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Dear Parent/Carer

From this term we have moved the tutor period to the start of the day to ensure that each day starts the same way, with students meeting their tutor and preparing for the rest of their learning. The 20-minute tutor period allows us to deliver key topics, important messages and ensure that students have their planners, timetables and equipment they need for the rest of the day. Students are expected to be in the correct uniform, bring a school bag and have their planner with them at all times – and to know their timetable for each day. Any student who forgets their planner will be provided with a planner page for that day and will be issued any equipment that they need.

Over the last two weeks we have shared information with our students through the assembly programme and tutor period that revisits our values of enjoy, learn, succeed; ensures that all students know exactly what the expectations of them are; that they have every opportunity to be successful and are also clear about the consequences of any poor choices that they make.

The vast majority of our students know what is expected and make the right choices day in day out. On the occasions that they make a poor choice they accept the consequences and sanctions for this and hopefully learn from their mistakes. We do however have a minority of students who make poor choices and disrupt the learning of others and take a disproportionate amount of staff time away from other students who want to enjoy school, learn and succeed. This cannot be allowed to continue. In our assemblies we have explained to our students how they should respond when an adult asks them to stop and talk to them. The behaviours we have focused on are:

- Walking away from an adult when they ask you to stop
- Waking away from a lesson when the teacher has issued a red card
- Being on a corridor after the late bell without an adult or a note explaining the reason for lateness
- Students who are in the toilet without permission (students who have a medical issue and will need to go to the toilet more frequently will need a new pass in their planner).
- Students who opt out of lessons by wandering the corridors

From 24<sup>th</sup> January students who choose to exhibit these behaviours and walk away from staff will receive a serious sanction of a fixed term suspension from school, followed by a reintegration programme in our Captain Tom Moore Centre before they are allowed to return to mainstream lessons. Our reintegration programme will provide an opportunity for pupils returning from suspension to reflect and make sure they have the best chance of succeeding in the future.

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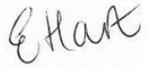
Headteacher: Tina Smith  
CEO, Beckfoot Trust: Shirley Watson  
Chair of Academy Trustees: John Winkley

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Putting in place these systems allows us to ensure that all students can be supported without unnecessary disruption from the minority of students who choose not to meet our expectations. It also enables teachers to focus on delivering high quality lessons.

I am sure you will want your child in school and in lessons on time every day as we know that this is the best place for them. We value your support in meeting and maintaining our high expectations as we know how much this can positively impact their future.

Yours sincerely

A handwritten signature in black ink that reads "Liz Hart". The signature is written in a cursive style with a large initial "L".

**Liz Hart**  
**Acting Headteacher**