

Ref: GWI/SAH/Behaviour
 28th August 2019

Dear Parents / Carers,

At Jewellery Quarter Academy, we are very excited about the new academic year and the positive changes we are making to help your son / daughter become even more successful, both academically and personally. **One of the biggest changes to better the tracking and monitoring of student behaviour and conduct is the introduction of a Student Planner – each student will be given their own planner on their first day back at the Academy.**

The Student Planner will enable parents and carers to take an active role in their son / daughter's learning day by day; week by week and so on. The Planner will allow parents / carers to see each day if their son / daughter has met JQA's learning and behaviour expectations; received any rewards for outstanding effort and attainment and enable them to communicate with their son / daughter's Form Tutor.

As you will see on the template enclosed, there is an empty box to represent morning and afternoon registration, as well as all five lessons of the day. Students will receive one of four stamps from their teacher, each period, which are:

- **RRS (Ready, Respectful, Safe)** – This means a student has met the expectations of Jewellery Quarter Academy in that lesson.
- **Late** – This means a student has arrived late for registration or the lesson.
- **No Uniform / Equipment** – This means a pupil is missing a mandatory piece of equipment or uniform. If students receive a combination of 'Late' and / or 'no uniform / equipment' three times in a week, they will be issued with a one hour detention.
- **C20** – This will be given if the student has not met the expectations of the school or has breached part of the Behaviour Policy. A twenty-minute 'consequence' detention will be issued on the day and up to three of these can be issued in one day to be served after school.

Commendation Stamps							
Name: _____							
AM Reg	1	2	3	4	5	PM Reg	
Mon 7							
AM Reg	1	2	3	4	5	PM Reg	
Tues 8							
AM Reg	1	2	3	4	5	PM Reg	
Wed 9							
AM Reg	1	2	3	4	5	PM Reg	
Thurs 10							
AM Reg	1	2	3	4	5	PM Reg	
Fri 11							
Parent / Carer & Teacher / Member Of Staff Comments							Full Stamped Stickers
							Autographs
Student Signature: _____							

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Week Beginning 2 September 2019				
Subject	Things To Remember/Homework Details	Due	Done	
MATHS				
ENGLISH				
SCIENCE				
OTHER				
OTHER				
OTHER				
OTHER				
After School Activities				
Mon	Tues	Wed	Thurs	Fri
Parent / Carer Signature: _____		Form Tutor Signature: _____		

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This system allows parents / carers and teachers to get a short-term and long-term perspective of a young person's progress. It also allows relevant teachers or Senior Leaders to identify what areas

students may need extra support in. **Students will also be expected to get a parental signature each week, which will be checked by their Form Tutor and countersigned.**

The Student Planner will also be a useful tool for organisational purposes and support in lessons. As you can see below, students will have space to track their homework and any other relevant information from lessons, as well as extra-curricular activities attended.

There are also many other features within the planner which I encourage you to explore with your son / daughter and these will be outlined by their Form Tutor on the first day back.

There will also be a space for students to collect merit stickers towards the back of the planner, as part of our rewards system and this will again give you an indication of how your son / daughter is performing in terms of 'going the extra mile' in lessons.

Student Planners will be free of charge for students, but the expectation will be that they take care of them - any loss or damage of the planner will require students to purchase a new one within a week at a price of £6.

It is important that you ask to see your son/daughter's planner at the end of each school day, and you ensure they are prepared for school by having it in their school bag each morning. Failure to do so will also lead to a consequence.

We are sure that you will find the planner useful to get a sense of your son / daughter's performance at school on a day to day basis.

We welcome any questions regarding queries you may have. Please contact Mr. Barton or Mr. Tully with these.

We hope you have had an enjoyable Summer and we look forward to welcoming our students back on Wednesday 4th August. Please see below the Academy's start times:

Year 7 and Year 11	0830
Year 8, 9 and 10	0930

As always, we understand it may be difficult to arrange childcare to accommodate these start times, therefore, please contact us at the Academy if you are experiencing any difficulties.



Mr G Williams
Headteacher