

Our Ref: 106/23

7th September 2023



Dear Parents and Carers,

I hope you and your family have enjoyed a restful and enjoyable summer holiday.

At the start of a new school year, I wanted to take the opportunity to write to you to introduce myself. As Mr Brierley explained at the end of last term, I have been asked to serve as Acting Director of Pastoral Care this year. I am genuinely honoured to have been asked to take on such a role, and I would want to assure you that members of the pastoral team and I will continue to be available to you to support you and your child to the very best of our ability.

As you know, St Margaret's students have long enjoyed a strong reputation for high standards of behaviour and respect, both in school and in the local community. We are grateful to the generations of students who have helped build and maintain this reputation, and we are equally grateful to St Margaret's parents for their support in maintaining our high standards for so long. We are proud to nurture our students as they develop into young adults who go on to become such positive contributors to their communities and to wider society.

I therefore also wanted to write to you to explain some key aspects of our behaviour policy, which is a vital part of our work in ensuring St Margaret's students continue to uphold our standards in this area. Please see the attached sheet for details about the policy.

Thank you for taking the time to read this information and thank you in advance for your support in ensuring St Margaret's continues to be a community that is celebrated for high levels of respect and positive behaviour. I would appreciate it if you could continue to reinforce our expectations to your child(ren) throughout the school year as we continue to uphold our high standards here at St Margaret's.

If you wish to gain further information regarding any of our policies, these can be found here: [St. Margarets Church of England Academy \(stmargaretsacademy.com\)](http://stmargaretsacademy.com)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mr T. Gibbons'.

Mr T. Gibbons
Acting Director of Pastoral Care

SMART System

In our classrooms, we continue to apply the SMART system. SMART stands for St Margaret's Acting Responsibly Together.

Students receive positive 'merits' for behaviours such as making a 'positive contribution', 'good work' and 'general enthusiasm'.

There are five key classroom rules which we expect all students to follow in order to ensure **all** students in our classrooms can learn in a **calm** and **safe** environment:

1. Arrive on time and enter the room quietly.
2. Come to the lesson properly equipped.
3. Listen to and follow instructions immediately.
4. Speak up in class when called upon.
5. Treat others, their work and property with respect.

Failure to comply with these classroom rules leads to negative 'demerits' otherwise known as 'warnings'.

When a teacher issues a warning to a student, it is to give them the opportunity to adjust their behaviour, so that the lesson can continue without further disruption. It is also to make the student aware that repetition of similar behaviours could lead to a sanction being issued.

Sanctions can be issued by a teacher as follows:

- 3 warnings in a lesson – 30 minute detention
- 4 warnings in a lesson – Internal Exclusion Unit (IEU)

Teachers can also issue detentions or IEU attendance for serious, one-off incidents within lessons, or in the wider school community, in accordance with our behaviour policy. Fortunately, such incidents are very rare.

Some concessions are made for students with certain types of Special Educational Needs or Disabilities ('SEND'), or with other mitigating circumstances, to provide support with meeting these expectations. These will be suggested as appropriate by Heads of Year or by our SEND Co-ordinator.

Detention

Detentions take place after school and during which students are expected to sit silently, review our school's expectations and reflect on how they can adjust their behaviour in future.

It is essential that detentions are served on the scheduled date to avoid an escalation of the sanction. Detention dates are shared with parents and students via the Classcharts app.

Failure to attend a 30-minute detention will result in a 60-minute detention.

Failure to attend a 60-minute detention will result in IEU the following day.

If there is good reason why a student cannot attend a detention, advanced notice should be given to the student's Head of Year and it can be rearranged without escalation.

Failure to meet behaviour expectations during a detention will result in escalation of the sanction the following day.

Internal Exclusion Unit (IEU)

This year we will be returning to our pre-COVID policy whereby students who are sent to IEU will be expected to remain there for the equivalent to a full school day (5 school periods), although students may be removed from IEU before then at the discretion of Heads of Year or a senior leader if appropriate.

While in IEU, students are expected to work silently and independently. There is a member of teaching staff and work available in the room for all timetabled subjects, so that students can continue to make academic progress.

If a student persistently fails to meet behaviour expectations within the IEU, they will be at risk of suspension from school.

If a student refuses to correct their behaviour, despite warnings and pastoral conversations, we will call parents/carers and request their child is collected from school on that day. This will be recorded as a half-day suspension on the child's record. Should a parent be unable to collect their child, the half-day suspension will carry over to the following day.

The half-day suspension could be extended for students who receive further suspensions for the same reason.

Prior to a child returning to school, following a suspension, a meeting with a Head of Year should take place to discuss how incidents of this nature can be avoided in future.

Lesson Attendance

All students are expected to arrive at their timetabled lessons on time. This is to avoid any lost learning and to ensure that registers can be taken efficiently.

During lesson changeovers, students should make their way quickly to their next lesson and not use water fountains, for example: water bottles should be refilled at break or lunch-time (which is also when we would expect students to use the toilet).

When in the classroom, it should be the absolute priority for students to remain in the room and maximise their opportunity to learn.

If students have medical reasons for needing the toilet during lessons, please contact the relevant Head of Year or SENDCO for a medical pass.

Rewards

Positive behaviour is celebrated and rewarded here at St Margaret's.

Individual messages are sent home by teachers and Heads of Year.

Golden tickets are awarded on a weekly basis to students who accumulate the most merit points during the previous week. These contribute to money off food in the canteen.

We hold a rewards assembly at the end of the year whereby outstanding attitudes and effort are celebrated as well as excellent academic and sporting attainment. Students who have consistently behaved in a positive way are also entered into a prize draw to win high street vouchers.

Our school trips, which take place at the end of the academic year, exist to reward those who meet our high expectations for behaviour and attendance. Every student begins the year eligible for these trips. However, this will be rescinded from students who:

- are suspended from school at any time
- have any instances of unauthorised absence
- have more than three detentions per term
- are sent to the school's Internal Exclusion Unit (IEU) on more than one occasion per term