

9 September 2022

Dear Parent / Carer

Re: New updates for your attention

We have been delighted to welcome back our pupils this week and embrace the new members of our St Gabriel's family in Year 7. We have made some updates to our procedures and wanted to share this with you.

Behaviour

We have shared with our pupils three foundations of behaviour linked with our mission statement. These are,

- **Strength** to attend on time, every lesson, every day
- **Serve** through respect
- **Succeed** by putting learning first

If a pupil is unable to meet these expectations, they are given a warning (S1) and the teacher supports them to self regulate their behaviour. If the pupil continues with their behaviour, they will receive a second warning (S2), which is recorded on the school computer system. This will show on the parent app explained further in this letter. Pupils are expected to have a restorative conversation with their teacher at the end of the lesson or break / lunch if that is not possible. This will be a maximum of 5 minutes. If the pupil does not attend this restorative conversation, they will be given a detention the following evening. In the rare instance a pupil continues to not follow our expectations after an S2, an S3 is given. At this point, the pupil is removed from the lesson and will have a detention the following evening to correct the issue. We would like to highlight the fact that less than 3% of our whole school community receive after school detentions, so if your child does receive one, a family conversation at home would be appreciated.

Attendance

Please find enclosed a poster outlining the expectations of attendance. New guidance for schools has been released and local authorities are currently creating new policies as a result. Once we receive the full attendance policy, we will forward this to yourselves. We wanted to share this information now so you are fully informed. **If a pupil's absence drops below 90%, this is classed as persistently absent and they are referred to the local authority.** If attendance does not improve through engaging with the support on offer, this can lead to a fixed penalty notice. Please note, there are 2 registration sessions in every school day. Our first session is recorded during form time and the second in our afternoon session at 12.25pm. **These sessions can only remain open for 30 minutes, therefore if a pupil is late to school in the morning, they will not get their morning session attendance mark.** Please ensure your child is at school, sat down in their form room ready for 8.45am. If you have any concerns or you need to inform us of a future absence, please use the email address on the poster. You can get daily updates on your child's attendance on the parent app outlined below.

Parent App

We have enclosed information about how to download our parent app. We have updated the information on there to include behaviour, punctuality and attendance. Please refer to this each day to support the conversations you have with your child about putting their learning first.

Kind regards,

St Gabriel's Team

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