

Embed confidence; fuel ambition.

21 July 2023

Dear Parent / Carer

In preparation for the new school year in September I thought it would be useful to share with you the arrangements for the beginning of term and remind you of some of our basic expectations for students.

### Arrangements for the beginning of term

Monday 4 September is a training day and therefore school will be closed to all students. Arrangements for the rest of the week are as follows:

	Year Group	Details
Tuesday 5 September	Year 7	Students should arrive at 10.05am and will spend the day with their tutor. There will be no break and lunch will be slightly earlier at 12.50pm.
	Years 8-11	Students should arrive at 12.05pm and will spend the day with their tutor. Lunch will be at 1.05pm.
	Year 12	Students should arrive at 10.30am and report straight to the Main School Hall for an assembly.
	Year 13	School is closed to Year 13
Wednesday 6 September	Years 7-11	Students should arrive for 8.25am and go to their tutor for an 8.30am start. They will go to normal lessons for the rest of the day.
	Year 12	Working from home on a project – no lessons in school.
	Year 13	Students should arrive at 8.25am for an 8.30am start. They will have 1:1 interviews with the Sixth Form Team during periods 1-3 and then go to normal lessons from period 4 onwards.

For the remainder of the week, Years 7-11 and 13 will follow their normal timetable and lessons for Year 12 will start on Monday 11 September.

### Rules at Lawnswood

As students have returned to full-time education following the pandemic, more than ever we are aware that good behaviour and positive relationships are the key to students having successful outcomes to school; setting the tone with systems and routines provides predictability which in turns provides safety for everyone.

At Lawnswood we want students to be confident and ambitious learners and we expect them to **“Be Ready, Show Respect, Be Safe”**. Our school expectations are:

Being Ready by...	Arriving on time to school, tutor time, assemblies & lessons Showing you are ready to learn by having the equipment required for each lesson, including the Toolkit, out on the desk Improving your progress by engaging fully with home learning tasks
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	Building your confident and resilience by engaging fully in 15 minutes of silent work each lesson
Show Respect by...	Wearing your full uniform correctly and with pride in school and in the local community Fully engaging in lessons by listening and focusing on your learning Being polite and kind to all members of the community Putting litter in bins and looking after our school environment
Be Safe by...	Moving quietly and directly around the school Putting away all mobile devices, airpods etc once on site to avoid distractions Following instructions from staff first time, every time

## Uniform

The uniform is not changing but we expect that students wear their blazers at all times in school (unless they have been given permission to remove it in a classroom) and that skirts are of an appropriate length, just above the knee. Shoes must be formal; trainers, pumps and boots are not allowed. The shoes shown below have appeared in school and I would like to be clear on what is acceptable and what is not. Full details on our uniform can be on our website, or you can click [here](#). I have spoken with students in assemblies to point out some key points about uniform;

- Kickers training pumps, as shown below, **are not allowed**



- Nike Airforce One trainers, as shown below, **are not allowed**



- Kickers shoes, as shown below, **are allowed**.



Each morning uniform will be checked, and families will be contacted to bring in missing items of uniform before students can attend lessons. We do have some uniform that we can loan but this is in exceptional circumstances only.

## Equipment

Each student in school should have a bag with them and a pencil case containing two pens, two pencils, a purple pen, a green pen, a ruler, rubber and a calculator. Students will be issued with a caution if they do not have the correct equipment with them.



Please take a moment on a morning to ensure that your child leaves home with their correct uniform and equipment that they need.

We have looked very closely at the systems and routines in place in school and I want to share with you some of the key points and some of the changes for September.

## Arriving at School

From the moment your child arrives to school we want to support them to be ready, to meet our high expectations so that they can be the best that they can be.

Students can enter the school through Weetwood Road Gate, Spen Lane Gate, Green Gate by PE and at the back of school. Staff will support students getting into school on time and in the correct uniform. Before students go through the Weetwood Road Gate, or the Green Gate by PE we expect that students are in full uniform, with their shirt tucked in, the top button done up, tie to the top and their school shoes on.

Students must be sitting down in their form room for 8.30am, arriving at the school gates at 8.30am will mean that the student is late. The gates at PE and Weetwood Road will close at 8.25am from September. As students move to enter the building they will have a door assigned to them by year group;

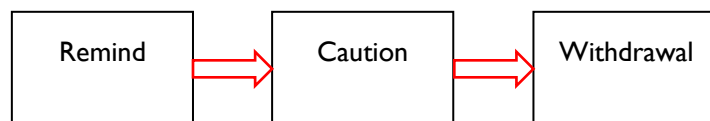
Year Group/s	Door to Enter
7	Purple Door
8 & 9	Pink Door
10 & 11	Blue Door

Year Teams will also be at these doors to support their year group as students enter.

## Commendations and Cautions

At Lawnswood we issue commendations to students who do well and cautions to those who do not meet our expectations. We will continue to reward students with bronze, silver and gold stars who achieve 100, 200 and 300 commendations. At the end of each half-term a reward event is held where the top students in each form and most improved students are given a ticket to an event. This year we have had cupcakes, ice creams, films, and stationary.

Students come to school to learn and have the right to learn without interruption. To support students in the classroom we are making our system simpler. From September the system will be;



Verbal cues are important for students so they know where they are in the system. We will be **reminding** students of our expectations, if they continue we will issue a **caution** which will be recorded on classcharts and parents will be able to see, finally if the behaviours persist the student will be **withdrawn** from the classroom and an automatic reflection of 30 minutes for the end of the day will be issued.

Cautions that students accumulate in a week will have a consequence, those receiving 7 will be placed on a report card for one week whilst those receiving 12 will be placed into a one hour reflection after school on a Friday. Families are notified of cautions and reflections via the classcharts app. If you do not have access please contact us and we can arrange for details to be sent to you.

### Reflections

At Lawnswood we call detentions reflections. Reflections will 30 minutes after school, held in the Main School Hall. It is at this time that we ask staff to hold a restorative conversation with the student so that the next lesson is a fresh start and the student can see the impact of their behaviour on others. We remind students who have reflections at the end of the day and escort them to the Main School Hall, if a student refuses to attend their reflection, they will be isolated the following day. Students who are late to a lesson will also be issued a same day after-school reflection for 30 minutes.

### Attendance

Good attendance to school and lessons are linked directly to the results that your child will receive. If your child is absent from school you must contact us each day, preferably via the Classcharts app. If we do not hear from you for 3 days we will conduct a home visit to check on the welfare of you and your child.

These are some of the key changes to our systems and routines. I would be grateful if you could discuss them with your child before they return in September and support us in maintaining our high standards.

I hope that you have a good summer break.

Yours faithfully

Martin Truscott  
Deputy Headteacher