



ACTON HIGH SCHOOL & CENTRE FOR MEDIA ARTS

Dear Parent/Carer,

20th September 2011

I would firstly like to thank all parents and carers for their continuing support. This year we have continued to invest heavily in a variety of ways to support our students, to ensure that they all have the opportunity to reach their academic potential. We understand that we are also teaching students the importance of becoming good citizens and how their behaviour impacts on not only themselves but also the wider community. It was for this reason that we introduced the Code of Conduct last year. It is expected that all students:

- Participate in all lessons and create a positive environment for learning.
- Attend lessons promptly, equipped and ready to learn to the best of their ability.
- Care for equipment, belongings and their environment.
- Treat others with courtesy, respect and good manners.
- Follow instructions and requests from all school staff at the first request.
- Move sensibly, quietly and safely around the school.

To reinforce our expectations we also introduced a points system for student behaviour and achievements and regular rewards and sanctions for poor punctuality. One of the key ways you can help support the school is to have regular conversations with your child regarding the Code of Conduct and your expectations of them. We have redesigned the diary to aid this conversation. The top of each page now shows the total number of behaviour and achievement points your child has received and their attendance for the previous week.

It is key that if we are able to support your child they need to have good attendance and punctuality, which is also closely linked to the academic achievement of students. It is the schools position that all students should be on the school premises by **8.40am** and in their classes by 8.45am; any student who arrives after this time is deemed as late. Although there is no magic wand to improve punctuality, in an attempt to teach students that there are consequences we have decided to take a number of steps to combat the issue.

These include:

- At the end of every day, any students who arrived late will have a detention after school for 20 minutes.
- If a student is late on two or more occasions in a week they will be given a one hour detention after school on Friday. If they attend the detention, a note will be placed in their planner to show you that they have attended.
- If a student has 100% attendance and punctuality their names will be placed into a weekly year group raffle for a prize.

I hope you will support us in tackling the issue of poor punctuality and agree with the sanctions and rewards being put in place. If you would like to discuss this issue further then please do not hesitate to contact me by phone or email.

Yours sincerely,

Mr Ben Pittaway
Assistant Headteacher for Inclusion