

Re: Reminder of Behavioural Expectations

Dear Parent/Guardians,

At the end of last term I wrote a reminder letter to all parents/guardians about the rules and expectations of The Duston School. There still appears to be some confusion regarding the school rules. I would therefore like to remind you once more of the following aspects of our approach as a school:

Mobile Phone Use:

The Duston School is a **mobile phone free environment**. Whilst pupils are permitted to bring a phone to school they are not allowed to use the phone in the school building at any time, be it before, during or after school. Pupils should not take their phone out and call/text until they have vacated the main school building at the end of the school day. Should a pupil be seen with their phone out in the school building at any time then it will be **confiscated**.

Knowledge Organisers:

As part of our classroom code of conduct pupils are expected to **'arrive on time to all lessons, with the correct equipment.'** Knowledge Organisers and the Knowledge Organiser cases that all pupils have been issued with by the school form part of this overall expectation. This expectation has been made explicitly clear to all pupils and all pupils are aware that failing to arrive fully equipped to lessons will result in a behaviour point being issued and a detention.

Punctuality to School:

I would like to remind all parents/guardians that students need to arrive to school on time and by the first bell at the very latest, which sirens at **08.40**. Any student arriving to school after this time is late to school and will be placed in a same day detention.

Classroom Code of Conduct:

The school has a very simple classroom code of conduct, which is displayed in every single classroom and referred to regularly in year group assemblies. The **three core rules** within this code of conduct are:

- Respect the member of staff and other students, following all instructions without question or answering back.
- Complete all work to the best of your ability, not distracting others.
- Arrive on time to all lessons, with the correct equipment, homework and uniform.

Please note, if a student falls foul of these expectations once in a day, then the student is spoken to by their form tutor. If a student falls foul of these expectations twice in a day

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then they have a same day twenty minute detention. If a student falls foul of these expectations three times or more in a day then they will have a same day forty minute detention.

Same Day Detentions:

Please be reminded that the school operates a same day detention approach.

Lines of Communication:

I would like to remind you of the channels of communication within the school. In the **first instance** all issues should be directed to your child's **form tutor**, who is their primary advocate within the school. Should you need to elevate a concern then the **next port of call** is the relevant **Director of Year**. Should you then need to direct a concern to a member of the Senior Team your next port of call is Mr Dewes, Assistant Principal for Student Care. If you then wish to elevate your concern further still it should be directed to either Mr T Wise, Vice Principal in Charge of Key Stage 3 or Mrs Adams, Vice Principal in Charge of Key Stage 4. Post 16 issues should be directed to Mrs Whiles, Vice Principal/Director of Sixth Form.

Graphically this looks as follows:

Years 7-11:

Stage 1: Form Tutor

Stage 2: Director of Year

Stage 3: Mr Dewes, Assistant Principal Student Care

Stage 4: Mr T Wise/Mrs Adams, Vice Principal Key Stage 3 / 4

Stage 5: Mr Strickland, Principal

Post 16:

Stage 1: Form Tutor

Stage 2: Head of Year 12/13

Stage 3: Mrs Whiles, Vice Principal: Director of Sixth Form

Stage 4: Mr Strickland, Principal

Please note that as a school we will endeavour to respond to all parental communications within two working days (this does not include the weekend).

No Notice Meetings:

I would like to politely remind all parents/guardians that should you wish to have a face-to-face meeting with a member of the school then **you must have a pre-arranged appointment** already agreed and booked with the key member of staff in question. Again I would like to politely remind all parents/guardians to avoid turning up at the school and expecting a meeting that has not been pre-arranged. Staff within the school are likely to be teaching or involved in other meetings and will not be able to meet with you there and then if you arrive expecting an ad hoc meeting.

Since I have been Principal I have been very clear, both in written communication and via parental talks, about the rules, expectations, values and approaches of the school. It would be extremely helpful and supportive of the school if parents/guardians do not challenge the school over the above approaches. This presents a fractured front to our pupils and ultimately soaks up a lot of institutional energy which is better served in supporting our pupils with their education. That is not to say that serious issues should not be communicated to the school, quite the reverse.

I would like to thank all parents/guardians for your continued support and for reading, understanding and ensuring your child adheres to our approach as a school.

Yours sincerely



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