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NLE/ MEL

18 July 2024

Dear Parents and Carers

### **Important Updates to Our Behaviour for Learning Policy**

We have several key updates to share regarding our Behaviour for Learning Policy, aimed at enhancing the learning environment and supporting our students' success.

We apologise for the length of this letter, but it is important that you read through these updates carefully and discuss them with your child. These changes aim to create a more positive and productive learning environment for all students. Our revised behaviour policy can be found on our school website.

#### **Attendance**

A strong start to the school year is crucial for your child's academic success, and consistent attendance plays a significant role in this. Regular attendance ensures that students do not miss vital learning opportunities and helps them stay engaged with their studies.

We urge all parents to avoid scheduling holidays during term time, as absences can severely disrupt your child's learning progress.

#### **Mobile devices and ear pods/ phones**

Students are not permitted to use a mobile device on school site. Mobile use can cause complexity and risks, including distraction, disruption, bullying and abuse, and can be a detriment to learning. If students use a mobile device or ear pods/phones during the school day, this will be removed and stored securely. Our approach will be 'if we see it' or 'hear it', then students will 'lose it' for the remainder of the day.

- Mobile device / ear pods / phones will be available for collection the end of the school day from the collection area.
- If a repeat incident occurs within the academic year, parents will be invited in to collect the item from 3:30pm once staff duties have been completed.

Students are allowed to be in possession of a mobile phone or ear pods. However, this should be switched off in their bag or inside blazer pocket. We understand that students will want to use this to and from school to communicate with parents and carers.



## **Uniform & Equipment Requirements**

Our school uniform promotes a sense of pride and unity among students. It is important that all students adhere to the uniform guidelines. We understand that some families may face financial difficulties, and we have a hardship fund available to assist with the purchase of uniform items. Please do not hesitate to contact myself or your child's head of year if you need support in this area.

### [Uniform Guidance](#)

Students will have their equipment checked during tutor time and are expected to have the following items:

- 2 x Black Pen
- Pencil
- Ruler
- Eraser
- Student Planner
- School Bag

The following items are optional:

- Optional - Scientific Calculator (Casio FX-83/85 models are recommended)
- Optional - Spanish Dictionary for language lessons is recommended.
- Optional - Additional school equipment, which is useful, includes a geometry set and an English dictionary.

Green and purple pens are provided by the school for all students at the start of each term. Once provided, it is expected that all students are in possession of both a green and purple pen for assessment purposes. The school will also provide electric sharpeners therefore students are not permitted to bring sharpeners into school.

If students do not attend school with the correct equipment, then they will enter the detention system. However, the school will always be supportive in the first instance where this occurs.

## **Standards Gate**

From September 2024, to maintain high standards and ensure a smooth start to the school day, we have introduced a "Standards Gate" at the main entrance. Students will be greeted each morning by staff who will check for appropriate uniform, equipment, and readiness for learning. This initiative aims to promote a culture of excellence from the moment students arrive at school. Please ensure your child is prepared for learning before leaving they leave for school.

The back gates will no longer be open in the morning and access to school site will be from 8:00am.

## **Punctuality and Truancy**

Punctuality is vital for maximising learning time. We expect all students to arrive at school and to their classes on time. Late arrivals disrupt lessons and impact the learning of others. We



will be implementing stricter measures to address lateness and truancy, including communication with parents and possible consequences for repeated infractions.

### Arrival to School

Students are expected to be on school site at 08:30am. Students will be officially late at the start of registration at 08:41am. Any student arriving after 08:40am will enter the punctuality detention system.

Students will have one warning issued when they are late to school or to a lesson in any given day. If a student is late more than once (repeated) then they will be issued with a 30-minute detention.

### Arrival to Lessons

Students are expected to be in their classroom on time. Due to the layout of the school site, students are permitted a five-minute transition period to get to their lesson. If a student arrives after this point, they are late to lesson. Lateness is recorded on the register as a legal requirement.

If a student accumulates 2 separate logs of lateness in a school day, students will be issued with a detention for 30-minutes. Parents and carers will always be informed of this detention via an Arbor notification.

If two periods of lateness accumulate:

- Before 12:30pm = Same day detention
- After 12:30pm = Next day detention

\*Students will not be issued with a detention in extenuating circumstances\*

### **Internal Truancy**

If a student makes a deliberate decision not to go to their lesson, this is internal truancy. Students who deliberately choose to truant tutor time or lessons will be issued with a 30-minute detention. Repeat incidents will escalate in line with the detention procedure.

Where a student is over 15-minutes late to their lesson without a valid reason, this will automatically result in a detention for 30-minutes after school as this is a confirmed truancy.

If internal truancy occurs before 12:30pm = Same day detention. After 12:30pm = Next day detention

### **Homework**

Students are expected to complete their homework within the time frame set by the classroom teacher. If homework is not completed, then students will be given guidance and support to ensure a repeat incident does not occur.

Homework will be recorded clearly in your child's school planner to ensure that students, parents, and carers are clear on the expectations set by the school. This will include the date of submission.



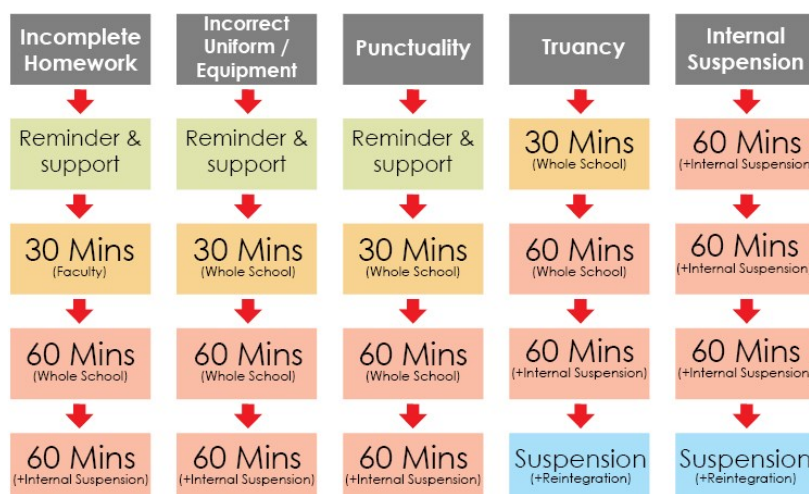
If homework is not completed for a second occasion in any given subject, a 30-minute homework detention will be issued within the faculty. This means that they must attend a detention within a subject area as outlined by the classroom teacher. Failure to attend a homework detention will result in a whole school detention for 60-minutes after school.

## Detention System

Our detention system has been revised. Detentions will be used as a consequence for inappropriate behaviour, incompleteness of homework, lateness, and truancy. We will provide timely notification to parents if their child is required to attend a detention, along with the reasons for this consequence. The aim is to help students understand the importance of adhering to school rules and expectations.

The detention system is summarised in the visual below:

The red arrow indicates a failure to attend a detention or escalation is required.



Students who fail to comply with each stage will escalate as shown. If a student reaches the fourth stage of any tier, the school will review the case and decide if a parental meeting is required to discuss next steps.

All students are expected to comply with our detention system and any detention issued may require parents and carers to make arrangements for collection of their child.

Detention times will operate as follows:

- 30 Minute Detention 3:10pm - 3:40pm
- 60 Minute Detention 3:10pm - 4:10pm

## Year Zones in September

Our Year Zones help students feel more connected to their peers and create a sense of belonging. Each zone will have dedicated staff to support students and address any issues that may arise.



Changes to Year zones from September:

- Year 7 – Bottom Tennis Court
- Year 8 – Bottom Tennis Court
- Year 9 – Back of A Block
- Year 10 – Back of C Block
- Year 11 – Top Tennis Court

### **Consequence System**

Our consequence system has been updated to be more consistent and transparent. Clear guidelines will be provided to students regarding the consequences of various behaviours, ranging from minor infractions to more serious offenses. The system is designed to help students learn from their mistakes and make better choices in the future.

The Hart School will operate on the following consequence system from September:

**Remind (Verbal Reminder):** A verbal warning is distributed to a student when deliberate disruption is conducted.

**Refocus (Written Warning):** A warning is given to a student when deliberate disruption is conducted. The teacher will provide the student with one visual warning on the board, reminding them to correct their behaviour and offering a chance to make amends. The warning will outline a brief description of the behaviour. Disruption will be defined as any chosen behaviour made by a student during a lesson that stops teaching.

**Remove (Classroom Removal):** In response to another disruptive event by the same student in the same lesson, the teacher will request a removal to the 'Reflection Room' located in the Success Unit. Students will be collected by a member of staff and will have 5 minutes from the collection time to arrive at the Reflection Room.

**Reflect (Fresh Start):** On arrival, students will sign into the reflection room and work in line with their curriculum for two full periods plus the nearest break. This will also give students an opportunity to reflect upon their behaviour and return to their lesson with a view to a fresh start.

We appreciate your support in reinforcing these expectations at home. We will be sharing these changes with our students through assemblies. Should you have any questions or need further clarification on any of these points, please feel free to contact your child's head of year.

Thank you for your continued partnership in your child's education.

Yours sincerely

Mr N Lewis  
**Vice Principal**