

5 September 2022



Dear Parents and Carers

As we begin another busy year I wanted to write to update you on some important changes that we have made to our Behaviour and Attendance policies. As some of you will know, I took over the Inclusion side of the school at Easter and since then have been reviewing all of our processes and practices as we look to improve what we do here at LeAF Studio. The hallmark of any successful organisation is a desire and drive for constant improvement, and as such we have spent some time consulting staff, students and parents in order to look at ways we can make LeAF Studio even better. As a result, there are three main areas that I wanted to update you on:

1. Attendance and punctuality

As I explained in my letter at May half term, attendance and punctuality has been seriously impacted by the effects of the Covid pandemic, and our focus now is on making sure we get back to our previous exceptional levels of attendance. Simply put, if students are not in school then they are not learning and this will significantly impact on their chances of success both in their academics and their specialisms.

With this in mind, please be aware of the following main changes that we have made to our attendance and punctuality procedures:

- Unauthorised holidays will now automatically be passed to the local authority to follow up with fixed penalty notices.
- Student attendance will now be reviewed fortnightly and parent contracts implemented wherever a student's attendance is below 96%.
- Students late to school after 8.45am (end of registration) without a genuine reason from home will now receive an immediate referral and after school detention.

Finally, can I please remind you that if your child is absent it is essential that you either call the school office on 01202 578886 or email studioattendance@leafstudio.co.uk to inform us of the reason for your child's absence.

2. Behaviour

Whilst behaviour at LeAF Studio is generally very good, on speaking to staff and students it is clear that there is a very small minority of students who are disruptive in lessons and are preventing their peers from learning. In order to address this, we will now be taking a zero-tolerance approach to any disruptive behaviour in lessons and will be significantly raising the bar in terms of our expectations of the students.

In order to do this, I have spent the summer re-writing and updating our Behaviour Policy with the Heads of Year. This draft policy, once ratified by governors, will be available on our website for parents to read through in full. In the meantime, please see below a summary of the key changes



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PERFORM TO YOUR POTENTIAL
HIGH EXPECTATIONS – HIGH ACHIEVEMENT



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that you and your child need to be aware of. We have been through these with the students today and they are very clear about the new expectations in school:

- Referrals – if a student is removed from a lesson due to their behaviour they will now be placed in our new Behave & Learn room for the rest of that lesson plus the following lesson and break time.
- Students who get TWO referrals in a single week will now be placed in Behave & Learn for a full day as well as receiving a Friday after school detention.
- All report cards now have the same 10 point threshold – any student on Head of Year report or higher will NOT be allowed to take part in training, either in school or offsite.
- A range of new measures have been added for students who consistently fail to meet our expectations, such as temporary “Managed Moves” to other schools within the Trust.

As parents, I am sure that you will support us with these new measures as we seek to give your child the best possible learning environment for them to be successful in. We will not tolerate any student disrupting learning and negatively impacting on the progress of the rest of their peers, and we are very clearly focused on targeting those students who feel that they can do this.

3. Uniform & equipment

Students have all been checked today in terms of their uniform and equipment and will be well aware if they need to change or bring something for tomorrow. In order to avoid any potential issues, please ensure that your child has the correct uniform for both training and academic lessons as well as all of the correct equipment that they need – tutors check both of these on a daily basis and you will be contacted if there are any issues with your child’s school uniform or equipment.

Parents and students have had all summer to ensure that this is all correct and in place, and therefore any student that consistently fails to adhere to these expectations will be removed from lessons and placed in Behave & Learn until the issue is resolved.

Whilst I appreciate that all of this is a lot to take on board at the start of the year, it is an essential part of our strategy going forward - everything that we are implementing is designed to create a safe, positive and supportive environment for all students to achieve their full potential, which I am sure you can support as a parent. If you do have any questions, please direct them in the first instance to your child’s tutor or Head of Year and they will do their best to help you.

Yours sincerely



Mr T Clark
Vice Principal (Inclusion)