

Dear Parents and Carers

We wanted to write to you to ensure you are fully aware of our school procedures and expectations and procedures in a number of areas, so that you are informed and able to support your child in every aspect of their school life.

Rewards and Awards

In order to continue to motivate and praise students for all their efforts across the school and help them build resilience and perseverance for all the demands and hurdles of each academic year we have further developed the opportunities for gaining House points and recognition.

Students can gain daily house points for their learning behaviours and individual work as well as now gaining further recognition for sustained high standards and engagement in the school's wider community.

A range of house points includes the following allocations:

Weekly equipped to learn = 5 points

Act of kindness = 10 points

Weekly 100% attendance = 10 points

Weekly no C system reports = 10 points

House competition participation = 30 points

Half term attitude to learning Engaged / Outstanding = 30 points

Half term extra-curricular club attendance = 30 points

Half term homework completed to a good standard = 30 points

Representing the school = 40 points

Headteacher commendation = 50 points

Rewards trips

To provide additional motivation and events for students to look forward to, we have planned rewards trips at the end of each term for each year group. We want as many students as possible to attend and enjoy the trips/events and develop as many memories as possible.

These are trips for students who are consistently getting it right and meeting the school's expectations, and therefore we do have criteria for students' attendance on the trips. Please refer to the attached policies for details of these. Regular monitoring of how students are meeting the criteria and communication will be in place to ensure students are motivated and clear on whether they are on track to be eligible to be invited on a rewards trip, as well as understanding the steps needed to be invited on future trips.

High expectations and sanctions

To ensure expectations are high, sanctions run alongside the rewards and praise available to students. The C system used in the classroom continues to be provide students with the progressive warning and chance to change their behaviour if they are not meeting the teachers'/school's expectations.

The use of a C3 and C4 will lead to a subject or whole school lunchtime detention. Any student who does not attend the lunchtime detention will be allocated an after-school detention on either Thursday or Friday. Arbor will now be sending an instant email to Primary Guardians to inform them that such sanctions have been put in place. Sanctions can also be put in place for students' behaviour outside lessons and at social time – please do refer to the school's Behaviour and Relationships Policy. Please be aware that further consequences, and suspensions from school in particular, will be in place if any student is given eight or more C4 detentions in a term.

We welcome your support in ensuring that your child attends any detentions, both those within the school day and after school. While systems are in place to try to avoid this, sanctions do step up further if after school detentions are not attended. Attendance at detentions is monitored by each Raising Standards Leader and failure to attend will result in periods of time completing classwork away from normal lessons and class and/or the loss of social time in the first instance.

Punctuality

Prompt attendance at lessons ensures that students are all gaining the maximum from each lesson. Therefore, all teachers are recording the number of minutes students are late to lesson and this is once again being monitored by each year group's RSL. RSLs oversee in-school detentions at lunchtime for students who have been in school but arrived late to lessons across each week. The same expectations as above apply to attendance at these detentions, with the same consequences for non-attendance.

Toilets

We are pleased to be nearing the end of the phase of refurbishing our toilets. This allows us to have specific toilets available for year groups.

Year 7/8 – English toilets

Year 9 – Art toilets

Year 10/11 - Science toilets

These toilets are available throughout break and lunchtime, with staff supervising the entry doors to ensure there are no queues as well as staff supervising during lesson changeover periods. It should be emphasised that unless students have a pass or there is an urgent issue, the expectation is that they should not leave lessons to use the toilet. On call staff can be asked to escort students where possible. The toilets are individual cubicles and therefore the toilets are restricted to one person at a time. This is for hygiene, personal privacy and safeguarding of all students. Any infringement of this rule will lead to a serious sanction such as a fixed term suspension.

Prom

We were so pleased to be able to celebrate with the leavers of 2022 at their Prom at the Essex country club. We are now able to have a Prom to look forward to for our current Year 11s. This will be held on 27 June 2023 and we are greatly looking forward to a fantastic night of celebration for students and staff of the end of GCSEs and students' time at the school.

The Prom is a motivational reward for students. Therefore, in the same way as the reward trips, we have a Prom policy that outlines our expectations for an invitation and attendance at the event. We want as many students as possible to attend and we will continually work

with both students and parents to ensure this – but our high expectations will also remain in place.

We hope this information and the attached policies are useful and informative and we very much look forward to working with you over the weeks and months ahead.

Yours faithfully

Miss M Ryan

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

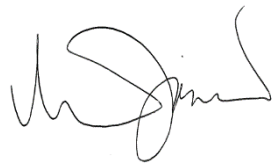
Headteacher

Mr P Taylor

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

Deputy Headteacher

Mrs M Townsend

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

Designated Safeguarding Lead

Deputy Headteacher