

LGA Morning Routine & Expectations 2026-2027



Expectations at LGA

Pupil Expectations

The leadership of the Academy is determined that all students studying at LGA achieve their academic potential. However, we also want to develop students in line with the Academy's values and ethos.

At the heart of LGA are four key principles: we are a community, we are kind to each other and ourselves, we put learning at the heart and we embrace challenge. We want every student to recognise that they are part of a supportive community where everyone contributes positively and celebrates each other's successes. We expect students to show kindness, respect and empathy towards others, while also being compassionate towards themselves when things do not go as planned.

We believe that success starts with positive habits and routines. Beginning each day well, arriving on time, prepared to learn and ready to engage. This helps students make the most of every opportunity available to them.

By putting learning at the heart of everything we do, we encourage students to approach each day with curiosity, commitment and a desire to improve. We also encourage students to embrace challenge, understanding that growth comes from perseverance, learning from setbacks and stepping beyond their comfort zones. Together, these values help to shape confident, compassionate and successful young people who are ready to make a positive contribution to the world around them.

Morning line up:

**SLT must be available on radios from approximately 8am, pastoral staff from 8.15am*

**All SLT & pastoral staff will have on-call alerts from 8.20am-9.00am*

- Students should arrive to the Academy by **8.26am**. (Students are not permitted in the main building until they enter following their morning line up)
- The first bell is at **8.26am** and signals students and staff to move into their college line-up areas.
- All staff should be at their designated college line up area at **8.26am**
- The progress leader (PL) will deliver the first whistle at **8.30am** to direct students in Year 7-11 to line up, in alphabetical order, with their pen and phone pouch, and appropriately dressed. The second bell will sound at 8.30am as well.
- The PL will deliver the second whistle at **8.32am** to call for attention and a silent hands up. Once all students are silent with their hands raised above their heads, the progress leader will state 'Thank you, hands down'.
- Form tutors will then be directed to complete registers.
- Once registers are complete, the PL will call for students to hold up their pen and pouch for inspection.

LGA Morning Routine & Expectations 2026-2027

- Form tutors and pastoral staff will check each student has a pen and that their phone pouch has a switched off mobile phone and/or any wearable technology. Uniform should also be checked at this time.
- Once checked, the phone pouch must be pinched at the top to lock the pouch and put away.
- Once checks have been completed, the form tutor will inform the PL. The PL is responsible for dismissing each form line.

Line up infringements:

- If a student arrives late to the morning line up: Issue a 'line up infringement' detention
- If a student is not silent or following instructions during the appropriate time during line ups: issue a 'line up infringement' detention
- If a student does not have a pen: 'line up infringement' detention and provide the student with a pen. The pen box will be at line ups via the pastoral team.
- If a student has incorrect uniform: the tutor should request the 'fix'. If the student does not comply or the uniform issue is unfixable, then please refer the student to the college team (PM, PL, SLT link) for their next 'fix'. If the student does not follow further instruction then this will be a 'line up infringement' detention.
- If a student does not show their phone: Inform the college team via email if possible. Remind the student that if they are caught with a phone or wearable technology then this will result in confiscation and parental collection of the items.
- If a student refuses to put their phone or wearable technology into the phone pouch: refer the student to the college team (PM, PL, SLT link)

Transition to form room:

- The form tutor must ensure that students walk one behind the other in a calm and orderly manner whilst following their personalised route to their form room.
- The form tutor and form group should walk on the left hand side to ensure a calm and safe transition around the Academy.
- Form tutors should monitor their form group line regularly to ensure students are following expectations.
- If students are not following expectations, form tutors or any staff that witness this behaviour, should issue the student with a community behaviour detention.
- If students are exemplar role models, form tutors and/or any staff, should log positive college points.

Wet weather plan:

**SLT must be available on radios from approximately 8am, pastoral staff from 8.15am*

**All SLT & pastoral staff will have on-call alerts from 8.20am-9.00am*

- A senior leader will communicate the decision to cancel morning line ups by 8.15am (where possible).
- In the case of wet weather, students will be permitted to enter the main building and head to their form room.

LGA Morning Routine & Expectations 2026-2027

- Form tutors should arrive at their form room by **8.26am** to supervise students. The first bell will sound to signify this.
- Students should be standing behind their chairs in their form room at the sound of the second bell (**8.30am**). When the form tutor is confident that all students are following this instruction, direct students to take a seat.
- Form tutors should complete the register and then carry out pen, phone pouch and uniform checks.
- The college team should roam the form room areas where possible to offer support with any infringements.
- Please use on call if you require further assistance relating to pens, phone pouches and/or uniform.

In form time:

- Upon entry, students should arrive calmly and sit in their assigned seat.
- Students should complete any tasks that they are given, following the teachers instructions at all times.
- Students must engage in open dialogue tasks, following the criteria shared.
- Students should be respectful to peers and staff when sharing their opinions and views.
- Students should leave the classroom in an orderly fashion, in silence, and only when told to do so by their teacher.
- Students should leave their classroom clean and tidy.

In assemblies:

- On assembly day, the students should line up with their college in the atrium, using the same routine as normal
- Students should enter in silence and sit in their designated area, removing their coats and bag.
- Students should engage in the assembly when asked or observe in silence.

Students arriving late:

- Any student that arrives through the gate from **8.30am** onwards is deemed late. The student will be issued a 'line up infringement' detention.
- The gate duty staff will issue a late slip and the student will be held at the gate
- Gate duty staff will carry out pen, phone pouch and uniform checks and will then be escorted to form time
- Arriving late to line ups – form tutor responsibility to acknowledge the student and issue a 'line up infringement' detention