



12th March 2019

Dear Parent/Carer,

This letter is about Class Charts (the Academy's behaviour management software), and some changes to our detention systems.

Class Charts Parent/Carer Account

Class Charts enables you to keep up to date with your child's positive and negative behaviour in real time and is accessible online or via an App on a smartphone or tablet.

Most parents have already created their free parent account, but if you haven't managed to do this yet, or have mislaid your account information, we have enclosed your invitation along with your unique Parent Access Code to help with this. Please log on and create your account as soon as possible in order to improve communication between home and school.

More information can be found at the website: <https://classcharts.com>.

Detentions

Can I remind all parents and carers that, in line with national guidance and our Behaviour Policy, the Academy operates detentions as a consequence for negative behaviour choices. We are not required by law to give prior notice of detentions, and detentions are not set at the convenience of families. However, you can use Class Charts to check if your child has been issued a detention as this is the method the Academy will use to communicate detentions to you.

To support Class Charts and enhance behaviour management in school the Academy operates a whole Academy Detention as a consequence for negative behaviour and conduct. This is held after school each day for up to 1 hour.

An **Academy Detention** will be issued as follows:

- in response to more serious negative behaviour and conduct, or
- if a student fails to attend, or satisfactorily complete, a shorter detention issued by a Class Teacher (10 minute detention) or Department (20 minute detention).

This means that if your child fails to attend or complete a detention during the week you should expect that they will be automatically issued with an after school Academy Detention the following day.

No notice will be given but you can use the **Detentions Manager** feature of your Class Charts Parent Account to stay informed about your child's behaviour:

The Detention Manager feature is accessed through the **'Detentions'** tab on the blue menu bar at the top of the Class Charts homepage:



Clicking on the **'Detentions'** tab will take you to the Detentions Manager section of Class Charts. Here, students, parents and carers will be able to track incoming and previous detentions, with a legend that describes each detention's status as in the example below:

Detentions

Date:

Pending Attended Not attended Upscaled

TODAY

Breaktime Detention
Room 40
Sean Abbey

Date: 12/10/2017 11:00 [DETAILS](#)

FUTURE

Lunchtime detention
Canteen
Sean Abbey

Date: 17/10/2017 13:50 [DETAILS](#)

PREVIOUS

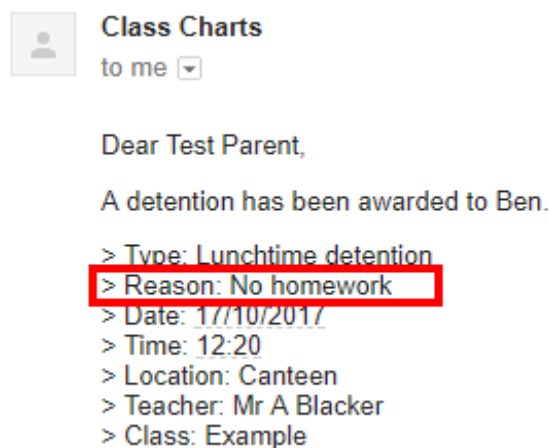
Afterschool detention
Room 55
Sean Abbey

Date: 5/10/2017 15:30 [DETAILS](#)

Breaktime Detention
Room 40
Sean Abbey

Date: 6/10/2017 11:00 [DETAILS](#)

Parents and carers may now also be emailed automatically by Class Charts to notify you when your child has been issued with a detention. An example email is below:



Please discuss this with your child and encourage them to be responsible for their own behaviour and make positive choices by completing detentions if and when issued.

Punctuality

Please note that the formal start of the school day is 08.30, with lessons beginning at 08.50. We expect all students to be present on the school site by 08.25 at the latest. Being on time is not only a good habit to develop but is an essential skill for life after school. The majority of students are punctual to school and benefit from a positive start to the day by arriving on time. However some students do arrive late to school without a valid reason and they will now be sanctioned as follows:

Late between 08.30 and 08.50

If students arrive late to school between 08.30 and 08.50 they will be issued with a short, same day detention. Students will have to sign in at Reception using the InVentry signing in system. They will be issued with a Late Detention Slip and will have to attend a 15 minute detention after school on the same day.

Late after 08.50

If students arrive significantly late to school, after 08.50, they will not only have missed the start of the school day but also valuable learning time, and they will be issued with a longer, next day detention. Students will have to sign in at Reception using the InVentry signing in system. They will be issued with a Late Detention Slip and will have to attend a 30 minute detention after school the next day. This will provide them with extra time to catch up on the work they have missed.

Further sanctions will be issued to students who are persistently late to school.

Parents and carers can support the Academy by ensuring that your child arrives to school on time each day and by working with us to reduce the impact of casual lateness. If there is a genuine reason why your child will be late please contact Reception in advance as we can consider making allowances for one-off exceptional circumstances.

Thank you in advance for your support with these matters.

Please do not hesitate to get in touch with your child's Form Tutor, or Year Director, in the first instance if you have any questions about using Class Charts, setting up your Parent Account or detentions.

Yours sincerely



Andrew Chapman
Vice Principal - Pastoral