



ST. MARY MAGDALENE
C OF E SCHOOL
SECONDARY PHASE
*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS
Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL
Mr Razwan Hussain

Friday 28th August 2020

Dear Parents/Carers,

I hope this letter finds both you and your families well. I would like to inform you of some changes and additions to our behaviour systems which will take effect from September this year. In general, very few things will change, however those that will are outlined below.

C3/C4 Changes

As you will know a C4 detention is an escalation of a C3 detention received both in or outside of the classroom. The C4 detention used to take place before school for one hour, in addition to the C3 detention at the end of the day. The C4 detention has now changed to a half or whole day internal exclusion, dependent on the reason behind the detention. Students will receive a C4 detention automatically if they fail to attend a C3 detention. They may also receive a C4 detention for other more extreme behaviours. The rationale behind this is that students are informed of C3 detentions by the teacher when they receive it. This is then followed by a phone call home from the issuing teacher to give 24 hours' notice of the detention.

On the day of the C3 detention students receive a slip from our student welfare team during their last lesson of the day to remind them of their detention. If students then fail to attend this is considered to be gross defiance after the steps I have outlined. Parents/carers should be aware that missing multiple C3 detentions may lead to a much lengthier exclusion.

Satchel

For the past couple of years, we as a school have used a program called Classcharts to record all reward and consequence points and incidents of poor behaviour. From September we will now be moving to use Satchel (ShowMyHomework) for this as well as the setting of homework. There are a number of benefits to this, including parents/carers being able to see live updates of reward and behaviour points, as well as push notifications being sent when students receive a detention. We will reissue students and parent/carer logins in September. **We would like every parent/carer from September to be logged in and regularly checking their child's homework and behaviour and reward points.** This will be especially useful if at any point distance learning needs to take place due to absence or local lockdowns.

There are also a number of things I would also like to remind parents and carers of in advance of September.

Timetables

Students' timetables for the next academic year should be available to view on Satchel on the 4th of September. We will also ensure that timetables are printed so that all students have a physical copy of this. Timetables will also be printed and displayed in your child's family group room throughout the course of the year.

Rewards

With the onset of the new year students have the chance for a fresh, positive start. Please encourage your child to aim to receive as many reward points as possible. Rewards will continue to be issued in line with the school's behaviour policy. You will be able to see these live on your child's Satchel

account. Please encourage your child to share their achievements from outside of school with their family tutor and Head of Year. We would very much like to award reward points for achievements both in and outside of school.

Punctuality

It is imperative that students are punctual to school throughout the course of the year. Students who maintain good punctuality are in the best place to begin to learn at the beginning of the day. Students who are late to school will receive a late detention the following morning between 8:15-8:45. This will take place in the school's Reflection Room (LE15). If students are regularly late, they may be issued with a greater consequence and a meeting will need to take place between parents/carers and the student's family group tutor.

Uniform

At St Mary Magdalene we are very proud of the high standards of uniform that we see on a day to day basis. However, I think it is important to remind families of some parts of our uniform policy below:

- One pair of stud earrings may be worn, no more than one per ear. No other facial piercings should be visible.
- Kilts should be knee length.
- No lip-gloss or makeup should be worn. These will be confiscated if seen.
- Students without the correct black shoes (no trainers) will be required to wear school plimsols unless the student has a medical note.
- Socks/tights - grey only

Lines of communication

Lastly, I would like to remind parents/carers of our lines of communication. If you have a query in regards to your child's attainment or behaviour, please contact their family group tutor in the first instance. They will then redirect this query to the appropriate member of staff or answer the request themselves. Any queries to heads of faculty, heads of year or subject leads will initially be passed back to the family group tutor to resolve.

I hope you and you families have had a well-earned break over the summer and we look forward to seeing many of you over the course of this academic year.

Kind regards,

Tom Hopkins
Assistant Principal- Behaviour

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