

Dear Parent/Carer

So that everyone is fully prepared for our return on the 27<sup>th</sup> February, we just wanted to remind you of a few key pieces of information.

### 1. ATTENDANCE AND TIMINGS OF THE SCHOOL DAY

School attendance has been proven to have a huge impact on achieving good grades. Every student at this school is expected to maintain an attendance level of at least 95%, in line with the Government's expectations. Whilst it is appreciated that children are unwell from time to time, and there may be exceptional circumstances for absences, please think carefully about taking your child out of school, as persistent absence is proven to have a significant impact upon a child's educational attainment. We will continue to work with the local authority in terms of tackling persistent absence and issue fixed penalty notices where appropriate. Being on time is not only an essential life skill, but also something which has a huge impact on learning. Being on time to school provides a positive routine which sets students up for the day ahead and being on time for lessons allows teachers to maximize time available to help students learn. A reminder that the school day starts at 8.30am and students should be on site and in their tutor group lines by 8.35am. In order for that to happen students should aim to be through the school gates by 8.20am.

### 2. BEHAVIOUR SYSTEMS

Strong discipline has always been a key driver for the success of any school and students on the whole behave well. The school has an achievement and behaviour pathway which has been in place for some time now and this will continue on our return. The vast majority of students do behave well and are polite, however a small minority think the basic rules do not apply to them. This will not be tolerated and students who cannot abide by the basic expectations of Smiths Wood will face sanctions on a progressive scale which could lead to permanent exclusion.

### 3. UNIFORM AND EQUIPMENT

Any good school will pride themselves on students being prepared for school and looking extremely smart and ready to learn. It is paramount that your child comes to school in the correct uniform. The uniform is comprehensive and we will not apologise for maintaining high standards of appearance. We operate some entry level standards that are consistent across all of our schools in Fmat. These will remain in place and include: 1) no jewellery is to be worn, with the exception of one stud in each earlobe. No visible necklaces, bracelets, rings or other piercings (including tongue piercings or those in the helix or tragus) will be allowed. 2) students will only be permitted to wear 'subtle makeup' but will not be permitted to wear nail varnish or polish. In addition, no extreme or unnatural hair colouring or styles will be permitted. These standards are non-negotiable so please ensure you do not send your child to school with any prohibited items of jewellery or make up. Failure to meet the correct uniform standards will result in your child needing to be collected from school to rectify any issues. It is essential that all students have the correct equipment so they are 'ready to learn.' Our minimum expectation is that all students will always have a reading book, pen, pencil, ruler and calculator.

Yours sincerely  
Mr S. Huntington