

Dear Parents/Carers

I am writing to thank you and the children at Meden School for supporting the new changes made before the summer with regards to behaviour. I am aware parents and students may have questions with regards to the new behaviour policy, a clear working partnership between the school and parents is necessary to promote learning and to secure good outcomes for all of our students. I would therefore like to reiterate the schools expectations with regards to behaviour, attendance and punctuality.

Expectation in Lessons

Firstly, the objective of the new policy is to ensure that lessons are conducive to learning and that every minute of every lesson counts for our students. This means that low level disruption such as talking, not following an instruction etc. is not acceptable and a consequence will be given.

Our aim is to make sure our classroom expectations are transparent and clear to all;

- Arrive to lessons on time and with the correct equipment
- Follow instructions the first time
- Listen to the person who is talking
- Keep hands, feet and unkind words to yourself
- Put your hand up if you want attention

In the unfortunate event that your child is issued a C4 Department Ice detention, all students are expected to go to that subject designated classroom. It is the student's responsibility to ensure that they attend detention on the given date. Failure to attend this detention will result in a C5 which means your child will spend a day in School Ice followed by a one hour detention. If your child is absent from school on the day of the detention, on their return, they must go to the class teacher or the Head of Department to re-arrange the detention.

Students will be issued with a detention letter and instructions to take home for parents to read. These letters will be printed on blue paper, helping them to be distinguishable from general school correspondence, ensuring parents are aware that a detention has been set. Whilst every effort will be made to inform you of your child's detention, I have attached the guidance provided to all schools from the Department for Education (DFE) below, outlining school's responsibilities.

'Parental consent is not required for detentions and schools are under no obligation to provide a reason as to why the detention has been issued. There is no longer a requirement to give parents 24 hours' notice of a detention. Teachers have a legal power to put pupils aged under 18 in detention, this includes detention outside of school hours.'

For lunchtime detentions staff should allow reasonable time for the pupil to eat, drink and use the toilet'

<https://www.gov.uk/school-discipline-exclusions/discipline>

Uniform

Expectations for uniform will continue to remain high and students who arrive to school in incorrect uniform without a note in their planner will receive a 1 hour detention. Please note we are aware that some parents are struggling to purchase correct uniform and appreciate that there may be a delay in your child wearing correct uniform. Simply please ensure that a note has been placed in your child's planner and that the school has been informed.

Yours Sincerely

Mr G Rawson
School Leader

Meden School, Burns Lane, Warsop, Mansfield, Nottinghamshire. NG20 0QN
Telephone 01623 843517 Email: office@medenschool.co.uk Website: www.medenschool.co.uk
Head of School: Janet Brashaw B.A.(Hons)



Dear Parents/Carers

At Meden School, we strive to provide the best education and subsequent life chances for all our students. Good attendance is crucial to ensure that every student achieves his/her full potential. Missing out on lessons leaves children vulnerable to falling behind their peers. The School will promote good attendance and support where an improvement is required. The School has a responsibility to promote good attendance and reduce absence and we work together with the Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be used for dealing with unauthorised absence.

The Education Act 1996 places responsibility on parents to ensure their child receives a suitable full-time education. Where a child is on the roll of the School, this parental responsibility is to ensure the regular school attendance of their child(ren). Where a child fails to attend regularly and/or is absent without authorisation, the parents may be guilty of an offence.

Where a child's attendance falls below 90% the school will issue a letter to parents or carers explaining that a monitoring period will follow, if the child's attendance continues to fall the school can make a referral to the local authority where parents/carers are failing in their legal duty. The local authority has the power to enforce school attendance where this becomes problematic, including the power to prosecute parents/carers who fail to ensure their child's regular attendance at school. If found guilty parents/ carers could be fined up to £2500 and/ or imprisoned for 3 months.

Penalty notices are fines of £60 if paid within 21 days and £120 if paid between 21 and 28 days. They are an alternative to prosecution of parents for failing to ensure their child attends school regularly.

Holidays

All holiday requests need to be submitted on a holiday request form which can be collected from the main school office or on the school website. Unless it is for exceptional circumstances holidays will not be authorised. If parents choose to take their child out of education for a holiday, then school will be obliged to refer the incident to Targeted Support who will then consider issuing a Penalty Notice under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of their child. The Penalty Notice is set at £120 and should be paid within 42 days of the date on which the notice starts. If the penalty is paid within 28 days of the date on which the notice starts the sum is reduced to £60.

Punctuality

One of my priorities is to focus on punctuality. Students are expected to be on site for 8:25am. This ensure that they will be in their lesson for a prompt start at 8:30am. Students who arrive late to lessons are causing a disruption to the learning of others and I am sure you will agree, this is unacceptable. As a result students who are late to school will be issued with a 1 hour detention. If there is a genuine reason why your son/daughter is late please put a note in their planner why they were late and we will not issue a detention. Without a note in their planner the detention will stand.

If you require any further guidance please do not hesitate to contact the school.

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