

29 January 2025

Dear Families

I hope you have had a pleasant start to the year thus far. I am writing to you today for two reasons.

Firstly, to ensure that students have enough time to go to their lockers, ensure they are fully equipped and get to Morning Meeting for 8:20am, students will need to be in the building by 8:18am each morning. If students arrive at school after 8:18am they will go to Student Reception, sign in as late and be issued with a 30-minute same day correction. I appreciate your support with this matter.

Secondly, I would like to share our policy around internal truancy. Internal truancy is where a student is out of lesson, but inside school grounds, without an authorised reason. Some common authorised reasons for students being out of lesson would include:

- Student is using their base pass
- Student is using their toilet pass
- Student has been asked to run an errand by a member of staff

For all of the above reasons, plus others authorised by the teacher, the student will be provided with a note / have their planner signed to confirm it is authorised.

The vast majority of students at Dixons Cottingley attend all of their lessons and we appreciate these students and their hard work. For a small minority however, we require a firm and consistent process to ensure that in the future they make better decisions about attendance to their lessons.

If a student either leaves their lesson for an unauthorised reason or makes the decision to not attend their timetabled lesson, staff will follow the below process:

- The student will be taken directly to reset, where they will spend the remainder of their day plus one hour after school. If the student refuses you will be contacted and asked to speak to your child on the telephone to instruct them to enter reset.
- If the student continues to refuse, or they choose to leave reset before the end of the school day, unfortunately, they will be suspended for the remainder of that school day and the following school day. This is a serious consequence and results in students missing learning time and the suspension being recorded on their permanent record.

As you will agree, being in lessons is vital for your child to succeed. When students are attending lessons, which most students do, they take another step towards achieving our mission.

If a student fails to attend a lesson it is a lost opportunity. If they do not attend lessons they are not in the same position as others within the class. Imagine reading a book and missing chapters 2, 3 and 4, then reading again from chapter 5 or watching a TV series and missing episodes 3, 4 and 5, then watching episode 6. In both cases you would not know what has taken place and would be lost. This is the same impact as missing a lesson.

Students will succeed if they attend their lessons and will go on to lead purposeful and happy lives. I trust that we can rely on your support.

If you would like to discuss this matter, please contact your child's Director of Curriculum Phase in the first instance.

Yours faithfully

Francesca Hitch
Principal

