

TRENTHAM HIGH SCHOOL

A CO-OPERATIVE TRUST COLLEGE



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Dear Parents/Carers

We have been reviewing some of our procedures and would like to make you aware of the following changes:

Access to school buildings

An increasing number of students are regularly on site very early in the morning and late after school has finished. We are pleased that students are keen to be in school, but there are potential safeguarding issues if students are unsupervised and nobody knows they are on site.

The school will not be open to students before 8.00 in the morning. After school, all students should also have left the site by 5.00 unless they are involved in a supervised activity such as a sports competition.

In addition, we will be reducing the time during which the gate at the back of the school (New Inn Lane entrance) is open. The gate will be unlocked at 8.00 each morning, along with the doors into Appian Way; they will be locked again at 8.45. At the end of school, the gate and doors will reopen at 3.00 and be locked again at 3.30.

We realise that these changes may cause some inconvenience, but hope you will understand that they are in place to improve the safety of students and staff.

Lateness to school

As part of our continued efforts to prepare students for the world of work, we have decided to have an increased focus on punctuality. The vast majority of students are in school before 8.35 and therefore in their form rooms ready for an 8.40 start in the mornings. However, some are choosing to arrive after this time and we need to ensure that they understand the importance of good habits in this area.



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We will be introducing some incentives and additional recognition for punctuality, along with tightening up our sanctions for lateness:

- Staff will be on the doors from 8.40 each morning. They will record names of any students arriving after this time, and also names of students who are in the building but do not get to form on time.
- A text message will be sent home to parents to say that their child arrived late and that they will be remaining in detention with House staff until 3.15 that evening.
- If a student already has a detention set that evening, the 15 minutes will be added to that time.

On rare occasions, we know that lateness is unavoidable due to traffic problems etc. If this is the case, we would ask you to contact school as soon as possible to make us aware.

All of these changes will be in place from the week beginning 6th June 2016. Please contact school if you would like to discuss them further.

Thank you in advance for your support with this.

Yours sincerely,

Mr .L. Morris
Deputy Headteacher

