

Principal: Mrs N Lapskas

Our ref: Inclusion Update 2019

3 September 2019

Dear parent, carer

Welcome back to the new school year, we are looking forwards to seeing the students tomorrow.

For this year, we have made some changes to our staffing structure which you may well be aware of from our social media channels. I would like to introduce you to our newly appointed Heads of Year. Mr Edmonds will be responsible for Years 9 and 10 and Miss Manning will oversee Year 11. Mr Lake will be looking after Year 12 & 13 Stage and Screen students and Mr Evans will be looking after Year 12 & 13 Sport students.

The Head of Year will coordinate their team of tutors, if there are pastoral issues which you would like to make us aware of, please contact the tutor in the first instance. If further assistance is required, please direct your queries to the Head of Year.

For Safeguarding concerns, the Designated Safeguarding lead for the school remains Mrs Lapskas (Principal), who is supported by Mr Phillips (Vice Principal), Mrs Kempton (KS4 pastoral lead) and Mrs Chewins (KS5 pastoral lead).

We have made some adjustments to our behaviour management structure which I would like to bring to your attention:

Mobile Phones

Mobile phones and headphones may be brought to school but must only be used by students during break and lunch time in the canteen or outside. There is to be no mobile phone use in the corridors or classrooms.

Teachers may direct students to use mobile phones in the classroom where they are of benefit to the learning, this will be indicated by a green mobile phone sign which will be displayed on the classroom door. Mobile phones must be out of sight unless this sign is showing green and the teacher has instructed students to use them.

If students use their phone or headphones outside of these times or areas, they will be asked to hand in their phone and issued with a preparation behaviour point and a 10 minute detention with the member of staff. These incidents will accumulate in each half term.

- On the first occurrence within a half term, the student will be permitted to collect their phone from the school office at the end of the day.
- If there is a second occurrence within a half term, the student's phone will not be returned until a parent or carer comes into school to collect the phone.

- If there is a third occurrence within a half term, the student's parents or carers will be required to attend a meeting at school. The student will then not be permitted to be in possession of a phone for the remainder of the half term. If it is necessary for the student to travel with a phone, this must be handed into the school office at the beginning of the day for the duration of this period and the student will only have access to it at the end of the day.

If you believe that the young person in your care is unable to adhere to these rules, I would strongly recommend that you prohibit them from bringing their phone to school as is the case in a majority of schools nationally.

Uniform and Equipment

Uniform remains unchanged from last year, students must ensure that they have a training top and academic top to be worn appropriately. Trousers or shorts are permitted which must be plain black or have a small Nike tick on them. Trainers must be black. Branded or plain black hooded tops are permitted, no other tops will be allowed. Outdoor coats are permitted in poor weather but must not be worn within the school building.

School equipment must be carried in an appropriate bag and each student is required to have:

Black, red & green pen, pencil, highlighter, rubber, sharpener, scientific calculator, geometry set (protractor, pair of compasses, triangle, 15cm ruler).

Equipment and uniform will be checked each day in tutor time. A preparation point and 10 minute detention will be issued for missing items or incorrect uniform. Students will be given a grace period until 09/09/19 to ensure all correct equipment is presented. If there are problems obtaining uniform from our supplier, they are able to provide us with details of pending orders.

Exit Cards and Medical Passes

All exit cards are being reviewed for the new term in line with best practice. As such all exit cards will be withdrawn unless a specific arrangement has been agreed. These will be reviewed as the term progresses. Any exit cards subsequently issued will be subject to a four weekly review.

For medical passes, in line with our Trust requirements, we will require medical confirmation for students to obtain one. These will be colour coded with yellow passes issued for temporary conditions and green for permanent passes. If a student requires a medical pass, please ensure that the relevant medical information is provided to the allocated pastoral lead promptly.

If you require further information or clarification regarding any of the information above, please contact Mr Edmonds for Year 9 or 10, Miss Manning for Year 11 and Mr Lake or Mr Evans for KS5.

We look forward to welcoming you back tomorrow.

Joe Phillips

Mr J Phillips
Vice Principal Inclusion
LeAF Studio School