



Invest, Believe, Achieve Together

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KS3 PASTORAL NEWSLETTER

PLANNERS ARE KEY!

A planner is more than just somewhere to write homework...

We encourage all students and parents/carers to **use the planner regularly** and to make it part of the daily routine.

★ 1. KNOW THE EXPECTATIONS

The planner contains important information about **school expectations, routines and policies**.

Students should take time to read the information in their planner and use it as a reference throughout the year.

It includes useful information about things such as:

- Uniform/Equipment
- Attendance and punctuality
- School routines
- Communication
- Rewards and consequences

Knowing the expectations helps everyone to have a successful school day.

🏠 2. ATTENDANCE

Page 137 contains the Attendance Log.

Students should use this section to keep track of their weekly attendance. This will be communicated by form tutors or can be found on your Arbor App.

At the back of the planner, you will also find the **blue pages for absence**.

These pages are there if you have been unable to contact the office around an absence, so tutors can make sure attendance marks are accurate.

Our new CATCH UP! sticker

When a student has been absent, their tutor may use our new **Catch Up! sticker**.

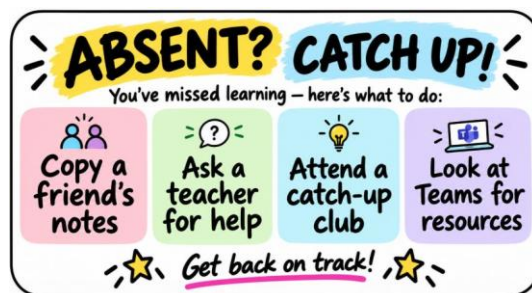
The sticker gives students some simple ways to get back on track.

Parents/carers – please help!

When you see a Catch Up! sticker please talk to your child about what they have missed.

Work together to make a note of what has been or will be done to catch up.

A few minutes spent making a plan can make a big difference.



3. READY TO LEARN

Every morning, students should arrive **Ready to Learn**.

Tutors use the Ready to Learn check to see how students are arriving at school.

This is an opportunity to check that students have:

- ✓ Correct uniform
- ✓ The equipment they need
- ✓ Their planner
- ✓ Everything needed to get started with learning

Where there is a **uniform or equipment infringement**, this will be dealt with through our school systems, but you will be able to see these and talk to your child about how best to prepare for the school day.

Our new BLAST sticker

Tutors will also use our new BLAST sticker where appropriate to communicate with home about a uniform issue.

Please use this as an opportunity to **work with your child to resolve the issue**.

The aim is simple:

Identify it → Fix it → Move on → Ready to learn!

You are without the correct uniform today:

- ☐ Blazer
- ☐ Lanyard
- ☐ Appropriate Trousers/Skirt
- ☐ Shirt
- ☐ Tie
- ☐ Other: _____

Please can you correct this by: _____



4. USE THE WEEKLY COMMUNICATION SECTION

At the end of each week there is a **Communication** section.

Please use it!

This is an important part of the link between **student → tutor → home**.

Parents/Carers are encouraged to check the communication section regularly and sign it each week.

Remember...

Your child's tutor is your first point of contact.

If you have a question, concern, or something you would like to discuss, please contact your child's tutor in the first instance. rgsenquiries@sch.im is the address to use.

They know your child, see them regularly and can help direct you to the right member of staff when needed.



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A LITTLE SUPPORT AT HOME GOES A LONG WAY

We don't expect Parents/Carers to know everything that happens in school.

However, regularly asking: **“Can I see your planner?”** is a simple way to help your child stay organised, understand expectations and keep on top of anything they need to do.

Make checking the planner part of the weekly routine. 5 minutes. One planner. A big difference.

Wendy Johnson, Emma Dyer, Rob Sorby, Ben Eyres
KS3 Pastoral Team