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17 May 2018

Dear Students

I have noticed recently that some of your standards are not as high they usually are. Please could I remind you of the following:

**1. Lessons**

These are the reason why you are here and are the most important part of your day. I call your lessons 'precious'. This means that they must be treated with due respect. In lessons, I expect you to listen carefully to the teacher and to follow all instructions. Most importantly, I expect you to be fully engaged in your lessons and to try your best. Smile and enjoy what your teachers have planned for you!

**2. Lesson Routines**

Before every lesson, you must line up in a single file outside your classroom. Your teacher will expect you to fall silent when they greet you so that they can check your uniform. When your teacher is satisfied that uniform is perfect, he or she will invite you into the classroom. At this point, you should go to your places, stand behind your chairs in silence and take out your equipment for the lesson, including your planner. Your teacher will then invite you to sit down.

At the end of the lesson, you will be asked to pack away and then to stand up behind your chairs in silence. Your teacher will re-check your uniform at this point and he or she will also check that your workspace is neat and tidy. At this point, you will be dismissed in small groups onto the corridors.

**3. Movement around school in between lessons**

You are expected to move from lesson to lesson quickly, calmly and with purpose; a bit like how I walk around the school when I visit your lessons. There is no time to waste and I will be asking teachers to ensure that I am notified if student has not arrived on time to a lesson. Some of you complained that you did not like the new 'one way' system in the Maths and English block; I listened to you and removed the system but I now expect you to be calm, purposeful and careful when there are lots of you on the corridor.

**4. Uniform**

Uniform regulations are still the same as they have always been. In particular:

- Shirts must be tucked in at all times
- Blazers must be worn at all times, with your House badge on display
- Black shoes (and not trainers) must be worn.

Should any student not have a pair of black shoes, please do let me know and I shall let you rent a pair of shoes that I have purchased in several sizes as spares for students.

In warm weather, individual teachers may allow you to remove blazers but these must be put back on after each lesson has finished. If you respond well to this letter, I will consider introducing a summer uniform after half-term where you may be able to come to school without blazers. I have even found some shorts that I might introduce into the uniform policy for the summer. However, until you have notification from me that this is permitted, continue to follow our full uniform policy.

I trust that I shall be overwhelmed by how well you respond to this letter. I am so very proud of you all and of the journey that you have been on this year that I feel very disappointed when I have to consider sanctions for the few rather than rewards.

Keep going all of you – you can do it.

Yours sincerely

Mrs L J Walton  
Headteacher

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