



20 October 2022

Dear Parents/Carers

Important Information

I hope you are all well and are looking forward to the half term break.

I am writing to inform you of our new procedures for dealing with students who are late to lessons and/or cause low level disruption in lessons. These are designed to be fair, proportional, consistent and clearly understood so that any disruption to learning is kept to an absolute minimum. In turn, this will mean that all our students can learn in a calm, productive environment and achieve their full potential.

It is important to note that the vast majority of students are on time to lessons, are eager to learn, abide by our values and therefore achieve well. These new routines will not affect them, other than positively.

A relatively small number of students, however, are repeatedly late to lessons, wasting learning time and then, inevitably, they disrupt the learning of others when they do arrive.

All students have been informed of the changes to expect immediately after half term, which are as follows:

Lateness to lessons and truancy

1. **All students must have their planner**, and therefore their timetable, with them each day. They will be expected to show these upon arriving to school. This is obviously crucial so that they know which lesson they are going to in advance.
2. Students without a planner will be provided with a temporary one for the day, along with a copy of their timetable.
3. Internal corridor doors will be locked five minutes after the published lesson time. Any student on the corridor after this time without a note in their planner from a member of staff (or parent/carer in the case of first thing in the morning) will be deemed late and **an automatic one hour detention will be issued**. Parents/carers will be notified by text message. **Please ensure that we have your up to date contact details for this purpose.**

It is our full intention that this is the end of the matter and students can continue with their day, accept this sanction and learn from it. There will be no other sanction imposed. **If they are late to a further lesson that day, however, a further detention will be issued, making two hours.** Failure to attend the initial detention will also **mean an additional hour the following day.**

4. If a student still refuses to go to their lesson, **they will be escorted to the Behaviour Support Unit/Red Card Room** for defiance. As a last resort, if this fails, **suspension will be used**. This is unnecessary escalation and I very much hope that this will not be necessary.



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Disruption in lessons

1. Teachers will use their professional judgement and classroom management skills to create an orderly classroom environment and will manage small issues to prevent them from escalating.
2. If, following warnings, a student continues to disrupt the learning of others, they will be removed to another classroom, with work to do. If this happens **the teacher will contact you by telephone to explain the reason for their exit** and ask for your support in reiterating this to your child.

Again, this should be the extent of the sanction and the student is given the opportunity to move on, with a 'fresh start' in future lessons.

3. If, however, they refuse to go to their allocated exit room, **they will be escorted to the BSU/Red Card Room. Further refusal will mean suspension.**

We believe that these sanctions are fair and in the best interests of all students, giving them the opportunity to rectify any mistakes without further sanctions being necessary. The colour-codings on the following pages should demonstrate this.

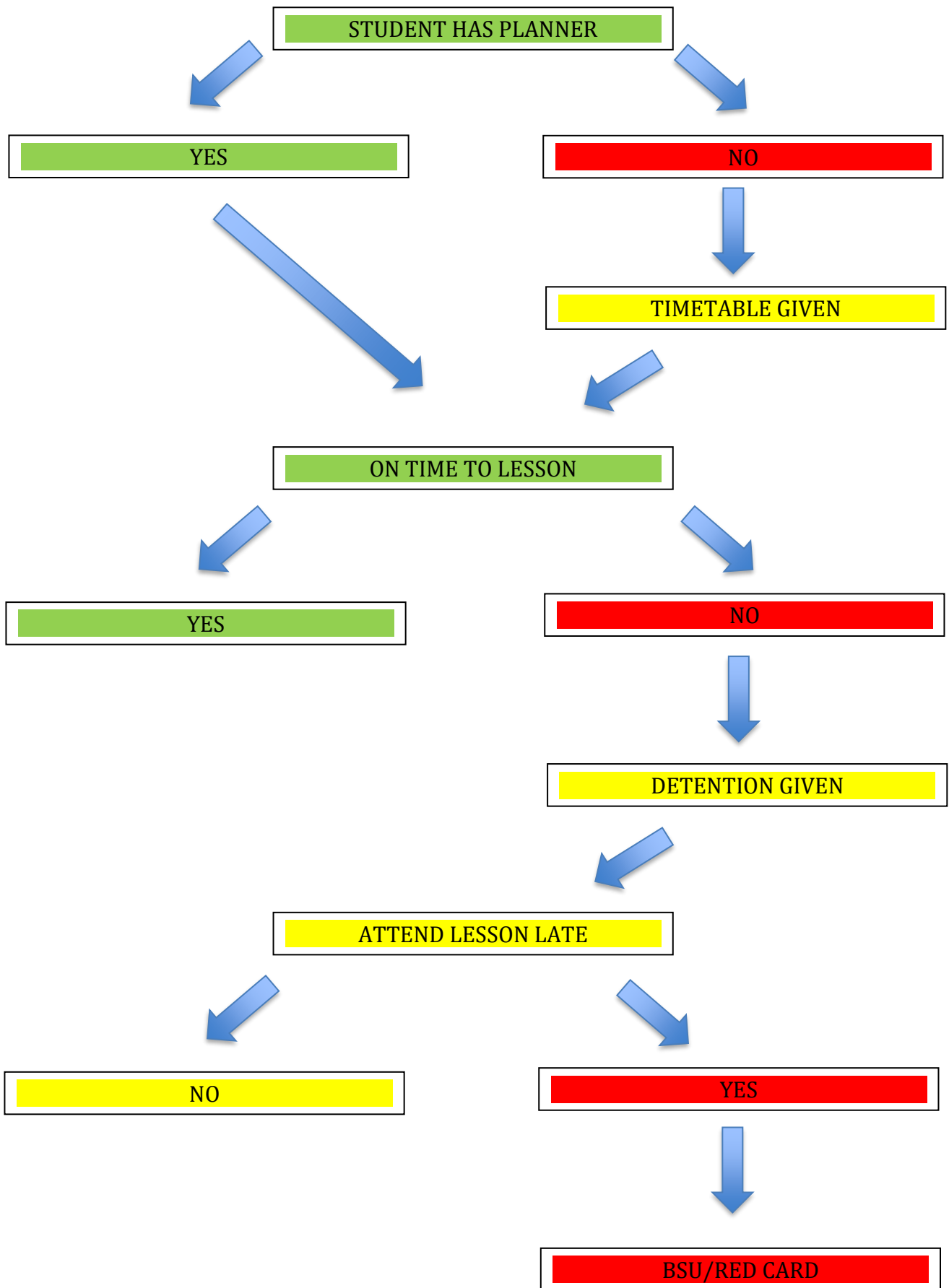
If you have any questions regarding this, please do not hesitate to contact me. In the meantime, thank you in anticipation of your support and I hope you all have a safe and enjoyable half term.

Yours faithfully



Andrew Taylor
Headteacher





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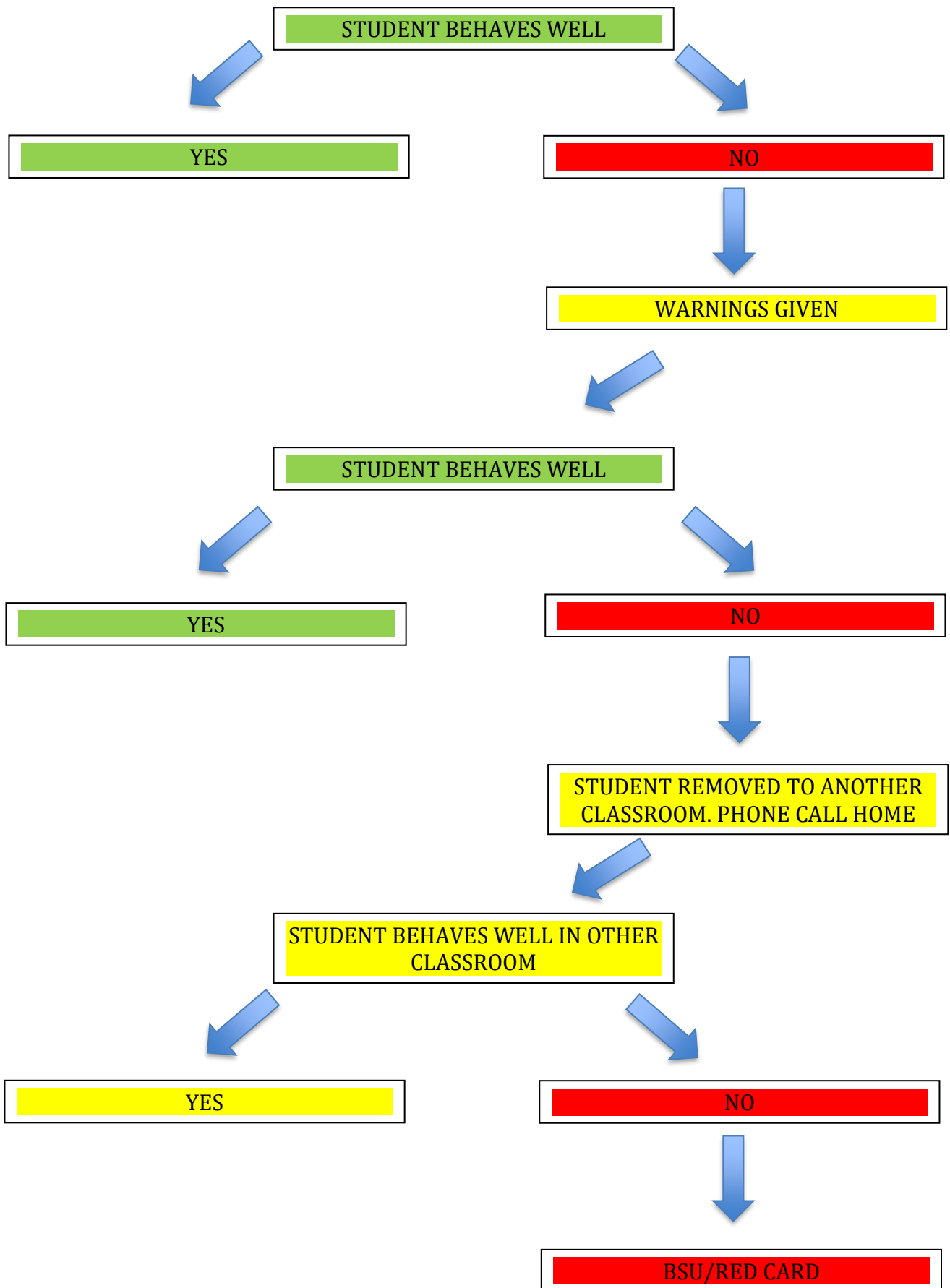
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