

4 December 2015

Dear parent/guardian

RE: Attendance, punctuality, uniform and equipment

Thank you for your support with regard to the detention system which is having a positive impact on attendance and punctuality across the school. To further improve these standards and to ensure students are taking more responsibility for their personal organisation and learning we have made some changes to our existing detention system.

From week commencing 7 December 2015:

- any student who is **late** to school (without medical evidence) or does not bring their **full equipment**, including a reading book on their reading day, will receive an immediate half hour detention at the end of the school day.
- If students refuse to attend their detention they will be internally excluded in The Maple Centre the next school day
- Every Friday morning Senior Staff will analyse the number of detentions received by all students during that week. Any student who has received 2 or more detentions in the current week will receive an immediate one hour detention at the end of the school day on the Friday, this will be supervised by Senior Staff.
- If students fail to attend the compulsory Senior Staff detention on Friday they will be internally excluded in The Maple Centre on the following Monday and parents will be requested to attend a meeting with Senior Staff

If you have any concerns or would like any further information please feel free to contact the school.

Your sincerely



**Mr P Ephgrave
Deputy Headteacher**