



July 2023

Dear Year 6 parents and carers,

It was lovely to meet you all during our Intake events in June and we are all really excited to begin our journey together in September, when your family finally become 'official' members of the Malbank community. Before the summer formally starts, we wanted to write to you once again with a few key reminders from the Intake evening presentations so that the most current information regarding the routines, rewards and sanctions are fresh in your minds ready for a smooth transition in September.

Praise and rewards:

The successes of our student community have been praised and rewarded this academic year both with individual students and through whole year group activities such as reward afternoons at Christmas, summer events, prom in Year 11, attendance awards and form rewards such as pizza parties. Students are rewarded for their contributions in lessons through Lesson monitor, House Stars and phone calls home from their teachers.

Our shared behaviour system:

To ensure that there is a positive learning environment in all lessons at Malbank, we have made the following changes to the behaviour system for the next academic year:

- If a pupil disrupts a lesson, they will receive a warning and their name will be written on the board. This includes arriving late without a genuine reason. What constitutes a genuine reason will be communicated to students at the start of the academic year.
- We have removed the final warning and moving forward with the new behaviour policy, the pupil will not necessarily be sent out of the classroom. Instead, if a pupil disrupts the lesson for a second time, a lesson monitor grade 3 will be issued and a 3 will be written next to their name on the board. The teacher will also issue a teacher detention which will be scheduled for a break or a dinner time
- If there is further disruption after a 3 has been issued, then a lesson monitor grade 4 will be issued and a 4 will be written next to the name on board. At this point, the pupil will be removed from the classroom and will have to carry out the remainder of the lesson in another classroom that they will be directed to. The teacher will then issue a break or dinner time and contact home with the details of what happened during the lesson.



- If a student does not attend a detention that has been issued, it will be escalated to the next step on the sanction ladder. The escalation in sanctions can be seen below.

Teacher detention → Departmental detention → After school detention → Reflect

Parents will receive weekly lesson monitor reports through SIMS InTouch.

Reports and sanctions.

If a pupil receives 3 or more lesson monitor grades 3 or 4, they will be placed onto a report to help make better behaviour choices. Depending on how many times this has happened during the term, it will determine what colour and level of report that they will be placed on.

A detention will also be issued alongside the report.

The details of this can be seen below:

Green report	30 minute Monday dinner time detention.
Amber report	30 minute Monday dinner time detention and 15 minute Tuesday dinner time detention.
Red report	30 minute Monday and Tuesday dinner time detention.

The lesson monitor grade 6 catch-up sessions that are issued for a persistent lack of effort in lessons will continue to run on a Monday after school for any students who receive 3 lesson monitor grade 6s or more within a given week.

If a pupil fails to show up for a lesson monitor detention, they will be placed into the reflect room for a full day.

Alongside the Lesson monitor reports, we will also introduce a head of key stage report. This report will be issued to any student who flags up as a behaviour concern both in and out of lessons. The report will run for 8 weeks and will be run by the head of key stage.

Reset room:

We are also making some changes to the reset room for the next academic year. The Reset room as it is used today will now be called **Reflect**. If a student is red carded or booked into the Reflect room, the sanction duration will be for 5 lessons, a break, and a dinner time. If a pupil is placed into reflect during period 2 on Tuesday for example, they will go back into



circulation at the end of period 2 on Wednesday. This is to ensure consistency in the amount of time spent in Reflect regardless of when an incident occurs.

Equipment:

As part of being fully prepared for teaching and learning, students need to be proactive in their approach to learning. We would be very grateful if you could ensure that your child comes to school with a **bag** which is suitable to contain all their exercise books and a **pencil case**. They are expected to a minimum of **three pens: blue or black, a ruler, pencil and any necessary maths equipment, such as a calculator**. A reading book would also be beneficial, but this can be sourced from our school library or from home.

Form tutors and subject staff will be checking equipment throughout the year, and in order to support this there will be spare equipment to purchase in the Print room in A block. Students should check their pencil cases regularly to ensure all their equipment is in full working order.

Form time: 9.45am - 10.15am:

All students will have an extended form time from September 2023 and a key element of the learning in that part of the school day will be centred around our renewed focus on our 'Behaviour Curriculum' - this will include the following areas over the course of the academic year, dependent on which year the students are in:

- The Malbank way: what this means: Be polite and show respect, Make the 60 Matter and show pride in our standards
- Personal Development Curriculum
- Routines and expectations - the importance of starts and ends of lessons
- Vocabulary
- Building relationships with tutors
- Attendance and Punctuality
- Learning to Learn - equipping students with the knowledge to become expert learners and revise effectively
- Reading - independently and whole class reading
- Numeracy
- Equipment checks
- Careers
- Attendance and Punctuality



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This information will be communicated to students during their extended form time throughout the first week back in September 2023 and assembly time with the Leadership team. Changes to the Behaviour Policy will be updated on our website early in the Autumn term 2023.

Thank you again for all your support during the Intake days and then in advance for your continued support in September and beyond. We are very much looking forward to September and once again supporting every student in our school community in being the best they can possibly be.

Have a lovely summer break,

Mr Yew and Mrs Machin

Assistant Heads

Headteacher: John D. Harrison B.A. (Hons.)

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