18.07.2023

Dear Parents and Carers,

It gives me great pleasure to introduce myself as Interim Headteacher of Treviglas Academy. I feel privileged and proud to lead a school full of such ambitious and wonderful students and staff.

I have worked at Treviglas for many years now and am committed to ensuring that we continue to improve standards across the school for all our students. I fully understand the current difficulties in society and my aim is to ensure that Treviglas remains a place where students enjoy their learning in a safe, yet ambitious environment. I won't tolerate any behaviour that jeopardises this.

We are in the business of ensuring students achieve great outcomes, but we must not forget the importance of also nurturing and developing our young people. I am so proud of our students’ examination outcomes. The progress of our students is above the national average and ranks us ninth in the county compared with the other Secondary Schools. It is my ambition that students continue to leave Treviglas Academy, not only with the results to support their future aspirations, but also as well rounded caring members of society.

In March, Ofsted visited us for a full two day inspection. They recognised the journey that the school had made from its previous inspection report and I am focused on making the improvements recommended. The full report can be accessed below.

<https://reports.ofsted.gov.uk/provider/23/145843>

We all want our school to be a calm and safe environment, where the students enjoy achieving their best. Our new ‘Morning Routines’ are an example of what we are doing to achieve this. They give the opportunity to ensure that all students are ready for the day, thus reducing any disruption to learning. To further support, please carefully read through each section below with your child and review the relevant policies.

**Wellbeing and Student Support**

The wellbeing of your child is very important to us. If your child has a concern, please tell them to report it using the link below and we will act on it. They can also use this form to request an appointment with a member of our student support team. Responses to this form are reviewed daily by our student support team to ensure that suitable actions are in place for students.

<https://forms.gle/eGXuLngP6NXUHzX76>

**Attendance**

We expect students to attend school everyday. Good attendance at school is not just valuable, it's essential. Our ambition is that our students attend 100% of the time and this is particularly important at the start of term. There is strong evidence that helps all students make the best possible start to the academic year. Any absence at the start of term will be swiftly followed up with contact from school and home visits if required. Attendance is also directly linked to outcomes and students with good attendance do better in their exams. In the rare instances that your child can't attend school, please provide details in a timely manner so we can track accordingly and offer support where necessary.

If a child needs to come home for any medical reason whilst at school, the primary contact parent/carer will be contacted via the school reception. Students must not contact home themselves and we ask that parents/carers do not contact students directly during the school day. If you need to contact your child whilst they are at school, please do this by telephoning or emailing reception.

Attendance Policy: [Student Attendance Policy.docx](https://docs.google.com/document/d/14meZTVLVENKwejpWHndmWeczL84YsYW1/edit?usp=sharing&ouid=115151493266441527544&rtpof=true&sd=true)

**Behaviour**

I hope that you are finding Satchel ([www.satchelone.com](http://www.satchelone.com)) a useful communication tool. If you need support getting logged in, please contact us. It is essential that all parents regularly check their child's accounts for updates. I recommend downloading the app as this will give you instant access to the positive points awarded to your child during the day, as well as quickly highlighting any concerns. You will know what sort of a day they have had before they even get home!

Our internal processes to support all of our students to achieve the expected behaviour for learning both in lessons and in social times have now been refined. This issue was identified by the Ofsted inspectors and was also evident through Parent View.

We always support our students to make positive choices. However, students who do not make the correct behaviour choices will spend time in our Reflection room where they can regulate and rectify their behaviour. They will return to class when they are ready to learn. If a student needs an increased level of support to be ready to learn, they will spend a day (5 lessons) in our Reset room. This is a serious sanction. If a student fails to follow the expectations in either Reflection or Reset, it is likely that they will be suspended. When a student returns to school following a suspension, they will not return to lessons until they have successfully completed a day in Reset. This ensures that other students' learning will not be disrupted by an individual's poor behaviour choices.

**Vapes and Smoking**

Selling vapes and e-cigarettes to under 18s is illegal. There are huge health risks involved for young people that vape; many of these risks are still unknown. We are a non smoking site, which includes vaping. I am hugely concerned about the growing trend of vaping in teens and welcome the recent council's call to ban all disposable vapes by 2024.

Where there is evidence that a student has been smoking/vaping, they will be seriously sanctioned. If a group of students is suspected of vaping/smoking, they will all be sanctioned. Please support by regularly checking bags and pockets of your child.

**Toilets**

Students must only use the toilets for their designed purpose. They are not somewhere to socialise or eat lunch. Students must not go into the toilets in large groups and there is to be no more than one student per cubicle. Our staff are monitoring our toilets to keep them safe for your children. Students found breaking these rules will be placed in Reflection or Reset.

**Mobile Phones**

All student phones are to be switched off and in their bags. If you need to contact your child whilst they are at school, please do this by telephoning or emailing reception. If a student's phone is not in their bag, it will be taken to reception where they can collect it at the end of the day. If a student persistently fails to keep their phone in their bag, it will lead to further actions such as parents being asked to collect the phone or their phone being handed into reception each morning.

I encourage parents to have conversations with their children about the sensible and healthy use of mobile phones and social media, such as turning them off during the night and silencing notifications in order to get a good sleep before school. Please also regularly check your child's phones and messages to convince yourself that they are using them as you expect.

**Uniform**

The Treviglas school uniform plays a key role in promoting a feeling of belonging and equality. It also removes the peer pressure to have the new (and over-priced) fashion items. Being smartly dressed creates self-confidence and is linked with a positive, ready to learn mindset.

Below is a link to the reviewed school uniform policy and information links. In particular, please note from September 2023:

* skirts need to be black, pleated, and of an appropriate length
* socks or tights need to be plain black (socks are not to be worn over tights)
* shoes need to be formal black leather (or leather look) **with a step heel.**

Students should not be noticeably wearing make up, or nail varnish or false nails. One pair of stud earrings and a watch is allowed. No nose studs or other facial piercings are permitted. Putting plasters over piercings is not accepted.

If students have other jewellery on (with the exception of the watch and one pair of studs), the student will be asked to put the item in an envelope where it will be taken to reception for collection at the end of the day. If this is a persistent issue, parents will be asked to collect it.

Link to uniform policy: [Uniform Policy](https://docs.google.com/document/d/14QjzsmbWsner_jKRkr2fDgS7rTX5qAOc_hz_DCSYG3M/edit?usp=sharing)

**Equipment**

Please can you ensure that your child has a suitable school bag. It should contain a scientific calculator and pencil case with 2 pens (blue or black), 2 pencils, a ruler, glue stick, sharpener and eraser (highlighters are also useful). It should be large enough to put their books in. Students will be regularly visiting the library as part of their English lessons and they should make sure that they have their reading book with them every day.

If your child is in receipt of the pupil premium, or if you are facing financial hardship and you are struggling to equip your child for school, please do get in touch with us. We will always support you if possible.

It is important that you and your child familiarise yourself with the content of this letter to ensure that we can continue to give our young people consistent messages. I am really looking forward to working with parents and the community to ensure that the amazing work going on in Treviglas on a daily basis, along with our student achievements (both in and out of the classroom), now gain the recognition and respect they deserve.

I wish you and all our students a relaxing and peaceful summer.

Kind regards

James Rogers

Interim Headteacher

Treviglas Academy