



Dear Parents and Carers,

As you are aware we are continually looking to improve and set incredibly high standards. This summer we made some large changes to our "Expectations for Learning Policy". These centred on same day detentions for consequence 3s, a banning of mobile phones and expectations regarding lates and equipment.

We have been incredibly impressed with the way students have responded to these expectations and as a result the numbers of students gaining consequence 3s, being late and being ill equipped for school has fallen dramatically. For example the number of students ill equipped for lessons has dropped by over 90% and the number of students late has dropped by over 60%. This of course has led to improvements in learning.

As with all things that we do we are looking to review and then improve. The current system dictates that if a student is late or has a piece of equipment missing they are given a breaktime detention. If they miss the breaktime detention or are late/ill equipped 3 times in a week they are given a Friday detention.

Whilst this has been impactful we have found there are still issues. As such from the 16<sup>th</sup> April the policy will be as follows:

### **Equipment**

If a student is missing an item they are given an Amber Warning and a mark in their Student Organiser and will need to report to break time detention in S20 before 10.45am. If they fail to attend they are placed in a 30 minute detention on the same day. Also, if they fail to bring their equipment 3 times in a week they will be placed in an hour long detention on Friday.

### **Lates**

Students who are late to school are given a sticker in their Student Organiser and are expected to attend a break time detention that day in S20 before 10.45am. If they fail to attend they are placed in a 30 minute detention on the same day. Also, if they fail to bring their equipment 3 times in a week they will be placed in an hour long detention on Friday.

### **Uniform**

If a student is missing an item of uniform or has a uniform infringement they are given an Amber Warning and a mark in their Student Organiser and will need to report to break time detention in S20 before 10.45am. If they fail to attend they are placed in a 30 minute detention on the same day. Also, if they fail to bring their equipment 3 times in a week they will be placed in an hour long detention on Friday.

Samuel Ward Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Samuel Ward Academy, Chalkstone Way, Haverhill, Suffolk, CB9 0LD.

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Alongside these small changes we have also put in place some in school changes regarding transition between lessons, break times and lunchtimes. This is to ensure that we have a safe and orderly environment in school as our numbers have grown and continue to grow. We now expect students to all walk on the left in corridors and stairs to avoid congestion, we have provided more activities for break and lunchtime and more designated areas for students to sit and eat. This has been in response to discussions with students, staff and parents.

We are also working with our catering provider to review and continue to improve the range of options for students to eat at lunchtimes. We are committed to ensuring that students have somewhere they can all sit down and eat properly during their breaks and will be encouraging students to use their lunchtime and break time to do this.

I thank you in advance for your support and if you have any concerns please do contact me on [JGosden@castlemanor.org.uk](mailto:JGosden@castlemanor.org.uk)

Yours sincerely

A handwritten signature in black ink, appearing to be 'J Gosden', written in a cursive style.

Mr James Gosden

Deputy Headteacher