

# Newsletter

Issue 1 - August 2009 YEAR 13



George Green's  
School

[www.georgegreens.com](http://www.georgegreens.com)

All Different, All Equal, Learn Today, Succeed Tomorrow

## PRINCIPAL'S NEWSLETTER NUMBER 1 (Year 13) AUGUST 2009

As usual this first issue of the Principal's Newsletter in the academic year is being sent home to all parents/carers during the long summer holidays. This way we can check to see that all addresses are correct and be sure that you are receiving regular information from the school. It is also the first Newsletter that our new Year 7 cohort will receive! I know they will be looking forward to the new term but will have some anxiety about the transition to their new school! Be assured - all will be well. To everybody else we are looking forward to seeing you in September and hope you will be well rested and ready for lots of very hard work! We are expecting a great deal from you all and will do our very best to support and challenge you in your learning. Our aim is to develop well motivated learners who take responsibility for their own learning. The teachers and support staff are here to guide you but you have a lot to do for yourself if as I know you do, you want to achieve your personal best.

We know that good parental support is the most important factor in helping young people achieve well at school. We know how hard it is to be a parent and we will do everything we possibly can to help you support your children in their learning. Our Parent Forum is growing by the minute and I hope many of you will respond to the many invitations throughout the year to attend meetings with other parents and staff to talk about ways that we can improve. There are many people in the school who can help you and your child and their names and contact details are provided in this newsletter – so keep it somewhere safe. We are here to help so don't be afraid to ask!

George Green's is an ambitious school; we are ambitious for each and every one of our young people. We are aiming high for the future and know that parents/carers will support us as we move into the next phase of our developments. We look forward to seeing you all in September.

We started our new academic year timetable on 15th June so pupils in Years 8 – 11 will know their timetable and their teachers already – so there is no time to be wasted when we get back to school! We need to get on with the learning process.

Kenny Frederick (Principal)

**Term starts for pupils on  
Thursday 3rd September  
2009**

**Years 7 should arrive by  
8.45**

**Years 8, 9, 10 and 11 start  
at 11.00**



INVESTOR IN PEOPLE

## IMPORTANT DATES FOR YOUR DIARY

(Please keep somewhere safe!)

### Autumn Term

Staff Training Day - Tuesday 1<sup>st</sup> September 2009 (School closed to pupils)  
Staff Training Day - Wednesday 2<sup>nd</sup> September 2009 (School closed to pupils)  
Term Starts: Thursday 3<sup>rd</sup> September 2009 (pupils return)  
**Pupil Review Afternoons - Year 7, 11 & 13 Wednesday 16<sup>th</sup> September 2009**  
School closed to celebrate EID - Monday 21<sup>st</sup> September 2009  
*Parent Forum BBQ - Saturday 26<sup>th</sup> September 2009*  
Open sessions (Year 6) - Monday to Friday - 5<sup>th</sup> to 9<sup>th</sup> October - 9.30 - 11.00  
Open Evening (Year 6) - Wednesday 7<sup>th</sup> October 2009  
Work Skills Evening (Year 10) - Thursday 15<sup>th</sup> October  
Prize Giving Evening - Thursday 22<sup>nd</sup> October 2009  
Staff Training Day - Friday 23<sup>rd</sup> October (School closed to pupils)  
Half Term 26<sup>th</sup> - 30<sup>th</sup> October 2009 (inclusive)  
Staff Training Day - Monday 2<sup>nd</sup> November 2009 (School closed to pupils)  
**Pupil Review afternoon -Years 8, 9 & 12 Wednesday 11<sup>th</sup> November 2009**  
*School closed to celebrate EID - Thursday or Friday 25<sup>th</sup> or 26<sup>th</sup> November*  
*(Parents will be notified of the closure date once it has been confirmed)*  
Year 11 Trial Examinations - Start Monday 30<sup>th</sup> November 2009  
Parent Forum meeting Saturday 12<sup>th</sup> December  
End of Term - Friday 18<sup>th</sup> December 2009  
  
Christmas Holidays - Monday 21<sup>st</sup> December - Friday 1<sup>st</sup> January 2010

### Spring Term

Spring term starts	Monday 4 <sup>th</sup> January 2010
Year 9 Trial Exams	Start Monday 11 <sup>th</sup> January
Work experience -	Year 12 Starts Monday 11 <sup>th</sup> January
Pupil Review Afternoon -	Years 10, 11 & 13 - Friday 22 <sup>nd</sup> January 2010
Parent Forum Meeting	Saturday 6 <sup>th</sup> February
Half Term	Monday 15 <sup>th</sup> February - Friday 19 <sup>th</sup> Feb (inclusive)
Staff Training Day	Friday 1 <sup>st</sup> April (School closed to pupils)
Pupil Review Afternoon -	Years 8, 9 & 12 - Tuesday 2 <sup>nd</sup> March
Parent Forum Meeting -	Saturday 27 <sup>th</sup> March
End of Term	Wednesday 31 <sup>st</sup> March 2010
Staff Training Day	Thursday 1 <sup>st</sup> April 2010
Easter Holidays	Friday 2 <sup>nd</sup> April 2010 - Friday 16 <sup>th</sup> April 2010

### Summer Term

Summer Term Starts	Monday 19 <sup>th</sup> April 2010
Year 10 Exams start	Monday 19 <sup>th</sup> April
Year 10 Work Experience	Monday 26 <sup>th</sup> April to Friday 2 <sup>nd</sup> May (inclusive)
IB Exam period begins	10 <sup>th</sup> May 2010
Pupil Review afternoon -	Years 7 & 10 - Friday 14 <sup>th</sup> May
Half Term	Monday 31 <sup>st</sup> May 2010 - 4 <sup>th</sup> June 2010 (inclusive)
HUMANITIES DAY	Friday 25 <sup>th</sup> June
Year 6 Induction Day	Friday 2 <sup>nd</sup> July 2010
End of Term	Friday 23 <sup>rd</sup> July 2010



## SUPPORTING YOUR CHILD'S LEARNING

As a school we work hard to make sure your child receives the best possible education.

### Tracking your child's progress

As well as high quality teaching, we carefully track the progress of every single pupil. We set ambitious targets for every subject that your child is studying, and check progress against this target every half term.

This year, we have tried to make your child's report clearer, so you can see if your child is on track or needs to make more effort to achieve the targets.

During the coming year, we will be trialling online reporting, which will enable parents and carers to check up to date information about their child's progress and attendance via the school website. If you would like to be part of the pilot group for this trial, please speak to any member of the Parent Forum, or to Mr Claxton.

### Marking your child's work and responding to feedback

Every teacher marks your child's work regularly. This year, we have introduced a new system of marking that we call 'T and R'. The 'T' stands for '*target*' - your child's teacher will comment on the work, and set very clear targets for how to improve and achieve. The 'R' stands for '*reflection*' - we expect your child to reflect on the teacher's comments, and use the opportunity to write a comment so the teacher can see if any additional support is needed. You can help your child by asking to see the 'T and R', and checking that your child is reflecting on targets for improvement.

### Using the Internet to support learning

You will see in this newsletter that the school has very clear procedures on the safe use of the Internet.

We see the Internet as an important learning resource, and expect your child to use the Internet at home to support their learning.

Over the coming year, we will be rolling out some exciting changes via our new 'Managed Learning Environment', hosted by *Frontier*. Many of your children will already be familiar with *Frontier* from their primary school.

One key innovation this year has been the introduction of SAM Learning across the school. All children have a personal SAM Learning account. Your child's access details are as follows:

Centre ID - E14GGS

User ID - Date of birth + initials - DDMMYY first and last initial

Password - same as user ID

Full details on how to use SAM Learning are on the school website [www.georgegreens.com](http://www.georgegreens.com)

The '*parents*' drop down menu on our website includes information about SAM Learning, as well as the school homework policy.

The school website also includes a half termly summary of the topics that your child will be studying at school.

### Homework

Homework is a crucial component of your child's learning.

We set homework challenges in years 7 and 8, in addition to weekly homework in English, Maths and Science.

Homework is set in all subjects from year 9 up.

Full details, including our homework policy, are on the school website [www.georgegreens.com](http://www.georgegreens.com)



# BEHAVIOUR FOR LEARNING

The aim of our Behaviour Policy is to ensure consistency of practice amongst teachers and staff. Pupils are expected to follow our classroom code as well as our 'how to be a good learner' guidelines. Pupils who don't follow the code and guidelines know what to expect as consistent sanctions are applied. Pupils who follow the guidelines and, in addition, work especially well, are rewarded for their excellent efforts.

## Our classroom code:

1. **Always follow your teacher's & support staff instructions**
2. **Always bring the right equipment to your lessons**
3. **Always arrive on time and leave only with your teachers permission**
4. **Always keep hands, feet, objects and negative personal remarks to yourself**
5. **Always listen when the teacher is talking to you**
6. **No eating, drinking or chewing in class**

## How to be a good learner and achieve:

1. **BE ORGANISED:** Have your equipment with you. Don't forget your journal and your books. Check your bag the night before.
2. **BE PUNCTUAL:** Arrive at your lessons on time. Don't waste time on the way or you will disturb the lessons and you will miss the teacher explaining what it is you are going to learn.
3. **SETTLE QUICKLY:** Sit where your teacher asks you and put your journals and equipment on your desk!
4. **LISTEN CAREFULLY:** You won't learn if you don't listen to your teacher. Concentrate and don't be distracted. Listen to your classmates' contribution as well.
5. **ASK IF YOU DON'T UNDERSTAND:** Don't be afraid to ask your teacher for help. Put your hand up and wait until he/she has time to come to you. Your classmates may also

be able to help. Be polite to your teachers and to others.

6. **DO YOUR BEST WORK:** Get into good habits! Take time with your work. Don't leave it half finished or do it in a slapdash way.
7. **PARTICIPATE:** Have the confidence to answer questions. Try to answer at least one question each lesson. Remember, in the last part of the lesson the teacher will try to find out what you've learnt. Be prepared to speak up.
8. **DO YOUR HOMEWORK:** Doing a little extra work at home helps you to extend your learning. This way you can start to think about what you've learnt and whether you understand it.
9. **FIND OUT MORE:** Ask your teacher for extension work and for ideas of books you can read or projects you can do to stretch yourself even further.
10. **MEET YOUR TARGETS:** When your teacher marks your work, read his/her comment carefully. Take note of the targets you are set. Reflect on your teacher's comments and add your response so your teacher can see what you are planning to do. Make sure you put the advice your teacher gives you into practice.
11. **BE PROUD OF YOUR ACHIEVEMENT:** Being a good learner will help you to achieve at school. Be proud of this. Enjoy your success.

This is a positive learning and behaviour model and we want as many pupils as possible to be rewarded with smiling faces, postcards, credits, pictures in the newsletter etc. We would, therefore, ask for parents support in ensuring that your child is prepared and ready to follow all guidelines. Our pupils deserve the very best environment for learning. Good behaviour for learning is essential.



## IT IS REALLY IMPORTANT TO ENSURE THAT PUPILS ARE:

- In full Uniform (see item and photo on page 9) *without any variations*. Pupils not in uniform will either be loaned second-hand uniform items (including PE kit) or will be sent home to change.
- Prepared for Learning (PFL) with a SCHOOL BAG, a pen and pencil and PE kit if required that day. They must also have their Journal or Planner.
- Making good use of Journals/Planners – these need to be used to record homework, individual pupil targets and other important information. Tutors will sign these every week and we ask parent/carers to sign them also.
- Familiar with the Presentation of Work Policy (in Journals/Planners). We expect pupils to spend time and energy presenting their work carefully. Books should be free of graffiti and all work should be done as well as possible.

## PUPILS WHO CONSISTENTLY MISBEHAVE OR WHO ARE NOT MAKING PROGRESS MAY BE PUT ON REPORT TO HELP MONITOR THEIR PROGRESS: THERE ARE THREE STAGES OF LEARNING REPORTS:

- Green Report: Where the Tutor puts a pupil on report
- Yellow Report: Where a Tutor Report shows no improvement the pupil is put on Yellow report to the Head of Year and/or Learning Manager
- Red Report: Where the Head of Year or Learning Manager reports no improvement then a child will go on Red Report to a member of the Senior Leadership Team.

The Tutor and/or Head of Year or Learning Manager will inform parents by letter when a child goes **on** and **off** report. Reports should be time limited – usually two weeks.

Our BEHAVIOUR STRATEGY depends on pupils returning at the end of the day to RESOLVE any problems that have occurred during the lesson. These resolutions are very important. Once a resolution has been completed no further action is normally necessary. However, pupils who fail to attend resolutions and/or faculty or department detentions will be given a longer detention by their Head of Year or Learning Manager and if they fail to attend that one they must attend a SENIOR DETENTION on a Friday evening. The important point is that pupils must do THEIR RESOLUTIONS and avoid escalating the problem. Pupils who do not cooperate and who do not follow the BEHAVIOUR

POLICY may be asked to attend a **GOVERNORS WARNING MEETING**. Parents/carers will be kept fully informed about any issues of poor behaviour and will be asked to come into school to meet with relevant staff to try to find a positive way forward if problems persist.

The **REWARD SYSTEM** is a very important part of our Behaviour Strategy and something we spend a lot of time and money on. Pupils will be well rewarded for working hard and behaving well.

## George Green's Cashless Dinner System for School Lunch and Tuck Shop

When pupils enter George Green's they have to be registered on the 'IMPACT' cashless dinner system. We intend registering the new Year 7 pupils on their first day 3<sup>rd</sup> September 2009. If the pupil is entitled to Free School Meals the money is automatically credited to the pupil's account at lunchtime each day and if the pupil is absent and money not used it is wiped off at the end of the day. This money can only be used for Dinner and not tuck.

Paying pupils bring in their cash and pay it into their account via a machine outside the dinner hall. Their account is credited with the amount, so when they go through for lunch or tuck, their finger print is swiped and the money automatically comes off their account. If parents wish to pay a lump sum by cheque, this can also be done by writing the pupil's name and class on the back of the cheque (cheque to be made payable to London Borough of Tower Hamlets), and giving the cheque to the Senior Kitchen Supervisor via a lockable post-box. The Supervisor then enters the value of the cheque onto the relevant pupil account, and the pupil uses the money daily. The system can provide reports for individual pupils, if necessary, stating what the money was spent on and when, so if parents are concerned at what their child is eating or where the money is going, it can be checked. We have found the system very efficient.

If you have any questions regarding the Dinner system, please do not hesitate to contact the school and speak to either Yim Ho-Aylmer or Louise Jones who will be able to assist you.



## SAFE & HAPPY SCHOOL & COMMUNITY

As you know we do all in our power to ensure that all our pupils and our staff are safe and secure at all times. This is fairly straight-forward when they are in school but is far more difficult when they are on the way home or are around in the local area. However, we work very closely with the Police and with Housing and Tenants Associations and with youth and voluntary organisations to help maintain the safety of our young people when they are not actually in school. Pupils who misbehave on **BUSES AND TRAINS AND IN THE LOCAL AREA** will be identified and be answerable for their actions.

## WHO CAN HELP IF YOUR CHILD IS IN TROUBLE?

There are loads of people who can help! Every member of staff takes some responsibility for pupils. They are always our first priority!

- If you have any worries you should contact your child's **Form Tutor** in the first instance. Remember they are teaching all day and normally have scheduled meetings until 5.00pm so please don't expect an instant response! They will get back to you as soon as they possibly can!
- If the matter is **urgent** - telephone your child's Head of Year in the first instance

### Key Stage 3 Team (years 7-9)

Senior Leader - Lucy Ciantanni

Learning Managers - Tom Williams and Adam Hadley

Heads of Year - Year 7 - Dawn Keane

Year 8 - Dawn Spiteri

Year 9 - Wendi Leo/Ms Barbara Mannix



Ms Ciantanni



Mr Williams



Dr Hadley



Dawn Keane



Dawn Spiteri



Wendi Leo



Barbara Mannix

## Learning 2 Learn Team (Key Stage 3)

Senior Leader - Kate Garcia  
Learning Manager - Bob Bolding  
Head of Year - Kim Morley



Mrs Garcia



Mr Bolding



Kim Morley

## Key Stage 4 Team (years 10 and 11)

### Year 10

Senior Leader - Steve Bright  
Learning Manager - James Mackay  
Head of Year - Angela Rennie-Smith



Mr Bright



Mr Mackay



Angela Rennie-Smith

### Year 11

Senior Leader - Elma McElligott  
Learning Manager - Kate Honeysett  
Head of Year - Rennett Thomas



Ms McElligott



Ms Honeysett



Rennett Thomas

- If a problem is very urgent telephone the school and ask to speak to the member of the Senior Leadership Team on duty. They will listen to your concerns and do what needs to be done immediately and ensure that the person you need to speak to is informed and gets back to you as soon as possible
- If you need to talk to me (The Principal) please contact my Personal Assistant: Debbie Ferry 0207 001 9430 or email me on: [kfrederick@georgegreens.com](mailto:kfrederick@georgegreens.com)

## CONTACTING US BY EMAIL

You can contact any member of school staff by email by putting their initial followed by their surname@georgegreens.com This is an efficient way of contacting someone in school as it is often difficult for teachers or Teaching Assistants to get to a telephone during the school day.

Examples are shown below:

[kfrederick@georgegreens.com](mailto:kfrederick@georgegreens.com)

[twilliams@georgegreens.com](mailto:twilliams@georgegreens.com)

[ahadley@georgegreens.com](mailto:ahadley@georgegreens.com)

[jmackay@georgegreens.com](mailto:jmackay@georgegreens.com)

[khoneysett@georgegreens.com](mailto:khoneysett@georgegreens.com)

[dferry@georgegreens.com](mailto:dferry@georgegreens.com)

## Who else can help?

PC Duncan Evans (Safer Schools Police Officer) - [devans@georgegreens.com](mailto:devans@georgegreens.com)

Mr Jabir Uddin (Youth & Community Manager) - [juddin@georgegreens.com](mailto:juddin@georgegreens.com)

Mr Foyshal Alom (Youth & Community worker)

**Our Supervisors** (led by Mrs Angie Robotham) are always out and about on the corridors in the playground and are trained to spot and deal with pupils in difficulty.

We also have two Learning Mentors and 42 Teaching Assistants, A school counsellor, Education Welfare Officers, Attendance Officers and numerous trainee Social Workers. They know our pupils well and are always happy to give advice or support to both pupils and parents/carers. All you have to do is ask! In fact, all our teaching and non-teaching staff have been trained in behaviour management and can help to resolve conflict and to ensure that all problems are dealt with quickly.

## The Anti-Bullying Committee



## PREFECTS



## THE SAFER SCHOOL PARTNERSHIP

The Safer School Partnership is a new Government scheme aimed at making schools and the local community safer. PC Duncan is well known to us all and has been a real asset



to the school and the community. He helps us tackle difficult issues that occur in the community (but are brought into school) that require a wider community brief. The pupils and staff already know and trust Duncan and parents/Carers can reach him on: 0207987 6032.

## THE SUPERVISORS

This fantastic team of Supervisors are on duty throughout the day. They are in corridors, in toilets in the playground and dining halls and are always on hand to supervise pupils during their 'unstructured' (not in lessons) time! They know all the pupils personally and are trained in resolving conflict. Angie Robotham leads the team who are completely unflappable and reliable. The Supervisors are easily identified by their Red Uniforms! You can't miss them!



## SCHOOL DISCIPLINE & SAFETY

Parents/Carers will know that George Green's School is a safe and secure place for pupils and staff to work in. We take the welfare and safety of pupils and staff very seriously and do all that we can to ensure that incidents of bullying and intimidation are dealt with swiftly. Our rules & regulations are very clear and all pupils know them well. This is a school where pupils will 'tell' if someone is making their life a misery. **We do need the support of Parents/Carers!** Please never tell your child to 'fight back' if they are bullied or if someone 'starts' on them. They must tell a member of staff who will sort the problem out. Fighting is generally regarded as a reason for exclusion. Pupils know that setting out to 'get someone after school' will also result in exclusion, even if it happens on your estate, at the weekend! It is very important that both pupils & parents/carers fully understand these rules as they prevent intimidation and fear and allow us all to get on with the job of learning & teaching! When your children come to school we are fully in charge of their welfare and act as a good parent. You must leave it to us to sort out problems! Parents/Carers must trust the school and the staff within it. Nothing is ever ignored. We always listen to pupils and follow up on their concerns.

Please help us ensure the safety and well-being of your child by reminding your child that:

### MOBILE TELEPHONES are not allowed in George Green's School

Mobile telephones are banned from George Green's School with no exceptions. The reason for this is they can be used by pupils, to call (*or to send a text message*) a friend or an irate parent to the school, when they have had an argument with a member of staff or with another pupil. This results in either a gang of young people arriving at our school gate at 3.15 waiting to 'get' somebody - usually for something that has already been sorted out! Alternatively, we have had irate parents or big brothers or sisters who have barged their way into the school to either sort out another pupil or a member of staff who has told their child off! These are very real situations that have happened - so please take note.

If your child does have to bring a mobile phone to school they must hand it in at PUPIL RECEPTION before registration and collect it at the end of the day. If any child is found in possession of a mobile phone in school (we do random checks) it will be confiscated and locked away until the end of the half term. This is the only way that pupils who defy the ban will learn - the hard way!

### Dangerous items including drugs, alcohol or weapons of any kind

These must not be brought anywhere near the school. Pupils have been warned of the severe consequences of bringing such items into school (ie immediate exclusion & involvement of police). Any infringement of these rules will result in permanent exclusion or even prosecution. Items that could be used as weapons also fall into this category.

### School Uniform is compulsory - its not an option!

Following a whole year of consultation with pupils, parents, staff and Governors we are introducing a new school uniform from September. This was designed and agreed by the student body so they have no excuse for not wearing it! Thankfully the uniform is not vastly different from the original uniform and is not expensive to buy. It really makes all our life easier if we do not have to hassle pupils about wearing correct footwear, getting them to remove jewellery, personal stereos etc. The pupils know these are not allowed! It helps us if you as parents ensure that your child arrives at school properly dressed for school. The rules on Jewellery are also clear - only small earrings or rings and no piercing of any kind are allowed. Unsuitable items will be confiscated and will be returned only to parents. All pupils should have an outer coat to wear and not arrive wearing a variety of jumpers and jackets that they then try to wear in school throughout the day.



# REMEMBER - Uniform has changed

School uniform is a black skirt or trousers. (No jeans, tracksuit bottoms or combats.)

A black school cardigan or jumper.

White polo shirt (short or long sleeved)

Black or white socks or tights.

Black shoes.



**Look Smart - Think Smart**

## JEWELLERY

One small pair of stud earrings.

One necklace, tucked in.

One ring.

A watch.

**NO OTHER JEWELLERY IS ALLOWED**

This year **BLACK SHOES** must be worn.

If you choose to wear the salwar kameez it **MUST** be the uniform version with the **George Green** logo.

Headscarves for Muslim girls may be black or white.



Pupils not in uniform will be sent home to change, or held in the exclusion room until a parent can be contacted.

NO non uniform jumpers, cardigans, or hoodies will be allowed on site. These will be confiscated and returned at the end of the week.

**Pupils should have a coat and bag.**

## Pupils Prepared For Learning

All pupils must come to school Prepared for Learning. This means they must be properly equipped with their Journal/Planner, pens, pencils, correct books, timetable, P.E Kit etc. Pupils need to be well organised and need to check & pack their school bags the night before (don't let them leave it until the morning or they will be late!) to check they have everything they need. Do check and sign their Journal/Planner regularly - it contains lots of information!



## BREAKFAST CLUB will start again on Monday 7th September.

The Dining Hall is opened from 7.45 am and a lovely Breakfast is supplied for all who wish to partake. At the moment the service is free (funded by **Morgan Stanley**) and is really well attended with over 200 pupils, starting the day with a good meal. Two of our wonderful 'Supervisors' are always present to ensure that the breakfast experience is positive and friendly. Our Kitchens provide the delicious food and drinks that go down so well. Start the day off well - come and join us for breakfast.

## CLUBS & AFTER SCHOOL

ACTIVITIES - These will start on the second week of term. A full list of clubs (which are all free) will be published in the next edition of the Principal's Newsletter.

## ATTENDANCE

Good attendance is essential for your child to make progress with their learning. We continue to do everything in our power to ensure pupils arrive on time every single day. Please help us by not keeping them at home unless they are very unwell. See the summary of our Attendance Policy on next page

## PUNCTUALITY

Pupils must arrive in plenty of time for registration and lessons. Punctuality to school and to lessons is monitored very carefully and pupils who repeatedly arrive late - thus disturbing the learning of others will face severe consequences.

## HOLIDAYS - NOT IN TERM TIME PLEASE!

The Borough and School Policy says that I am unable to authorise any holidays during school time. If you do take a holiday in the school term the absence will be regarded as unauthorised and will remain on file as such. We ask you not to take your child out of school for holidays or long weekends during term time, as this seriously hinders their progress at school. It is virtually impossible to catch up on five different lessons that take place in one day. If pupils are not there to be taught,

## Make school a priority

Jason Beazley and his attendance team Lynn Phillips, Polly Hafiz & Simon Browne & our team of Educational Welfare Officers follow up on all absences. If there is a problem with your child's attendance- you will be hearing from them! If there is an extreme case then PC Duncan Evans would also become involved.

## PARENT FORUM

We have a very popular parent forum that meet regularly on a Saturday morning (see dates given) who are always looking for new members. If you would like to know more please contact Lucy Ciantanni via email [lciantannie@georgegreens.com](mailto:lciantannie@georgegreens.com) or by phone and she can tell you all about the work of the parent forum. I know that any parent who is interested will be made to feel very welcome.

## ATTENDANCE INFORMATION AND CONTRACT FOR PARENTS

### **INTRODUCTION:**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this. Every child will receive this information on acceptance at the school along with a copy of the Attendance and Punctuality policy.

### **WHY REGULAR ATTENDANCE IS SO IMPORTANT:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### **PROMOTING REGULAR ATTENDANCE:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Give you details on attendance in our regular George Greens Newsletter;
- Report to you at least half-termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.

### **UNDERSTANDING TYPES OF ABSENCE:**

Every half-day absence from school has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

### **PERSISTANT ABSENTEEISM:**

A pupil becomes a '**persistent absentee**' when they miss 20% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.



PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor or a Connexions worker, use of circle time, individual incentive programmes and participation in group activities around raising attendance. All PA cases are also automatically made known to the Education Welfare Officer.

#### **ABSENCE PROCEDURE:**

##### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

##### **If your child is absent we will:**

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer, Assistant to the Head of Year, Social Welfare and Attendance Manager and/or Attendance Welfare Advisor/ Headteacher if absences persist;
- Refer the matter to the Attendance Welfare Advisor if attendance moves below 85%.

#### **TELEPHONE NUMBERS:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

#### **THE ATTENDANCE WELFARE ADVISOR:**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Pupil

Attendance & Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorized absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Alternatively, parents or children may wish to contact the PAEWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

#### **LATENESS:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupts lessons, can be embarrassing for the child and can also encourage absence.

#### **How we manage lateness:**

The school day starts at **8.45am** and we expect your child to be in class at that time.

Registers are marked by **8.55am** and your child will receive a late mark if they are not in by that time.

At **9.00am** the registers will be closed. Any child arriving after this time will get a LATE attendance mark, in accordance with the Regulations, if your child arrives one hour after at **10.00am** without a just and reasonable reason they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Assistant to the Head of your Childs Year and/or Attendance Welfare Advisor, an officer of the Borough, to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.



## HOLIDAYS IN TERM TIME:

Taking holidays in term time will affect your Child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance and at the discretion of the school a maximum of 10 days in any academic year may be authorised. In making a decision the school will consider the circumstances of each application individually including any previous pattern of leave in term time.

Full details of our policy and procedures are available from the school, but it is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods (SATS), GCSE or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below (90%) or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **92%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the city.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in our Newsletter and we ask for your full support.

## THOSE PEOPLE RESPONSIBLE FOR ATTENDANCE IN GEORGE GREENS SCHOOL ARE:

**Ms Cerian Whiting** Deputy Head

**Mr Jason Beazley** Social Welfare & Attendance Manager

**Miss Lynn St Phillip** Attendance Officer  
Your Childs Year Learning Manager (previously known as the Head of Year.) your Childs Assistant to the Year Learning Manager.

Borough Attendance Welfare Advisor when and if necessary.

## SUMMARY:

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

## GEORGE GREENS SCHOOL

*Remember  
the Principal's  
Newsletter is  
published  
every Friday of term  
- ask for it! It is  
my way of keeping  
you informed about  
what is happening in  
the school*



## ATTENDANCE CONTRACT

**Please sign and return to your child's Tutor on first day of term:**

DATE:.....

CHILD's Name:.....

CHILD'S Form Class.....

I the parent of.....have read and understood the terms and conditions of the Attendance Policy at School

PARENT Signed:.....

Print name of parent.....

GEORGE GREENS SCHOOL LEARNING MANAGER Signed:.....

Print name of parent.....

### URGENT

It is really important that we have correct contact details plus emergency numbers in case your child has an accident. Please make sure that you contact us if you change your mobile number or if emergency contact numbers change. Please complete the enclosed family update form and return to Form Tutor on return to school

**PLEASE RETURN THIS VERY IMPORTANT FORM TO YOUR CHILDS TUTOR ON THE FIRST DAY BACK!**

### FINALLY

May I wish you all a very happy and safe holiday. We look forward to the new term with anticipation and excitement.



