



The New Term at Stafford Manor High School

Dear Parents/Carers,

I am delighted to welcome you and your child to the new term at Stafford Manor High School. We have been working hard during the summer holidays to ensure that the school is ready for your child to return today, or to attend for the first time, if they are in Year 7.

Our teachers and support staff have been involved in a wide range of training activities during the first two days of this week and I have been impressed with their work ethic, their caring nature and how much they are looking forward to teaching and supporting the children and the community that we serve.

Timings of the School Day

We have modified the timings of the school day for this academic year and removed things like split lunches and different break times, which the school needed to do during Covid restrictions. In addition to doing this, because we no longer need to have these restrictions in place, we feel that moving to one lunch time and break time will simplify routines and student movement, improve consistency and also will improve the range of clubs and activities we can offer students during the school day. This change also allows more staff to be available to improve supervision during social times.

The timings of the school day can be seen below:

Time	Session/Activity
08.45am - 09.00am	Tutor time
09.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
11.00am - 11.15am	Break
11.15am - 12.15pm	Period 3
12.15pm - 13.15pm	Period 4
13.15pm - 14.00pm	Lunch (Y7 early lunch from 12.45 in Sept)
14.00pm - 15.00pm	Period 5

My background, my mission and my values

When I wrote to you in the summer, I outlined my background, my mission and my values. I have been a teacher for 20 years, having spent 14 of those years as an Assistant Headteacher and then more recently as a Deputy Head in two different schools, spanning nearly nine years. I have always wanted to be a teacher from an early age. I loved school as a child and it was the excellent teachers and school leaders at my local secondary school that enabled me to become more than I thought was possible. They believed in me, championed me, steered me onto the right pathway and went out of their way to make sure I did well. I wanted to become a teacher and a school leader so that I could also provide young people with the same excellent opportunities and guidance that I received as a student

This is why I have taken up the role of Headteacher at Stafford Manor High School. To make sure that your child gets an excellent education. An education that enables them to be happy, responsible, respectful, confident and resilient. To help them to achieve well and develop the knowledge, social and cultural capital they need to live well, live purposefully and to contribute positively to society, through whichever path they choose to take when they leave school.

Being in School on time and being here all of the time is key to your child's success

To maximise the impact that teachers and school leaders can have on your child's learning and achievements at Stafford Manor High School, we expect your child to attend school on time and to be here all of the time. Unsurprisingly, research suggests that students who regularly attend school are more likely to make the progress they should and to learn, and achieve in line with their academic ability.

Our Exam Results Success this summer

It was lovely to see so many of our Year 11 students achieving such positive exam results this summer. Our analysis of these results shows that the students who were the most successful were those with the highest attendance, the best punctuality levels, worked hard, followed the school's expectations and supported our commitment to creating a positive environment for teaching and learning through good behaviour.

Clear Unapologetically High Expectations of Behaviour

It has been a real privilege to welcome your child today as the school's new Headteacher and to speak to them about our plans as a school and how we are going to ensure that they have the very best opportunities to flourish and succeed academically, socially and emotionally.

Today we outlined the school's behaviour expectations with all children through a series of assemblies that clearly communicated how we expect students to behave and how we will both reward and sanction behaviours from tomorrow Thursday 8 September.



Stafford Manor High School - 4 Rs

Ready	Respectful	Responsible	Resilient
Ready and equipped to learn, progress and achieve	Respect for all our community both within and out of school	Responsible for your own and others' learning and managing your own emotions	Resilient so that you can stay focussed on getting your work done no matter what the distraction
Ready to seize any opportunities that come your way	Respect for the environment we share both inside and out.	Responsible for your attitude to learning and school life in general	Resilient to recover from setbacks in order to get yourself back on track
Ready for school and punctual to lessons and tutor time	Respect yourself and try to be the best version of you	Responsible for your choices and behaviour to others in our school	Resilient for your future happiness and success no matter what barriers you face

These expectations are built around a culture of being **Ready, Responsible, Respectful** and **Resilient**. The expectations are called '**The 4 Rs**' and are shown below.

One of my jobs as the school's Headteacher is to create a positive culture and ethos for behaviour. This means that at Stafford Manor High School we want to:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with our behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

We think that our new behaviour expectations will help us to achieve those aims.

Rewarding Positive Choices and meeting our Expectations

There are a wide range of opportunities for students to be rewarded for making positive contributions to school life and meeting our expectations (4Rs).

These rewards include:

- Verbal praise from teachers and support staff
- Gaining achievement points and house points
- Praise post cards sent home
- Phone calls home
- Rewards assemblies
- Rewards trips
- Lunch passes
- Vouchers
- Award Certificates

I look forward to celebrating the many successes of your child during this academic year and sending regular communications about those successes to you.

Whole School Sanctions for Poor behaviour and not meeting our Expectations

Providing students with clear boundaries and the certainty that sanctions will be applied if they fail to meet our expectations is a key ingredient in creating the high expectations and positive culture we need to deliver consistently outstanding learning experiences in a calm environment where students feel safe, respected and included.

As a result, we have created graduated behaviour sanctions for students who fail to meet our expectations. These sanctions will be applied from tomorrow, Thursday 8 September and are shown on the next page. This system has been developed with Senior Leaders and members of staff.

Stages 1-3: Classroom teacher Intervention

1. If your child's behaviour falls below our expectations, their class teacher will manage their behaviour by reminding them of our expectations based on the 4Rs.
2. If poor behaviour carries on, your child will be given a further opportunity to reflect on their choices and will be asked to leave the classroom briefly (if during lesson time) for between 3-5 minutes, in an attempt to help them manage their own behaviour choices.
3. If there is still no improvement in behaviour your child will be issued with **a 30 minute same day, after school detention** by their class teacher, or any member of staff should this be during social time.

Stage 4: Head of Faculty Intervention

- If your child continues to make poor choices then they will be removed from their lesson and sent to work with the head of faculty for that subject, or in another suitable supervised space. Your child will be issued with a **60 minute same day, after school detention.**

Stage 5/6: Behaviour/Inclusion Team Intervention

- If your child continues to make poor choices then they will be removed from the Head of Faculty and internally isolated (turn around) for 5 periods from whenever they were removed. They will be supervised and complete appropriate work, in isolation. Your child will not be permitted to attend normal break or lunch with other students but will have an opportunity to purchase food, drinks and use the toilet. Your child will also be issued with a **60 minute same day, after school detention.**
- If your child does not complete 5 hours in isolation to a satisfactory standard (4Rs), then they will remain in isolation (turn around) with work, until this is achieved and continue to be isolated at break and lunch times.

Stage 7/8: Senior Leader and Headteacher Intervention

- If your child continues to make poor behaviour choices, then they will be removed from Isolation and placed with a member of the Senior Leadership Team. Your child will also receive a **90 minute same day detention.**
- If your child cannot meet the standards expected by working with a senior leader and they continue to make poor choices, then they will be placed with the Headteacher. Your child will also receive a **90 minute same day detention.**

Stafford Manor High Consequence System 2022-2023

2022 to 2023	Incident	Action	Consequence
1	A behaviour issue is identified.	In class discussion and advice between the teacher & student. Opportunity for students to use their time out card.	Opportunity for behaviour improvement.
2	Teacher formal warning.	Persistent behaviour- students reflects outside class 3 to 5 minutes– teacher re integrates after advice.	Final warning - student name is on the board.
3	Teacher sanction.	Persistent behaviour continues.	Same day 30 minute afterschool detention. Log behaviour on SIMS.
4	Faculty intervention.	Continued issues with behaviour - student removed to HOF.	Student will move to a specified cool off area either in / near HOF class. Same day 60 minute faculty detention.
5	Behaviour team Intervention.	Behaviour persists in the faculty with HOF with the student to give extra guidance.	Student will be removed to the Turnaround facility and remain for the remainder of the day - 5 lessons to be completed which will include the following day. Same day afterschool detention 60 minutes.
6	Failure to satisfactorily complete the day in Turnaround and / or afterschool detention.	Failure to complete the sanctions will lead to further consequences.	Complete a further 5 lessons / day in Turnaround and same day 60 minute detention.
7	Continued failure to satisfactorily complete the sanctions.	Failure to complete the sanctions will lead to further consequences.	An SLT same day 90 minute afterschool detention.
8	Failure to satisfactorily complete the afterschool detention.	A 90 minute afterschool Head teacher's detention.	A Head teacher same day 90 minute afterschool detention.
All detentions will take place in a central area (The Hall) - staff arrive to complete resolutions / and or take students to individual classrooms			
Regular failure to complete consequences may lead to a PARENT MEETING with a member of SLT.			
Please be aware, that any incident of serious misbehaviour will result in significant sanctions being implemented immediately rather than the staged approach outlined above. Examples of serious misbehaviour can be found in our behaviour policy.			

Additional Incidents that will result in Sanctions

Other incidents that will result in a consequence		
1	Uniform	Uniform discrepancies will result in detentions from the Form Tutor, or any member of staff. (We do however realise that some uniform issues are unavoidable and will work with your family to support you where we can.
2	Punctuality	Arriving late to registration, will result in an after school 30 minute detention.
		Arriving late to lessons, will result in an after school 30 minute detention.
3	Mobile phones & Headphones	Mobile phones should be switched off or on silent at all times during lessons, corridors, break and lunchtime.
		Headphones are not to be used in lessons and should not be visible (e.g. in ears or around necks).
		Should Mobile phones be seen with in the classroom staff will give the opportunity for it to be put away out of sight and switched off. Failure to do so will mean staff follow the behaviour system.
		If the phone continues to be an issue the student has the opportunity to place the phone on staff desk to avoid further distraction with the understanding that they receive it back at end of lesson. Failure to do so will mean staff follow the behaviour sanctions system.
		If the student refuses then inform them that next step is to be to contact home, and the phone will not be allowed back into school.
4	Drinks	Only water is allowed in lessons.
5	Failure to attend a detention	Failure to attend a detention will result in a 90 minute next day detention being issued.

Parent School Partnership and working together to support your child

Should your child be placed into a same day detention, then you will be informed in the afternoon of that same day detention.

The School will not be running detentions at alternative times to suit individual arrangements, as we need to be **insistent, consistent and persistent** in how we apply our behaviour principles, so that we have a **fair system** for all students.

If your child receives a detention then please speak to them about it and begin to plan ways that this can be avoided in the future and how they can meet our high expectations.

Alternatively, if your child receives a reward, then please praise them at home and discuss how they can maintain their positive choices and continue to meet our high expectations.

Thank you for taking the time to read this letter and in anticipation of your support in making the rewards and sanctions systems at Stafford Manor High School work to support your child and all children that attend our wonderful school.

I look forward to sharing more information with you about our progress this term and wish you and your family health, happiness and my very best wishes.

Yours sincerely,

RAdams

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