



January 2024

Dear Parents/Carers,

Welcome to the Spring Term. We are looking forward to this part of the year and seeing the pupils return to school. We hope that you have enjoyed the Christmas break and pupils are refreshed and ready to face the new term. As there has been a two-week break from school, we have included some key information about behaviour, attendance and uniform. Please understand that our policies and systems are designed to provide a safe environment for our pupils where they can progress socially and academically. In sending your children to us, you are agreeing to our policies and therefore should trust that the decisions we make are the right ones made for the right reasons. Please bear this in mind when contacting the school. If you have any queries or concerns, please contact the school office in the first instance. Please also remember that our staff teach, have duties and fulfil other commitments during the school day. It is not always possible for them to respond immediately to queries or concerns you have and we ask for your ongoing patience with this.

As shared with you before Christmas, pupils and staff have developed the school Behaviour Commitments. They are:

- Be Safe
- Be Kind
- Be Ready
- Be Respectful
- Be the Best that you can be

We ask that you support us with reinforcing our Behaviour Commitments which seek to prepare pupils for life after school. The focus is on positive relationships and making the best effort that they can with all areas of school life. A copy of the posters shared with pupils around school can be found on the school newsletter and on the website.

Please click the following links to access the school's Behaviour Policy and the classroom Code of Conduct and the Behaviour Principles Written Statement of Intent should you need any further information:

<https://cvm.ttlit.org.uk/wp-content/uploads/sites/11/2023/05/Behaviour-policy-22-23.pdf>

<https://cvm.ttlit.org.uk/wp-content/uploads/sites/11/2023/05/Behaviour-principles-written-statement-22-23-1.pdf>

Headteacher: Mr S D Fryer

Churnet View Leek Staffordshire ST13 6PU. Tel: 01538 384939

Email: cvm.office@ttlit.org.uk Website: cvm.ttlit.org.uk

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Uniform

Please see below links and information on our school uniform expectations with the examples of the type of uniform that should be worn.

<https://cvm.ttl.org.uk/transition/feeder-school-pack-2/uniform-and-expectations/>

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/01/Acceptable-uniform-images.pdf>

Please be aware that if it is not a PE day for your child, then leggings are not acceptable. If your child comes to school wearing incorrect items of uniform, please expect to be contacted to bring in the correct uniform for them to wear. Please take the time to look at the information if you have not already. We aim to work closely with parents/carers to ensure that uniform expectations are met.

Mrs Jukes/Mrs Dow/Mr Edwards will work closely with parents if any adjustments to uniform is necessary in line with SEND needs. If you have any questions regarding this, please contact the school office and they will direct you to the most appropriate member of staff for support.

Where can you get items of uniform from?

Most of the basic items in our uniform can be purchased from the supermarket. Our other uniform items are available from:

Super Sports

You can order online at <https://www.supersport.co.uk/> and collect from the store on a Tuesday and Thursday, the shop is now open on a Monday and Wednesday 9.00am – 5.00 pm and Friday 9.00am – 4.00pm. Any problems please contact them on: 01538 386226,

School's In

You can also order online from School's In at Meir for home delivery at:
<https://www.schoolsinuniform.co.uk/>

Uniform Bank

There is also the uniform bank organised by St Luke's and St Paul's Churches. If there are uniform items that you need, you are able to message them via their Facebook page where they will check stock and even deliver. To support the churches with this valuable service, if you have any unwanted uniform items, please contact our school office to arrange to drop off the uniform and we can pass them on.

Please let us know if you have any questions, concerns or need any support with uniform and we will work with you to resolve the matter. We do have some used, but in great condition, stock of uniform in school for those that need it. Please contact your child's author group teacher as the first point of contact.

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Attendance and Punctuality

Pupils should be in school and lined up on the school yard for **8:45 am**. Please make sure that you discuss this with your child so they are not missing out on any learning opportunities.

Impact of lateness

Over a school year:

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

Valuable learning time is missed when pupils are late and it can also contribute to a pupil being anxious. Your child's author group teacher or HOY will initially make contact to offer support if there is a concern over punctuality. Please be aware that if there becomes a persistent concern over punctuality over a period of time, it may be necessary to issue parents/carers with a fixed penalty notice.

Attendance

Please see out attendance policy on the school website:

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2022/12/Attendance-policy-2020-21-1-v2.pdf>

We know that some absences from school are unavoidable and we would like to thank you with your ongoing support in trying to book any form of appointment outside of school hours where possible.

Holidays

Pupils have 13 weeks holiday per academic year. Holidays during term-time should be avoided as this can have a detrimental impact on a pupil's progress.

Things to Remember:

- If your child is going to be absent from school, it is vital for Safeguarding reasons that you contact school for each day of your child's absence
- Holidays during term time are not considered an exceptional circumstance
- If your child's percentage attendance reaches 93%, you will have to provide medical evidence for every absence
- If your child has been absent but is starting to feel better, send them in. School can give out medication if necessary.
- Bereavements of a close family member are considered an exceptional circumstance.
- Religious Observances are often considered, but only for the ceremony and travelling time – and not extended leave- this is a one-off situation and cannot be classed as a regular event

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Please see below how quickly a child's percentage attendance rate can fall.

Attendance Ladder

100%	Exceptional
98%	4 school Days off each year
97%	Churnet View Middle School Percentage Attendance Expectation
96%	Further Absence needs to be avoided- 7 School Days off each year.
95%	Requires Improvement - 9 School Days off each year.
94%	94% -Serious Improvements are needed – 11 School Days off each year.
90%	90% - Your child is classed as persistently absent. Concerns – 20 School Days off each year. A fixed penalty notice may be issued if the attendance percentage continues to fall. It may be necessary for the Local Authority Attendance Welfare Officer to become involved.
85%	Serious Concerns – 30 School Days off each year. It may be necessary for the Local Authority Attendance Welfare Officer to become involved.

Attendance during the school year	Equals this number of days absent	Which approximates to this number of weeks being missed	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

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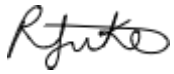
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If you feel that you need any support with attendance or punctuality, please contact either your child's author group teacher, head of year or Mrs Spooner and we will be happy to discuss or support with any concerns.

Thank you for your ongoing support.

Kind Regards

A handwritten signature in black ink, appearing to read 'R. Jukes'.

Mrs Jukes
Deputy Headteacher/SENCo