



Dear Parent / Carer,

8th September 2016

A very warm welcome back to school for both you and your child.

I am writing to inform you about some of the new policies and practices that are being introduced for this year, starting this week.

The rationale behind these changes is to further develop student's personal responsibility, both for their behaviour and their organisation, and in doing so, help them develop responsibility for their own learning. The policies and practices that are being adopted have come directly from the most successful Multi Academy Education Trust in the country, and have a proven success record.

Following this year's examination success, Hull Trinity House Academy has had three consecutive years of continuous improvement in student progress, so the implementation of these policies are now about ensuring that this continues. Below I will outline the key aspects of the new policies, but there will also be opportunities for you to come into the academy to have these discussed in more detail, and to allow you to ask any questions.

Student Planners

All students will be issued with pre-printed Student Planners on their first day back to school.

These Planners will underpin all of the new Policies and Procedures that are being implemented. The role of the Planner is too broad to fully document here, but below are a few of the key aspects that it will be used for.

- It contains the student timetable
- It contains all of the information that a student (or parent) needs about the academy policies and procedures
- It contains areas where students can monitor and track their own attendance and progress
- It contains spaces every day for detention stickers to be put in
- It contains Red/Amber/Green pages at the back that will be used every lesson for students to indicate to their teachers if they are understanding the lesson, or need additional help.

It is therefore essential that the Students have their Planner with them every day. To both encourage and ensure that all students have their Planners with them, **every student will have to show their Planner to the duty staff as they enter the academy every morning. If they do not have their Planner, they will receive a detention.**

Consequences Behaviour System

The Consequences Behaviour System is being established to ensure clarity and consistency across the academy, to encourage students to take responsibility for their own actions and behaviour, and to eliminate low level poor behaviour that disrupts learning.

Although our expectations of student dress, attitude and behaviour remain unchanged, the single biggest difference from the previous system is that it will be the responsibility of the student to both attend the detentions and inform parents of the detentions.

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Stickers will be issued to be placed in their Planners, but students will NOT be reminded about attending detentions and parents will NOT be contacted by the academy. *(The only exception will be if a 'same day' detention is issued, or if a student is being sent home on a C6 / FTE/PX – in which case the academy will contact parents)*

Code	Action	Consequence	Outcome
C1	First verbal warning for negative behaviour in class	Name written on Consequences Board at front of classroom and first 'tick'	A student is given 3 opportunities to settle down, modify their behaviour, and get on with their learning, before any disciplinary action is taken.
C2	Second verbal warning for negative behaviour in class	A second 'tick' added to the Consequences Board at front of classroom	
C3	Third verbal warning for negative behaviour in class FINAL VERBAL WARNING	A third 'tick' added to the Consequences Board at front of classroom	
C4	At 4 th warning a student will be instructed to leave the classroom, as persistently disrupting learning	The teacher will issue a C4 Form that the student takes with them to the Matrix Room. Half of the form is returned to the teacher, half of the form contains a letter to parents. It is the student's responsibility to give this letter to parents.	At the end of the lesson, the student returns to the classroom to book in a C4 Matrix Detention and put the detention sticker in their Planner It is the student's responsibility to inform parents of date of detention

C4 'Other'	A student breaks a school rule that is not about disrupting learning in a classroom e.g. Forgets Planner / Late for School/ Not in full uniform/Uses Mobile Phone/ Inappropriate Behaviour/ Refuses a reasonable request etc...	Staff who are doing duties around the Academy will issue the student with a C4 'Other' detention.	A sticker will be placed in the Student Planner. It is the student's responsibility to inform parents of date of detention.
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C5	If a student fails to comply with any of the arrangements above, he will get a C5, or if he is involved in a serious incident, such as fighting or bullying.	The student will spend a full day in isolation in the Consequences Room AND then complete any detention missed above. This will score negative behaviour points on the Student's Inclusion Tracker	The student reports directly to the Consequences Room at 8.45am It is the student's responsibility to inform parents
C6	If a student misbehaves in any way in the Consequences Room, he will be sent home.	Parents will be contacted and will be required to attend a Re-integration Meeting. The student will be placed on a Behaviour Support Plan, and this will score negative behaviour points on the Inclusion Tracker.	The student will return to the academy, they will complete their time in the Consequences Room and make up any outstanding detentions

This is the basis of the new 'Consequences System'. Further details are in the Student Planner and will be explained at the Parent Information sessions.

Fixed Term Exclusions and Permanent Exclusions remain unchanged.

FTE	For any serious misdemeanour a student will receive a Fixed Term Exclusion (FTE)	Parents will be contacted and will be required to attend a Re-integration Meeting. The terms and conditions of a student's return will be agreed with Parents.	The student will be placed on a Behaviour Support Plan, and this will score negative behaviour points on the Inclusion Tracker Fixed Term Exclusions are reported to the Chair of Governors and the Local Authority
PX	Permanent Exclusions (PX) are for serious, persistent or dangerous behaviour. Pre-meditated violence, possession of drugs or a knife, assault on staff are examples of 'one off' offences. Reaching the end of the Inclusion Tracker, having exhausted all other efforts is 'persistent'.	Parents will be contacted and the student will be sent home. Work will be provided. Permanent Exclusion papers will be sent home and copies sent to the Chair of Governors and the Local Authority	The student and his parents will be invited to a Permanent Exclusions hearing, run by the Local Authority with a panel of Governors.

The rigour and consistency of this system ensures that learning is not disrupted in lessons, all students can feel safe at school and all students are being treated absolutely equally. The academies that have implemented this system in recent years are some of the highest performing academies in the country now. Our aim is to ensure that your son not only receives the best possible academic education, but also gets the best preparation for life after school, in terms of learning to be responsible for his own organisation and his own actions.

There are more details about the Consequences System in the Student Planner. We will also be running three parent information sessions, if you would like any more information or details about the Consequences System.

We will be running 3 x 30 minute parent information presentations on:

Tuesday 13th September 2016 at : 8.30am / 2.30pm / 6.00pm in the Theatre at the Academy.

We look forward to having your support and your son having a successful year at Hull Trinity House Academy.

Yours sincerely,

Karen Keaney
Principal