

11th January 2017

Dear Parent/Carer

I hope that you are well. Following my various emails and newsletter I just wanted to write to wish you a Happy New Year and to share some key information with you.

Approach to Learning

As I said in the Newsletter we are focusing this year at Marriotts on helping all students to improve their Approach to Learning. Approach to Learning is about students taking ownership for their own conduct and academic progress. The vast majority of students at Marriotts now have behaviour, which is good or better.

However, Approach to Learning goes beyond this. Students need to reflect on what it means to be a student:

- **Before the lesson:** students need to think about how they can prepare for learning, by being fully equipped, on time and in full and correct school uniform.
- **During the lesson:** students need to reflect on how they approach and make the most of their learning, by contributing, taking risks, remaining on task and building their note taking, writing and reading skills.
- **After the lesson:** students need to take ownership of their progress. They will now be bringing class books home on a regular basis. They can use these to help them with their homework, which must always be completed. They can also review their notes to clarify anything that they did not fully understand and revise in preparation for the following day's learning. Students need to ensure that their bags are large enough to accommodate their exercise books, which are usually A4 size.

Expectations for punctuality, uniform and equipment have not changed, however, we are now ensuring that there are checks every morning in form time to ensure that students are, correctly dressed in full school uniform and on time. Expectations have been shared in previous emails but please see below.

Uniform

- All uniform should be correct: no trainers, plimsolls, boots, leggings, jeans, trousers that are too tight, skirts that are too short (they should be on or just above the knee), makeup, false nails, jewellery. No outdoors coats in the building.
- Blazers should be worn as students move around the school, but may be taken off in classrooms.
- Shirts must be tucked in and top button done up. Ties must be done up to the top button and waist length.

Those students not in full school uniform will be sent to their Year Leader by their Form Tutor in the morning. They will then be issued a blue pass which is valid for 1-day. If a student wears incorrect uniform for a second day running they will be put in the Reflection Room. This sanction has always been in place. If there is a significant reason such as injury, why your child can not be in full uniform please contact your Year Leader and we will consider the situation and see what we can do to help. We regret that we cannot accept notes from home excusing student's uniform issues. If your child arrives in school not in full uniform you will receive an email notifying you of this.



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Lates

- **Lates to school:** All students are expected to arrive to school on time. Any students arriving after 8.30am are late. Students who are late and arrive after the start of form time will be logged on a daily basis and will receive a same day 1-hour detention. You will be notified of this sanction by text. This sanction has been in place since last year and is in the Behaviour Policy.
- **Lates to lesson:** If a child is late to lesson they will be logged. If a child receives 3 lates to lessons they will receive a 1-hour after school detention. You will be notified by email or text.

Equipment

All students must be fully equipped and have as a minimum a: **pen, pencil, eraser, ruler, scientific calculator (by 20th February for students in Years 7-10, Year 11 students should already have these) a notebook**, (which was provided by the school in September) and a **reading book** (only Years 7, 8 and 9 must have a reading book).

From next week **Student Services** will be operating a system where students will be able to queue up and buy equipment as outlined below:

Students Services equipment sales opening time: 8.00-8.25am

Equipment prices:

- Pen – 3p
- Pencil – 3p
- Eraser – 5p
- Ruler – 16p
- Notebook – 35p

We will be purchasing a batch of scientific calculators, which will be available for purchase. We will let you know when they are in stock and what the cost is.

Equipment Life Skills detention

Students who arrive to school without the correct equipment will receive the following sanction:

- Lack of equipment results in a 10 minute detention. This will build up on each occurrence and every Wednesday week 2 students will serve an equipment detention after their Life Skills lesson with their tutor. Each time your child accrues 10 minutes you will be sent an email to this effect and on the day of their detention you will be sent a reminder.
- Non attendance at this detention will incur a day in the Reflection Room

Same day detention

If your child is placed in a whole school same day detention, either because they are late or because they have been removed from a lesson or for any other reason you will always be informed by text or email. Students should make their way to the detention in the PE corridor at the end of the day. During the detention students will complete a detention task consisting of writing lines summarizing the reason for their detention. In addition to helping them to reflect on their conduct this will also help them to build hand stamina, which is essential in the new style GCSE examinations. During a detention students are expected to work in silence and remain in their seats. Any misconduct will result in a warning. 3 warnings will mean a child has failed a detention and so they will be sent home and they will spend the next day in the Reflection Room after which they will repeat the hour's detention after school.

Please note by law all schools have the right to detain students for up to an hour after school without parental permission. The same day detention is part of our Home School Agreement, which all parents and students sign up to on entry to the school. I am very grateful to all parents for supporting this same day sanction. We will, of course, inform you if your child is given a detention. As I know all students and parents understand the best way to avoid an after school sanction is to avoid being removed from lessons, late to school or being ill-equipped.



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Reflection Room

Being placed in the Reflection Room is a very serious sanction at Marriotts School. The Reflection Room is designed as an alternative to fixed term exclusions for students who have displayed behavior which requires removal from the school community.

Students in the Reflection Room are expected to work in silence and complete tasks set. During the day they can receive up to 3 warnings before they fail. If they fail the Reflection Room they may be given a fixed term exclusion and they will have to repeat the day. Please note that the Reflection Room runs until 4.00pm.

If your child is placed in the Reflection Room you will be informed and wherever possible, parents will have either a phone meeting or a face to face meeting to discuss this matter. Following the Reflection Room if students' behaviour does not improve this may be escalated and they may be placed onto twilight provision, or receive fixed term exclusions or referral to the ESC or a permanent exclusion

I hope that the information above clarifies our systems, more information is available on the website.

Thank you very much for your ongoing support in ensuring that we have very high standards so that all of our students feel safe, can learn effectively and can develop into the successful young adults that we wish them to become.

Parent's Evening appointments

The school is continuing to use the online booking system which should help you arrange your child's Parents' Evening appointments. This system allows you to choose your own appointment times with teachers. There will be a set time period when appointments can be made and you will be advised nearer the time of your child's Parents' Evening of this information. Once you have been notified that you may book your child's appointments these can be booked at:

<https://marriotts.parenteveningsystem.co.uk> Further guidance regarding booking appointments is provided at the end of this letter.

If you do not have access to the internet facilities will be available for you to book your child's appointments via the school's office.

Term dates 2016/17

Spring Term 1

19th January - KS5 Parents' Evening
26th January - Y11 Parents' Evening
2nd February - Y8/9 Option Evening
9th February - Y8/9 Academic Review Day (ARD)
10th February - Last day of term

13th-17th February - Half Term

Spring Term 2

20th February - First day of term
16th March - Y7 Parents' Evening
17th March - Inset Day 4 - School closed to students
31st March - Last day of term - normal school day

3rd-17th April - Easter Holidays



Summer Term 1

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18th April - First day of term
20th April - Y10 Parents' Evening
1st May - **Bank Holiday**
26th May - Last day of term

29th May-2nd June - Half Term

Summer Term 2

5th June - First day of term
5th-9th June - Work Experience week Year 10
14th July - **Sports Day**
21st July - Last day of term - students leave at 12.20pm
24th July - **Inset Day 5** - School closed to students

Term dates 2017/18

Please note 5 Inset Days and an Occasional Day have yet to be added. These dates are for guidance purposes only

Autumn Term 1

Wednesday 30th August 2017 – First day of term
Half Term – **23rd to 27th October 2017**

Autumn Term 2

Monday 30th October 2017 – First day of term
Tuesday 19th December 2017 – Last day of term
Christmas Holidays – **Wednesday 20th December 2017** – **Tuesday 2nd January 2018**

Spring Term 1

Wednesday 3 January 2018 – First day of term
Friday 9th February 2018 – last day of term
Half Term – **Monday 12th** – **Friday 16th February 2018**

Spring Term 2

Monday 19th February 2018 – First day of term
Thursday 29th March 2018 – Last day of term
Easter Holidays – **Friday 30th March to Friday 13th April 2018**

Summer Term 1

Monday 16th April 2018 – First day of term
Monday 7th May 2018 – Bank Holiday – school closed
Friday 25th May 2018 – Last day of term
Half Term – **Monday 28th May** – **Friday 1st June 2018**

Summer Term 2

Monday 4th June 2018 – First day of term
Friday 27th July 2018 – Last day of term

Further information regarding school term dates can be found at: <http://www.hertsdirect.org>




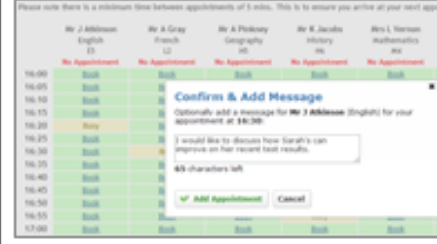


Yours sincerely



Ms B Honnor
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://Marriotts.parentseveningsystem.co.uk/>

	<p>Step 1: Login</p> <p>Please fill out all the details on the page as stated in your letter. Email confirmation of your appointments will be sent to you once you have completed the bookings.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click the green tick to select the parents' evening you want to make appointments for.</p>
	<p>Step 3: Choose Teachers</p> <p>Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.</p> <p>Click on the Continue button to proceed.</p>
	<p>Step 4: Book Appointments</p> <p>Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.</p> <p>After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.</p>
	<p>Step 5: Finished</p> <p>You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".</p>
	<p>Viewing/Editing/Printing Appointments</p> <p>You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.</p> <p>You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.</p>



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