. British Values: Rule of Law
DO	

WHAT	SPEAKING AND LISTENING
HOW	Project your voice — don't mumble to the desk. Speak in full sentences and reach for ambitious vocabulary. When someone else is speaking, that's not your cue to plan what you'll say next: track them, actually listen, and respond to what they said.
WHY	Every lesson you do not contribute in, or half-listen to someone else, is a missed rehearsal for every interview, meeting and conversation you'll ever have. Staying focused on the lesson in front of you — not drifting off or wandering out — is what makes that rehearsal count. Remember: If you're not actively engaged, you're not learning. British Values: Mutual Respect
DO	



IN CLASSROOMS

WHAT

PRESENTATION OF WORK

HOW

Black or blue pen, your best handwriting, one neat line through mistakes — never scribbles. Ruler for underlining and diagrams, pencil for anything technical.

WHY

Messy work is evidence of how much you value the hour you just spent learning. Neat work is respect for your own effort, written down on the page for you to find again.

Remember: If it's worth learning, it's worth writing properly.

British Values: Individual Liberty

DO



WHAT

ENDING THE LESSON

HOW

Pack away quickly and quietly the moment you're told, stand behind your chair, uniform sorted. Leave calmly when dismissed — not a second before — and a genuine thank you to your teacher costs nothing.

WHY

A scrappy ending undoes a good lesson, and it's exactly the moment that spills out into a boisterous, unsafe corridor. Finishing well protects everyone's next five minutes, not just your own.

Remember: Finish as well as you started.

British Values: Rule of Law

DO

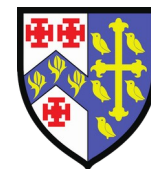




MOVING AROUND SCHOOL

THE ILSLEY SPIRIT

04 MOVING AROUND SCHOOL



WHAT	HOLDING DOORS FOR OTHERS
HOW	If someone's behind you, hold the door, make eye contact, and greet them — good morning or good afternoon, not a grunt.
WHY	It costs three seconds and tells the person behind you that you noticed them. Small, free, and it adds up across a thousand doors a day. Remember: Three seconds of courtesy, all day long. British Values: Mutual Respect
DO	

WHAT	CORRIDORS AND STAIRWELLS
HOW	Walk, don't barge. Keep to the left, keep your hands and feet to yourself, keep your bag close. No shoving, no play-fighting, no blocking the flow — if it's crowded, wait your turn rather than forcing through. For the English/Maths corridor follow the one way system.
WHY	This is where accidents happen — not usually through malice, but through messing about that goes one step too far. Nobody should ever feel unsafe between lessons. A calm corridor isn't just a staff job to enforce; it's every student's job to protect. Remember: Hands and feet to yourself, every time. British Values: Rule of Law
DO	



MOVING AROUND SCHOOL

WHAT

THE ONE-WAY SYSTEM — ENGLISH & MATHS CORRIDOR

HOW

The English and Maths corridor runs one way, so which door you use depends on your room. Lessons in 1.2, 1.3, 1.4, 1.5, 1.7 or 1.8: enter and leave via the Pass Garden, not through the corridor. Lessons upstairs or in 1.6: use the corridor entrance as normal. Check your room number before you set off, and always follow the flow of traffic rather than cutting against it.

WHY

A one-way corridor only works if everyone goes the same way. Two streams of pupils trying to pass head-on in a narrow space is exactly how a corridor stops being calm and starts being unsafe. Using the right entrance for your room keeps everyone moving, not colliding.

Remember: Know your room, know your route.

British Values: Rule of Law

DO



WHAT

INTERACTIONS WITH OTHERS

HOW

Greet people you pass — staff, visitors, other students. A smile and a respectful distance is always enough. Never touch someone or their belongings without asking. And if you hear language that puts someone down because of who they are, don't laugh along — speak up, or tell a member of staff.

WHY

How we treat each other in the thirty seconds between lessons says more about our school than any single lesson does. Nobody should ever feel small because of their race, their sex, or anything else about who they are — and staying silent when you hear it happen is its own kind of unkindness.

Remember: If you wouldn't say it with a teacher stood there, don't say it at all.

British Values: Tolerance of Different Faiths & Beliefs

DO





MOVING AROUND SCHOOL

WHAT

HOODS DOWN, HATS OFF

HOW

The moment you're inside the building, hoods come down and hats come off — no exceptions.

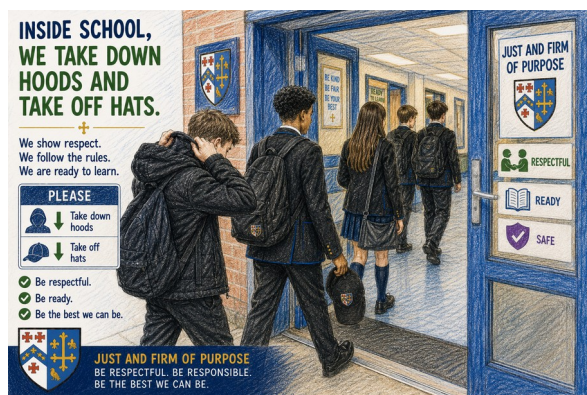
WHY

Hoods and hats up indoors make it harder for staff to see who you are and read how you're doing, and it doesn't reflect the readiness and respect we expect once you're through the door. It's a small thing that signals you're switched on and ready to learn.

Remember: Hood down, hat off, ready to learn.

British Values: Rule of Law

DO



WHAT

WALKING WITH PURPOSE

HOW

Walk directly to your lesson — don't loiter or wait for friends in corridors or stairwells on the way. If you need to catch someone, do it quickly and keep moving.

WHY

Every pupil waiting around for friends is a pupil not where they should be, and a corridor that never empties is a corridor that's never calm. Walking with purpose gets everyone to lessons on time and keeps movement smooth for everyone else too.

Remember: Walk with purpose, every time.

British Values: Individual Liberty

DO

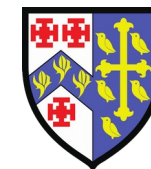




BREAK AND LUNCHTIMES

THE ILSLEY SPIRIT

05 BREAK AND LUNCHTIMES



WHAT	DINING AND CANTEEN ETIQUETTE
HOW	Queue in single file along the nearest wall to the entrance you are going through – KS3 use the Astro side and KS4 use the side nearest Pope Leo centre. Queue patiently. Please and thank you, every time. Eat with your mouth closed, talk at a normal volume, and clear your own plates and rubbish before you leave through the middle doors.
WHY	The catering staff work hard to feed over a thousand people a day. Clearing up after yourself isn't optional politeness — it's basic respect for someone else's work. Remember: Leave your table like you'd want to find it. British Values: Mutual Respect
DO	 Queue in single file along the nearest wall to the entrance you are going through – KS3 use the Astro side and KS4 use the side nearest Pope Leo centre. Queue patiently. Please and thank you, every time. Eat with your mouth closed, talk at a normal volume. Clear your own plates and rubbish before you leave through the middle doors. RESPECT OUR COMMUNITY. RESPECT OUR CANTEEN. THANK YOU.

WHAT	LITTER
HOW	Bin it — yours or not. If you see litter near you, pick it up. Use the recycling bin for paper in classrooms. Nothing eaten or drunk inside the building.
WHY	A school covered in litter tells everyone who walks through it that nobody cares. Every piece you pick up is a small vote for the opposite. Remember: We are called to care for our environment, tidiness is a team effort British Values: Individual Liberty
DO	 Bin it — yours or not. If you see litter near you, pick it up. Use the recycling bin for paper in classrooms. Nothing eaten or drunk inside the building.



BREAK AND LUNCHTIMES

WHAT

SOCIAL SPACES

HOW

Stick to small groups, keep the noise reasonable, keep your hands to yourself. Ball games stay on the Astro or MUGA. Walk, don't run. If you spot a problem, walk away and tell a member of staff — don't get pulled in.

WHY

Break should be the easiest part of the day — a genuine chance to relax. It only stays that way if everyone respects the same boundaries, especially when no teacher is standing right next to you.

Remember: If in doubt, walk away and tell someone.

British Values: Mutual Respect

DO



WHAT

TOILETS

HOW

Queue sensibly, greet the duty staff, no more than five students in at once. One person per cubicle. In, out, and hands washed properly before you leave — don't linger.

WHY

This is a shared space a lot of people rely on in a short window of time. Linger or messing about there isn't just inconsiderate — it holds up everyone waiting behind you.

Remember: In, out, clean — that's it.

British Values: Rule of Law

DO

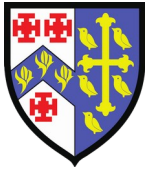




OUTSIDE OF SCHOOL

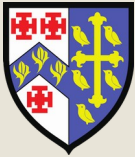
THE ILSLEY SPIRIT

06 OUTSIDE OF SCHOOL



WHAT	TRAVELLING TO AND FROM SCHOOL
HOW	Queue for the bus, give up your seat if someone needs it more than you, keep the volume down, keep your uniform correct until you're home. If a member of the public speaks to you, answer them politely.
WHY	The moment you leave the gates in that uniform, you're the school's reputation walking around the local area. What people see decides what they think of every one of us — fairly or not. Remember: You're wearing the school's name on your chest — act like it. British Values: Mutual Respect
DO	 - Queue for the bus. - Give up your seat if someone needs it more than you. - Keep the volume down. - Keep your uniform correct until you're home. - If a member of the public speaks to you, answer them politely.

WHAT	CONDUCT IN THE COMMUNITY
HOW	Stay sensible, avoid entering places in large numbers, mind your language and volume. Please and thank you in shops. Help keep the local area clean, and offer help if someone clearly needs it.
WHY	Being a good citizen isn't switched on for school and off everywhere else. It's who you are, full stop — tested hardest exactly when nobody from school is watching. Remember: Character doesn't clock off at the gate. British Values: Mutual Respect
DO	 - Stay sensible, avoid entering places in large numbers. - Mind your language and volume. - Please and thank you in shops. - Help keep the local area clean. - Offer help if someone clearly needs it.



OUTSIDE OF SCHOOL

WHAT

DON'T HANG AROUND ON THE HIGH STREET

HOW

Go straight home after school — don't linger outside shops on the high street in your uniform. Respect other pavement users, don't block the path, and keep moving.

WHY

A group of pupils hanging around outside shops makes the street harder for everyone else to use — prams, wheelchairs, elderly residents — and reflects on the whole school, not just you. Going straight home protects both your safety and our reputation in the local area.

Remember: Don't hang around — go straight home.

British Values: Mutual Respect

DO



WHAT

RESPECTING OUR LOCAL PARKS

HOW

Treat our local parks with the same respect as school — no antisocial behaviour, no littering, no smoking or vaping, no shouting or swearing, no damaging property. Be considerate of families and younger children using the space.

WHY

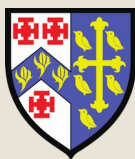
These parks belong to the whole community, not just us — how we behave there is exactly the kind of thing neighbours remember and judge the school by. Being a positive presence, not a problem, is part of representing Ilsey well outside the gates.

Remember: Our community, our responsibility.

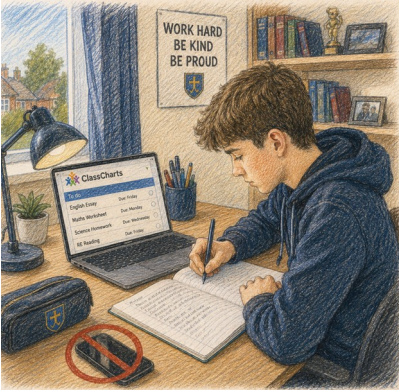
British Values: Rule of Law

DO





OUTSIDE OF SCHOOL

WHAT	HOME LEARNING
HOW	Check your homework on Classcharts/Teams. Work somewhere quiet, without your phone next to you. Hand it in on time, and tell your teacher early if something's stopping you — not the night it's due.
WHY	Homework done well is proof you can manage yourself without someone stood over you — exactly the skill that matters more, not less, the older you get. Remember: Struggling is normal. Hiding it isn't. British Values: Individual Liberty
DO	 - Check your homework on Classcharts/Teams. - Work somewhere quiet, without your phone next to you. - Hand it in on time. - Tell your teacher early if something's stopping you — not the night it's due.

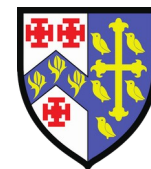
WHAT	TECHNOLOGY AND SOCIAL MEDIA
HOW	Keep passwords private. Respect the age limits on apps — they exist for a reason. Before you post anything, ask yourself: would I be fine with a teacher and my parents seeing this? Tell an adult straight away if something online worries you.
WHY	What goes online doesn't stay contained — it follows you. Harm done through a screen is still harm, and the risks are real, not exaggerated for effect. Remember: Dignity matters online and in real life. British Values: Individual Liberty
DO	 - Keep passwords private. - Respect the age limits on apps — they exist for a reason. - Before you post anything, ask yourself: would I be fine with a teacher and my parents seeing this? - Tell an adult straight away if something online worries you. - Tell an adult straight away if something online worries you.



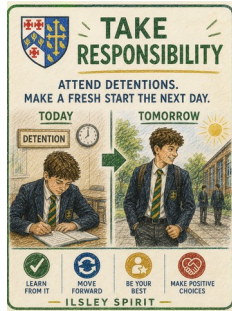
TAKING RESPONSIBILITY FOR OUR CHOICES

THE ILSLEY SPIRIT

07 TAKING RESPONSIBILITY FOR OUR CHOICES



WHAT	PHONE-FREE SCHOOL
HOW	Phones must not be seen or heard anywhere on the school site. Keep your phone switched off and away from the moment you enter the site until you leave. If a phone is seen or heard, the school will use its legal power to confiscate it.
WHY	A phone-free school protects learning, attention and relationships. It removes a major source of distraction and helps everyone stay present in lessons and social time. Remember: Not seen. Not heard. Not used on site. British Values: Rule of Law
DO	

WHAT	ATTENDING DETENTIONS
HOW	If you receive a detention, attend it at the time and place given. Accept the consequence, complete it properly and use the opportunity to put things right. Once it is finished, draw a line under it and make a positive fresh start the next day.
WHY	Taking responsibility means accepting the consequence of a poor choice without making the situation bigger. A detention is a chance to reset, repair and return ready to make a better choice. Remember: Take responsibility today. Make a fresh start tomorrow. British Values: Individual Liberty
DO	

Summary

The ILSLEY Spirit calls every student to:

- › Be wise and courageous learners
- › Show reverence and integrity in sacred moments
- › Treat all with respect and dignity
- › Take pride in their behaviour and uniform
- › Care for God's creation
- › Strive for excellence in all areas of school life

WISDOM To know what is right and good	COURAGE To defend the dignity of all	DIGNITY To be treated, and to treat others, with respect	INTEGRITY To do all the things that we should
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“Justus et Tenax Propositi” — in wisdom, courage, dignity and integrity, the Ilsley Spirit calls us to flourish together.

ARCHBISHOP ILSLEY CATHOLIC SCHOOL

Part of the St Teresa of Calcutta MAC