

18<sup>th</sup> September 2023

Dear Parents & Carers

**Re: Care of students at Watling Academy**

Welcome to the start of a new academic year at Watling Academy. I wanted to take this opportunity to introduce myself as the new Deputy Headteacher in charge of Care and Opportunity. I am delighted to become part of this vibrant community and am excited by the prospect of working closely with you and your child. Ensuring your child is safe, happy and successful in school will be my absolute priority as I oversee the inclusion team in providing the highest levels of pastoral support.

Inclusion is at the very heart of Watling Academy and the purpose of this letter is to explain to our new parents, as well as to remind our existing parents, the pastoral approach that we take here at Watling and to give more details with regards to our behaviour systems. Please take the time to read through the letter carefully, as it contains important information for your reference.

**Your Points of Contact:**

The role of the Form Tutor is crucial in our mission to ensure that no student is anonymous at Watling Academy. They will develop a strong relationship with both you and your child to ensure that we are taking a holistic approach to your child's education. Students will meet their Form Tutor every day at 8:40am and will complete a variety of tasks during their tutorial session, which takes place between 12:10 – 12:30. If a student has any concerns or issues, they should speak to their Form Tutor, so that we can put any support required in place with immediate effect. The Form Tutor is also the first port of call for parents, should you wish to discuss anything with us. Your child's Head of Year and Pastoral Assistants also play a significant role in offering support and guidance. To make contact, please use the corresponding email addresses below:

7M - Mr A Simmonds: [simmondsa@watling.academy](mailto:simmondsa@watling.academy)

7K - Mr O Mason: [masono@watling.academy](mailto:masono@watling.academy)

7M Pastoral Assistant – Mrs G Downard: [downardg@watling.academy](mailto:downardg@watling.academy)

7K Pastoral Assistant – Mrs S Taylor: [taylorl@watling.academy](mailto:taylorl@watling.academy)

**Respect / Responsibility / Kindness**

8M – Miss C Bell: [bellic@watling.academy](mailto:bellic@watling.academy)  
8K – Mrs S Dixon: [dixons@watling.academy](mailto:dixons@watling.academy)  
8M Pastoral Assistant – Mrs N Thompson: [thompsonn@watling.academy](mailto:thompsonn@watling.academy)  
8K Pastoral Assistant – Mrs D Roberts: [robertsd@watling.academy](mailto:robertsd@watling.academy)

9M – Mr E Humphris: [humphrise@watling.academy](mailto:humphrise@watling.academy)  
9K – Mrs A Okutu: [okutua@watling.academy](mailto:okutua@watling.academy)  
9M Pastoral Assistant – Mrs V Colyer: [colyerv@watling.academy](mailto:colyerv@watling.academy)  
9K Pastoral Assistant – Mrs D Nicholls: [nichollsd@watling.academy](mailto:nichollsd@watling.academy)

Year 10 – Miss L Scarr: [scarrl@watling.academy](mailto:scarrl@watling.academy)  
Year 10 Acting Pastoral Assistant – Mrs L Lewis: [lewisl@watling.academy](mailto:lewisl@watling.academy)

We also have Assistant Headteachers supporting each Year group:

Year 7 - Mr Gibbs: [gibbsm@watling.academy](mailto:gibbsm@watling.academy)  
8M – Mr A Brown: [browna@watling.academy](mailto:browna@watling.academy)  
8K – Mrs N Bennett: [bennettn@watling.academy](mailto:bennettn@watling.academy)  
9M – Mr J Stormer: [stormerj@watling.academy](mailto:stormerj@watling.academy)  
9K – Mr C Parks: [parksc@watling.academy](mailto:parksc@watling.academy)  
Year 10 -Mr J Cassidy: [cassidyj@watling.academy](mailto:cassidyj@watling.academy)

#### **Tutor Consultation Afternoon – Thursday 30<sup>th</sup> November**

Please make a note of this date in your diary, as you will have the opportunity to meet with your child's tutor to discuss their progress and any issues or concerns that may have arisen during the first term.

#### **Behaviour System:**

Our behaviour system at Watling is based on positive behaviour management, which is underpinned by our core values of **Respect, Responsibility and Kindness**. Consequences are needed when positive behaviour management has not had the desired effect. Students understand that we only have 3 rules:

*We are respectful, we are responsible, and we are kind.*

Our reward system is based on House Points. Students can be awarded House Points for going above and beyond, demonstrating any of our core values, as well as for work completed in class. Teachers may also send home postcards or letters to celebrate outstanding work and achievements by the students. Students will receive bronze, silver and gold badges, once they have accrued a defined number of House Points, that they should wear on their blazers with pride.

I am aware that on occasions, students may demonstrate behaviour that does not meet our core values and should this happen, we have a clear consequence system in place. In most cases where a student's behaviour does not meet our behaviour code, they will be given a reminder by the teacher, followed by two warnings, should they not respond appropriately.

Students achieving a final warning will meet with the teacher for a restorative discussion at 3:15pm. This is recorded on Class Charts and students will automatically receive 1 behaviour point. Restorative conversations will not go past 3:30pm. The purpose of these conversations is to reflect on the behaviour



and recognise what needs to change. It is also important for both the teacher and student to understand that the next lesson is a fresh start, with a 'clean state.' Please note there will not be advanced notice for these restorative conversations.

We will be running a detention programme during breaktime for 15 minutes. Detentions may be issued:

- After restorative discussions, should the teacher feel the student failed to engage.
- If a student fails to turn up to a restorative discussion.
- Due to poor punctuality.
- Due to persistent wearing of incorrect uniform or excessive make-up / jewellery.

A detention is recorded on Class Charts and students will automatically receive two behaviour points.

Should a student receive a final warning and continue to not demonstrate our core values, they will be removed from the lesson and continue their learning in the inclusion room. At this stage, they will meet with the Head of Year, or another member of the pastoral team at 3:15pm. This will be recorded on Class Charts and students will receive three behaviour points. Parents will be informed, and a support programme will be discussed and put in place. Please ensure that you can access Class Charts to monitor your child's House Points and Behaviour Points. Any issues in doing so, please contact your child's Form Tutor.

#### **Anti-Bullying Policy:**

I would also like to encourage you to read the anti-bullying policy that is on our website. Bullying is wrong and will not be tolerated at Watling Academy. We will work together to both prevent bullying and deal effectively with those incidents that do occur. The purpose of the anti-bullying policy is as follows:

- To provide a safe and comfortable environment, where our students are able to learn and achieve.
- To promote equality and diversity and to ensure the safety and well-being of all members of the Watling Academy Community.
- To create a culture at Watling Academy, where no type of bullying is ever tolerated.
- To enable everyone to understand how to help someone who is being bullied, or who is displaying bullying behaviour, in order to help to eradicate bullying.

Please contact your child's form tutor, or their Head of Year, if your child tells you that they have been bullied, so that we can act with immediate effect. We also ask for your support in encouraging students to report incidents of bullying to a member of staff, to ensure we take swift and appropriate action. We also have an email address that students can use to report any bullying: [abc@watling.academy](mailto:abc@watling.academy). This email is monitored daily by staff, so students can write down their concerns, should a verbal disclosure be too uncomfortable for the student.

#### **Wellbeing:**

The wellbeing of students is very important to us at Watling. It is so important that we have a dedicated wellbeing lesson planned every week, as well as a Health and Wellbeing Lead. It is important our students are physically healthy, mentally healthy and socially healthy and I am very keen that we work together to make sure that not only do students feel safe and enjoy themselves at Watling Academy, but they flourish and become confident, independent learners that are able to demonstrate respect, responsibility, and kindness at all times; values which are crucial in preparation for adult life.

**Attendance and Punctuality:**

The importance of good attendance to school cannot be underestimated. For your child to reach their full potential, they must be in school every day accessing their learning and developing their social skills. We monitor students' attendance and provide support, where necessary, following guidance from MK Council and the DFE, should we have ongoing concerns about poor levels of attendance. If you have concerns regarding attendance, please let us know and we can work together to rectify these issues. Punctuality is also crucial, demonstrating our core values of respect, responsibility, and kindness. We expect students to arrive to school, and to all their lessons on time, every day. Please also note that holidays during term time will not be authorised.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'J Harris'.

Mrs J Harris  
Deputy Headteacher