



Principal: Miss C Lucas
Vice Principal: Mrs C Sarginson

1st October, 2013

Dear Parent

Important Information

Child Protection

As part of our on-going commitment to ensuring the safety of all children that attend Shirestone Academy it is important that we remind you of the procedures that we follow with regard to Child Protection and Managing Behaviour.

We have a legal obligation to protect all children in our care. If any staff have cause for concern regarding the physical or emotional well-being of a child we will endeavour to speak to parents/carers immediately, however from time to time there may be incidents that arise which require the school to follow Child Protection guidelines put in place by the Local Authority. These guidelines may involve the school having to make a Child Protection referral to the relevant agencies. In some instances a referral may be made without prior consultation with parents, if this is the case it will be considered to be in the best interests of the child and in line with Local Authority protocol. We appreciate that in some cases following an investigation the issue that was raised has either been resolved or no further action needs to be taken. It is important to remember that as a school we are unable to make those judgements independently and have a legal obligation to act in the best interests of the child.

We thank you for your co-operation with this.

Behaviour Management

It is important that the environment we create at Shirestone is one that is caring, secure and happy. In an effort to ensure that all children feel safe we take any incidents of unacceptable behaviour very seriously.

Any child that displays Physical or Verbal aggression towards other children or staff will be subject to a period of detention or internal exclusion. The length of this will be determined by

the incident. Parents/Carers will be notified of this via telephone call or meeting with a Senior staff member.

If your child displays behaviour that is unacceptable repeatedly during lunchtimes and they are unable to respond to the support offered, it may be the case that we need to put in place a period of lunchtime exclusions. This would mean that you are asked to collect your child at lunchtime and take them home. You would then be required to return them to school for afternoon lessons. From time to time we have had to exclude children from school, this is a very serious matter and one which is not taken lightly. If your child has displayed behaviour which is deemed to be a danger to themselves or others then a period of exclusion may be instigated.

Policy on Care and Control of Pupils

If staff become aware of, or have a need to become involved in situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations.

Big Community

It is the intention of the Local Governing Body and Leadership of the school to support all children and families that make up our school community. In an effort to work in a preventative manner we will be working with Big Community, this service provide the school with a team of professionals who can work across areas which may include:

Attendance

Emotional Health and Well-being

Speech and Language Therapy

Family Support

Attendance

Every day or part day that is missed from school has a significant impact on your child's learning.

It is your legal duty to ensure that your children attend school every day, unless they are unwell. It is also essential that they arrive at school on time. Registers close at 9.05am. If your child arrives after this time it will be recorded against their attendance and they will lose their morning mark. This will impact on their overall attendance.

Referrals will be made to Big Community Intervention Service if your child's attendance falls below 95% in a half term. This will result in you being contacted by an attendance social worker.

Any holidays taken during school time will be classed as an unauthorised absence, along with continued periods of sickness that do not have medical evidence as back up. If you take your child on an extended holiday they will be removed from the school roll after 20 days. You would then need to reapply for the school place. We currently have waiting lists in most year groups. The Government's tougher approach to an unnecessary absence during term time was endorsed by legislation which began in September 2013. Head teachers/Principals cannot authorise requests for leave during term time unless in exceptional circumstances.

We know that you all wish to see your children succeed and make the best of their education. We are also sure you will see the importance of all children attending school regularly and on time.

Please do not hesitate to speak to a member of staff if you have any concerns or queries around your child's attendance. The school's attendance target for this academic year is 96%.

The safety and welfare of all children, staff and families is of prime importance and taken very seriously by the leadership and management at Shirestone Academy

Please do not hesitate to contact us if you require any further information regarding any of our policies, procedures or services that we work with. Copies of all policies are available upon request from the School Office.

C Lucas

Principal