



11 February 2016

Dear Parent/Guardian

February Half Term 2016

I am writing to you to draw your attention to aspects of our behaviour and attendance policy, which can be found [here](#) on our website, and to ask for your strong support in ensuring that our high standards and expectations of behaviour and conduct are met by all our students. In this letter, I would also like to request your assistance in tackling traffic congestion and inform you about how we will develop our communications with you.

Good Representatives

I spoke to students in our most recent assembly to remind them that when they put on their school uniform they are a representative of the school. The only question is whether they will be a good representative or a bad representative. Our choice of words and actions is very important and that is true both inside and outside of school. I spoke to the students about how they behaved walking to and from school and the particular dangers of crossing busy roads. I have asked students to walk courteously and politely to and from school and to take every care with road safety. I am sure you will want to reinforce that message at home.

School Uniform

Maiden Erlegh School in Reading is a uniform school and children join our school on the understanding that the uniform guidelines are followed. The vast majority of our students are very proud of their uniform and always look very smart. Please could I ask you to take an opportunity over the half-term break to ensure that your child has the correct uniform and equipment. Please refer to the guidance about uniform and student presentation on the school website and in the student diary. Note that haircuts should not be any shorter than a 'grade 2' and shoes should be black school shoes and not trainers. Jewellery and make up should not be brought into school. Parents are also reminded that we do not permit students to come to school with wash-in or semi-permanent hair dye and hair bands should be either plain black or blue.

Attendance and Punctuality

I was very pleased to award 23 attendance certificates to students who achieved 100% attendance and no late marks in the autumn term. It is undoubtedly true that if children are to make excellent progress in their education, they must be in school. Unless your child is genuinely poorly or has an unavoidable appointment, we would expect them in school. Any planned absence should be alerted to the school office via letter or email and we would ask you to contact the school first thing in the morning to report an absence due to illness. If your child requires a routine appointment, please could you arrange this during school holidays or after school hours so as not to disrupt learning.

The school day starts at 8.40am and students are encouraged to be in school in good time. The vast majority of our students are well organised and are in school on time, keen to begin the day. A very small number of students are a few minutes late and we have been encouraging them to leave their home a little earlier in the morning or catch an earlier bus. If students are late to school, this is recorded in the register. Two 'Late' marks in a week will mean that a student has a late detention on the next Friday.

Traffic Congestion

I would like to ask for your support in helping to alleviate the traffic congestion at the end of the school day. Parents and those collecting students are reminded not to drive through the Hamilton Road gates to pick up students. It is also extremely dangerous to park or wait for your child in the area immediately outside the Hamilton Road gate at the top of Bulmershe Road. We would ask you to consider whether travel by car is absolutely necessary. If you feel it is, please could you ensure that you park your car or wait considerately in one of the neighbouring roads and either walk to the school gate to meet your child or arrange for them to walk to meet you. We have had a number of neighbours and other users of our busy site who have expressed genuine concern about some of the driving and parking around the Hamilton Road gate and the safety of our students.

Communicating with you

Over the next half term we will be further developing our school website, adding new content and improving the information about the curriculum. Each subject area will be developing pages to inform you about the topics, homework and assessment tasks and to give you a better understanding in how you can support your child's learning. Additionally, we will be inviting you to access the "Learning Gateway" so that you have up-to-date information about your child's attendance and academic progress. Later this term, we will also launch a parent survey in order to hear your views about our school: what we do well and the ways we might improve. You will also be invited to meet with your child's teacher to discuss their progress this year. To help us in our communication with you, it is important ensure that we have up-to-date contact details. Please contact the office if you need to inform us of a change.

May I wish you and your family well for the half term break. School resumes on Monday 22 February at 8.40am.

Yours sincerely



Mr A Johnson

*Assistant Headteacher,
Maiden Erleigh School in Reading*