



7th December 2023

Dear Parents/Carers

Important Updates

Please find below details of important updates around PD and end of term arrangements.

Recording of Positive Discipline (PD)

From Monday we begin the move across to the instant electronic recording of PD information. This will be a gradual process over the next few months, done in stages, introduced at appropriate points in time. There are a number of reasons for this change:

- It will give us more instant access centrally to data about students' behaviour (thereby allowing us to respond more promptly and proactively to assist in trying to prevent students moving into repeated / more serious concerns and sanctions).
- It removes the reliance on the paper Planner which will help us to be more sustainable.
- Automation of certain systems in school will enable staff to focus more time on supporting students.

The first stage of this change is focusing on rewards and stamps. From Monday, the 'Stamps' function will be switched on in Arbor. This will allow parents/carers and students to see stamps awarded each day. All students will automatically receive one stamp for attending a lesson. Subjects can then give additional stamps (up to 4) in each lesson.

For the final two weeks of this term, as staff adjust to the new method of recording, a hybrid of ink and electronic stamps will be used to praise students. From January, we will be asking staff to award electronic stamps only. Please bear with us as staff adapt to this new system and we iron out any 'teething' issues.

As this is a new recording method being introduced part way through the year, there is unfortunately no way to transfer the actual stamps currently collected this year across to Arbor. Figures achieved by students up to the end of this term will be recorded in school centrally and can continue to be viewed in the Student Planner. For certificate calculations from the new term, we have decided to start students from the certificate they have most recently received before Christmas. For each subsequent 250 stamps awarded (as outlined in the Student Planner on page 43) students should continue to receive the next certificate. There may be an initial delay in awarding paper certificates as the system beds in, but students will receive them as soon as possible. Students will be able to track how many stamps they have via Arbor and parents will see further details on the Parent App - including the subject their child received the stamps from.

We know a number of schools have moved behaviour systems across to electronic methods and we are aware of some of the pitfalls such a move can present. We are determined to get this right so that all students, staff and parents/carers are confident in the system and, ultimately, our high standards of behaviour are maintained. It is important to stress that the PD system – which is clear for students and highly regarded by all stakeholders – remains unchanged.

In the new year we will be in touch again as we explain how the sanctions side of PD will be moved across to Arbor, and some of the other amendments we have planned to make this a positive experience for all. As, for the moment, negative comments continue to be recorded in the Student Planner, we ask that parents/carers continue to check and sign this weekly.

Arbor Parental Consent

Today we are also beginning to make use of the Parental Consent function on the Arbor Parent Portal. At some point before the Christmas break, parents/carers of students in **Years 10/11** will see a message appear under the 'Notices' area of the Arbor Parent Portal. This will be asking you (should your child opt into it during the year) to grant permission for them to attend Club Energy in Otley as part of a PE options rotation. We would be grateful if you could complete this, either giving or withdrawing consent.

End of term arrangements - Friday 22nd December 2023

As advised previously in October's Newsletter, school will close at 12.25pm on Friday 22nd December 2023. No lunches will be served on this day, but morning break will be extended to enable students to buy sandwiches and hot snacks. School buses have been requested for 12.30pm. Sixth Form Students will be permitted to leave school after their special Christmas Assembly during period 3.

School closure in extreme weather

The weather may become more inclement over the next few months, but please always presume that the school is open unless you are informed otherwise. If weather conditions are so extreme that we cannot open, we will endeavour to alert you using our text messaging system. Please note that such text messages are only genuine if they have been sent from the individual number which you have been given to report an absence for your child. You are strongly advised, however, to check the "Latest News" section on the homepage of the school website, where we aim to post a closure message by 7.15am. Closure messages also appear on the 'school closures' section of the Leeds City Council website (www.leeds.gov.uk) and are often broadcast on BBC Radio Leeds. If there is no message, school is open as normal.

We will always try to inform you as early as possible if school has to close, but please bear in mind that variations in weather forecasts and contrasting road conditions across our catchment area mean that it will often be difficult to make a decision to please everyone!

Christmas Concert – Tuesday 19th December 2023

We are looking forward to what promises to be a lovely festive occasion on Tuesday 19th December 2023 at 7.00pm (until around 9.15pm) in the Main Hall. Our Christmas Concert will showcase a range of pieces of music from our school ensembles, as well as a selection of student-led performances, many of a festive nature. Tickets have been made available online to the parents/carers of students who are performing in the concert. A small number of tickets may also be available on the door, but it is best to call the Main Office on the day to check.

Year Manager for Year 11

As you may be aware, Mrs Wells, the current Year Manager for Year 11, will be leaving this Friday. We thank her for the work she has completed supporting students in Key Stage 4 and wish her well in her new role. From Monday 11th December, Mrs Parker will step up to take on the Year Manager position, working to support students in the final stages of their time in Key Stage 4.

Finally, please look out for our usual half-termly Newsletter, which will be sent out in the final week of term.

Yours faithfully



Miss S Bishop
Headteacher