



8<sup>th</sup> September 2026

Dear Parents and Carers,

As we begin the new academic year, it is important to outline key information regarding our behaviour systems and expectations. Our aim is to provide a calm, purposeful learning environment where all students can thrive, while also supporting them to develop the positive habits and routines that will serve them well throughout life.

### Level 2 Sanctions

A reminder to all parents and carers that Level 2 sanctions result in a 30-minute detention at the end of the school day. Parents and carers will be informed of any Level 2 sanction through the Arbor App, ensuring that communication remains clear and timely.

### Punctuality

Our expectations around punctuality remain unchanged. Students who receive 3 late marks across a week will receive a level 2 sanction and therefore will have a 30-minute detention on a Monday. Students who receive four or more late marks during the week will be required to attend a one-hour extension to the school day on the following Monday. (Please note that punctuality reports are run Friday – Thursday to ensure timely sanctions on a Monday.)

We recognise that lost time in lessons can have a significant impact on learning. Punctuality sanctions provide an opportunity for students to catch up on learning whilst also helping them to develop the habits of punctuality, responsibility and organisation that are essential for future success.

### Central Friday Detention

During the summer term of the last academic year, Year 10 trialed a new approach to supporting positive behaviour within the Upper School. Following the success of this pilot, the system will now continue across the wider school community.

As part of this approach, students may be referred to a Central Friday Detention. This detention lasts for one hour and is supervised by members of the Senior Leadership Team. The purpose of this sanction is to reinforce expectations, encourage reflection and support students in making positive behaviour choices moving forward.

### Restore then Return (RTR)

Students who are removed from lessons due to defiance or significant disruption to learning will be referred to Restore then Return (RTR) on their respective school site.

Students will usually remain in RTR for the remainder of the lesson in which the incident occurred, together with the following lesson. During this time, staff will support students to regulate their emotions, reflect on the choices they have made and prepare to return to lessons ready to learn and engage positively.

### Internal Inclusion

In situations where a student requires a more significant sanction, they may be placed in Internal Inclusion for a day or, where appropriate, for a longer period.



Internal Inclusion is operated from the Lower School site and provides a structured environment where students can continue their learning while receiving additional support to reflect on their behaviour, re-establish expectations and prepare for a successful return to their usual timetable.

Alongside these sanctions, we will continue to recognise and celebrate positive behaviour, effort, punctuality and contribution through achievement points, which will also be shared with parents and carers through Arbor.

We appreciate your continued support in maintaining the high standards of behaviour, attendance and punctuality that enable all students to succeed. By working together, we can ensure that every young person benefits from a safe, respectful and productive learning environment.

Yours faithfully,

Mr A. Horgan

Acting Assistant Headteacher (Years 7 – 9)

Miss C. Hollings

Assistant Headteacher (Years 10 – 11)