

4 October 2023

Dear Parents and Carers,

We have had a really positive start to term at Patchway. It has been lovely visiting lessons and seeing some fantastic learning taking place. Many of our students are also enjoying our after school enrichment clubs and we are very much looking forward to our first enrichment day on Friday this week!

An area of focus for the remainder of this term and next term is around **punctuality to school**, to **lessons** and ensuring that our **students are equipped** ready for a day of successful learning. This includes wearing the full correct uniform and having a locker key.

### **Punctuality to School**

The vast majority of our students make a fantastic start to their day, politely greeting the leadership team and their form tutors. We expect students to be in school by 8:25 a.m. each day and we start tutor time promptly at 8:30 a.m.

Having good punctuality and attendance is an important life skill. The habit of good punctuality at school will help your child throughout their education and into adult life and the work place. As such, one of our non-negotiables is that all students attend school every day and are in school on time to attend tutor time. We would ask that you continue to help ensure that your child is ready for learning each day, by ensuring a prompt arrival to school.

We have already contacted several parents where we have concerns over their child not attending school regularly and or/ not arriving to school on time and will continue to do so over the next few weeks.

After half term, any student who is late to school (coming in through reception as the gates are closed) without any valid reason, will receive a same day break time detention in room 5. It is important that if your child receives this detention, that they attend to avoid being escalated to a 1-hour after school detention on a Thursday with a member of the Senior Leadership Team.

If there is an issue in your child either attending school or being on time, please do let us know so that we can work with you to support good school attendance and punctuality going forward.

### **Lesson attendance and punctuality**

Well done to the vast majority of students who move quickly and safely from one lesson to the next in order to maximise their learning and their chances of success. However, there are a minority of students who still find this a challenge. Attending all lessons is essential for a number of reasons.

Firstly, our school site is extremely large and when students are not in lessons, we fundamentally do not know if they are safe. Secondly, the more lesson time missed, the more learning is lost. This has a significantly detrimental impact on a student's ability to catch up and ultimately secure good outcomes.

Again over the next few weeks we will be contacting home when students are found out of lessons so that we can work together to support all students being in every lesson every day.

After half term, we will be introducing a second bell that will sound after 5 minutes of each lesson starting. Any student not in their lesson by the time this bell sounds will be classed as truanting. They will then spend the day in our isolation room, completing work from their lessons that day and staying until 14:35. Any student who does not comply with this will risk receiving a suspension from school for the remainder of that day, followed by the next day in the isolation room.

### **Equipment**

Every student should have the following equipment every day:

- A pencil case with the correct equipment (not a bunch of pens/pencils in a bag or trouser pocket)
- A reading book

### **Lockers**

A reminder that all students need to have a locker to store their belongings in when they arrive to school. A growing number of students either don't have a locker or have lost their key. If your child needs a replacement key, please add £5 to their ScoPay account and ask them to see Mrs Porter (office by reception) for a key. Students arriving to the dining room with their bag/coat/hoody will no longer be able to enter the dining room to store their belongings by the entrance, as this is becoming a health and safety concern.

### **Uniform and jewellery**

Thank you very much for your support in this area. Please continue to support our uniform policy, checking that your child is well presented and has the correct school trousers, shorts or skirt (tailored, not stretchy material and knee-length), and understands that they should not wear outdoor clothing/hoodies inside the school building.

Necklaces present a health and safety risk and should not be worn and these will be confiscated if seen during the school day. Please support the school by ensuring your child is not wearing a necklace to school. If your child has a nose piercing, a clear nose stud should be worn.

### **Mobile Phones/headphones**

Students can bring their mobile phone/headphones to school, but should ensure that it is in their bag before they come through the gate in the morning. Once inside the building, it should be stored in their locker and it should remain there until the end of the day.

Thank you as always with your continued support. If you would like to discuss anything in more detail, please do get in touch.

Kind regards



**Mrs Allison Powell**  
**Acting Headteacher**