



3rd August 2018

Dear Parent / Carer

Our first day of term back for pupils, for the new school year, is Tuesday, 4th September 2018. All new Year 7 pupils must be in school by 8:30am, they will be working in tutor groups initially, completing essential tasks and collecting resources they will need to succeed in school. All other pupils in Years 8 to 11, must be in school on this day by 9:45am, they will attend their tutor groups. **All pupils are expected to be in full uniform, in particular with school shoes, blazer and tie.**

The first day of a new academic year, is the most significant of the school year and we have set ourselves the target of 100% attendance on day one. We will be issuing all pupils with lanyards, planners and other essential items. So, those pupils who do not attend will be significantly disadvantaged and will miss opportunities to engage with our community. As always, we emphasise our expectation for outstanding attendance and any pupils missing the first day of term, will be categorised as persistently absent.

If pupils are in correct uniform, on time and equipped, they are demonstrating a positive attitude to learning. This eliminates the need for sanctions and allows us to focus on recognising and rewarding those making the correct choices.

I would like to bring to your attention our school policy on mobile phones. We understand that pupils will bring mobile phones to school but these are to remain in pupils bags and switched off during school time. Pupils should not use their phone in school at any time; if a pupil uses their phone in school the following sanctions apply.

- First instance the phone will be held by the school until the Friday of that week
- Second instance the phone will be held by the school until a parent/carers can collect it
- Refusal to hand over the phone will result in isolation and contact with parent/carers

The expectations below, also on our website are those we have of all our pupils and are key to the achievement of our Prestwich values. Please take note of our detailed uniform, attendance and learning expectations.

Compulsory Uniform for all students

- **Black School Shoes** * must be flat heeled, all black leather, without any piping or banding and with black soles
- School Lanyard
- Black Blazer ~ standard design with School House Badge · ·
- Pale Blue School Shirt ~

- School Tie · ·
- Black Trousers ~ standard school design, tailored with pockets
- Black Skirt ~ no more than 5cm above the knee, no tight fitting skirts or lycra, no pencil skirts
- Black 'V-Neck' Jumper ~ (optional)
- Black Scarf * (optional)
- Plain Socks * must be white, grey, navy or black with no patterns or bright colours
- Plain Black Tights * no patterns
- Head scarves worn for religious reasons should be plain black.
- Plain Black, outdoor waterproof coats with no obvious (over-sized) or offensive logos.
- No other items of clothing (e.g. fashion accessories) should be worn.

The following are NOT allowed:

- Trainers, trainer 'look-alikes', canvas pumps / plimsolls
- Leather jackets
- Cardigans, hooded tops or sweatshirts, woollen "cardigan" topcoats
- Any item of denim or denim look-alike
- Jewellery except small sleepers or studs (one in each ear)
- Make-up, fake tan, acrylic nails or nail varnish. No make-up should be brought into school

Compulsory Uniform for all PE students

GIRLS	BOYS
Navy PE Polo Shirt #	Navy PE Polo Shirt #
Navy Shorts #	Navy Shorts #
Plain Navy Track Bottoms (Optional) *	Long Navy Football Socks *
Plain Black Leggings (Optional) * (No piping or logos)	Plain Navy Track Bottoms * (small logo, no large stripes)
White Sports Socks *	White / Navy Sports Socks *
Trainers *	Football Boots *
Towel for Showers	Trainers *

Coats are not allowed in PE lessons

· · These items must be purchased from school

* These items can be purchased anywhere

~ These items can be purchased from anywhere but are also available from Price & Buckland

These items must be purchased from Price & Buckland

Items from Price & Buckland are available via www.pbparentsonline.co.uk/prestwich

If parents are in doubt about any aspect of uniform, they are strongly advised to consult the school before making a purchase or taking any action.

ATTENDANCE

Attendance at school is vital for your child to make the most of every learning opportunity and to realise their greatness. Excellent attendance will equip your child for their journey through life. Missing school will make that journey much more difficult and is a waste of the valuable time and resources provided for your child's education. We take great pride in our high levels of pupil attendance as we aim to realise your child's greatness. We expect every child to achieve **at least 96% attendance**; this level of attendance still equals a pupil missing one lesson every week of the school year.

Patterns of poor, unexplained, or extended absence will be challenged and will involve referral to the School Attendance Service. Persistent absence patterns may lead to prosecution. The school employs a full-time member of staff who is responsible for support and challenge with regards to attendance and will liaise with and help pupils and parents where issues arise.

ABSENCE

- Parents should contact the school by telephone on the first day of absence.
- Prior notice of absence should be given by letter or telephone whenever possible.
- When a pupil returns to school, they should return with a letter of explanation which should be completed by the parent /guardian. Similarly, dental or hospital appointments need to be confirmed in the same way. Appointment cards should be shown to the Form Tutor and then to the Office, when signing out of school. **Whenever possible, all appointments should be made after school hours or during holidays.**
- In certain circumstances medical evidence may be requested in order for absences to be authorised. It is at the Head's discretion as to whether absences are authorised or unauthorised. Unauthorised absences can lead to further penalties from the Local Authority.

PUNCTUALITY

School starts at 8.25am. We stress the need for punctuality, both in arriving at school and arrival at lessons in school. Late arrival is recorded at the office and then entered in registers. Pupils with two late arrivals in a week will receive a thirty-minute school conversation.

School gates are closed at 8.30am; students after this time will be marked as late. Pupils arriving after 8.45am will be classed as absent for the morning session which may lead to contact with the school Attendance Team.

Pupils with two late arrivals in a week will receive a leadership conversation. Pupils recorded as arriving late to a lesson will be kept behind the same day for 10 minutes.

HOLIDAYS

Parents are reminded to consult the year planner **before** booking holidays. Holidays during term time are **not** permitted. Holiday absence will be classed as unauthorised and will be challenged. Unauthorised holidays will lead to penalties from the Local Authority.

BOOKS AND EQUIPMENT

All books and equipment must be respected by your child and looked after properly. Payment will be expected for books or equipment which has been carelessly damaged or lost. Essential materials can be purchased from the Finance Office, at the start of the day before form, morning break and lunchtimes, Monday to Friday.

HOMEWORK

Homework is a valuable aid to learning and is vital for educational success. Pupils who fail to complete homework on a regular basis, will be sanctioned. For KS4 pupils, failure to comply with coursework or controlled assessment deadlines may result in non-entry. In all years, homework must be handed in on time. Parents are encouraged to see that it is presentable and completed to the best of the pupil's ability.

We also offer opportunities to complete homework with staff support and access to ICT for any pupil who needs it. This eliminates a number of excuses for incomplete homework and pupils should take the opportunity to ensure they avoid sanctions.

REWARDS

The School Behaviour & Discipline policy emphasises a consistent approach to reward and recognition. Many of these rewards are a natural part of every lesson and create a positive, well-disciplined, supportive atmosphere. The reinforcement of positive attitudes also contributes to a school ethos of "realising greatness."

The rewards system is published for each year group, providing a deliberate balance to the school sanctions. The aim is to ensure that all student achievements are recognised and rewarded throughout the year.

Heads of Year and Pastoral Managers will organise rewards for those pupils who reach clear thresholds of behaviour and attendance. These include, Pride of Prestwich, prize draws, 100 for 100, practically perfect in every way, trips and celebration evenings.

SANCTIONS

In Class we allow pupils to make the correct choice about their behaviour at each stage.

If a pupil is not engaging with learning or is not completing their work in the classroom the subject teacher or other staff will give them a **CHOICE** to change their behaviour.

If a pupil does make the correct **CHOICE** about their behaviour they will then be placed on an **ACTION**. This means they will attend a 10-minute conversation with the member of staff

to discuss their behaviour; these will take place at break, lunchtime or after school. Failure to attend leads to a school conversation.

If a pupil persists in making the wrong choice they will be placed on a **PENALTY** they will be told to move to another classroom to allow learning to continue and will be booked into a 30-minute school conversation.

School conversation - will be issued for classroom and poor community choices. These take place Monday, Tuesday and Thursday until 3:35pm.

Refusal to attend results in isolation.

Leadership Conversation - will be issued for more serious offences.

This will take place on a Friday after school, until 4.00pm.

Refusal to attend results in isolation.

Isolation - referral follows unacceptable behaviour as outlined in the positive behaviour policy. Isolation is a full day, meals are provided and pupils remain in school until 3:30pm. If a pupil is placed in isolation part way through the day they will also complete the full following day. Failure to complete or refusal to complete isolation results in an exclusion and the need to complete isolation on the next available date.

Fixed Term Exclusion - this is the most serious of all school punishments, barring confirmation of a permanent exclusion. A period of fixed-term exclusion is issued following consideration of the offence and often after 'lesser' punishments have been tried and failed, including referral to the school's isolation. Equally, there are occasions involving health and safety or safeguarding issues, where the above may not be the case. Parents are expected to attend a formal re-admission meeting, so that concerns can be properly shared and explored.

We look forward to September and do thank you in advance, for your support in realising the greatness of every member of our community.

Yours sincerely



Mr D Wright
Deputy Headteacher

Head Teacher: Miss R Evans BA (Hons) NPQH

Deputy Head Teacher : Mr D Wright BA (Hons) NPQH

