



9<sup>th</sup> February 2024

Dear Parents/ Carers,

### **Positive Discipline in Arbor and revised skirt length rules**

#### **Change to recording of PD 'comments'**

Last half term we moved the awarding of stamps across to Arbor. We are now aiming to move the sanctions aspect of PD (comments, detentions) across as well. This gives all stakeholders more instant access to see what is happening in school and will enable us to reduce paper-based admin, freeing up staff time to enable them to work proactively with students, helping them to reduce incidents. We are also taking this opportunity to make a small number of tweaks to the system which have come from feedback gathered over the past 12 months from students, staff and parents. The move to Arbor for negative aspects of PD will launch from the first Monday back after half term.

From Monday 19<sup>th</sup> February comments will be renamed 'incidents' and will come in two types 'Red' and 'Yellow' incidents.

RED incidents are events that have disturbed the learning of a student (or students) - for example 'Calling out' or 'Failing to complete work to an acceptable standard'. Any three RED incidents **in the same subject in a half term** will lead to an after-school detention (this is similar to the current system) and if those three RED incidents occur in one lesson the student will be removed from the lesson thereby allowing the rest of the class to learn without interruption.

YELLOW incidents are events that may come through carelessness or disorganisation - for example a 'Uniform misdemeanour', 'Eating on a corridor' or 'Forgotten Equipment'. Every five YELLOW incidents **across all lessons/ social times in a half term** will lead to an after-school detention.

All the above will be reset at the beginning of each half term, giving students a frequent fresh start.

Other general standalone 'Behaviour' incidents can also still be added as appropriate and these may lead straight to a further sanction, for example 'Deliberate littering' or 'Eating in the toilets'.

All of the above will be recorded directly onto Arbor and parents will receive notifications when incidents and detentions have been added. These can then be viewed directly in the Arbor App (see below for instructions).

It should be noted that with the change to recording all incidents (comments) in Arbor, notifications of detentions will now arrive at the point the detention is set on the system (rather than via a weekly Friday email). There will always be a 24-hour gap, but (for example) if you are notified of a detention on the Tuesday, it may be scheduled to be served *that* Thursday.

Students will view Arbor each morning in form time and should check their calendar to see if they have any detentions assigned. Detention stickers will no longer be added to planners. Tutors will aim to

counsel students that received comments the previous day each morning and encourage them to make more positive choices.

Students will be told verbally by the member of staff when they are assigned an incident and will receive an email by 4pm each day that confirms the incidents they have received on that day. If a student does not receive an email they have not been given any negative incidents that day.

For the foreseeable, students must still bring planners each day and we ask parents/ carers to sign them each week, but we will review this once the new system is established.

We will be launching this with students on the first day back after half term. Whilst we anticipate the system working well and increasing our understanding of student behaviour, please bear with us as we iron out any teething issues.

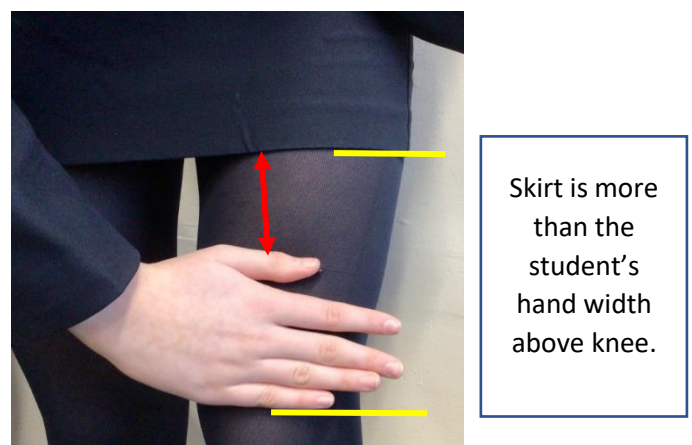
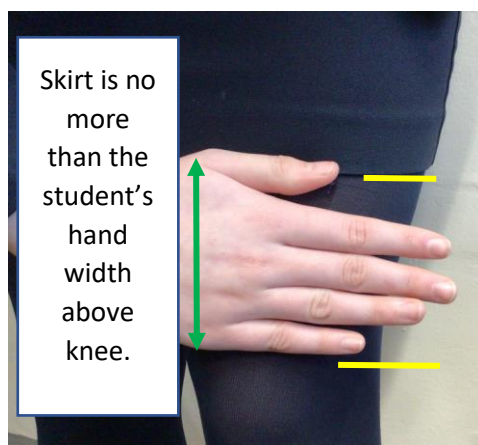
### Skirt lengths

As you hopefully saw in the Newsletter, we are having a push on uniform being worn correctly after half term. One area we are particularly focusing on is skirt length. We have consulted with student council regarding issues around why some students are opting to wear skirts at an inappropriate length. From the feedback received we have decided to help students have a clearer understanding of when their skirt length is unacceptable. We have refined the definition and updated this on the website to say: 'Skirts should be worn no more than the student's hand's width above the knee'.

The two images below show how this should be interpreted. Students will be reminded at the end of each lesson to ensure that their skirt meets the requirement before they leave a lesson. Around school a skirt worn to the length shown in picture A is acceptable. A skirt worn to the length shown in picture B will lead to a yellow incident being added to Arbor. Where a student persistently falls foul of this rule, we will require them to wear school trousers. Please can you help us by ensuring that your child's uniform meets our expectations when they leave for school.

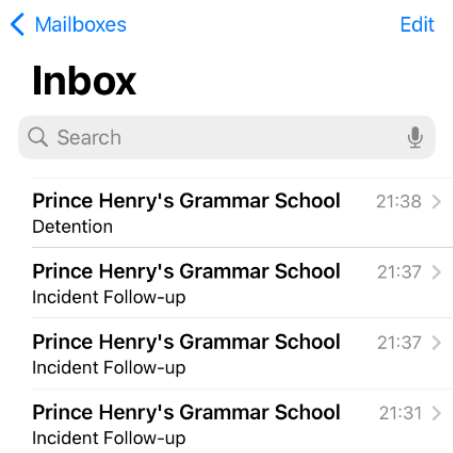
*Picture A – Acceptable skirt length.*

*Picture B – A skirt worn as shown below will lead to a yellow incident being added to Arbor.*



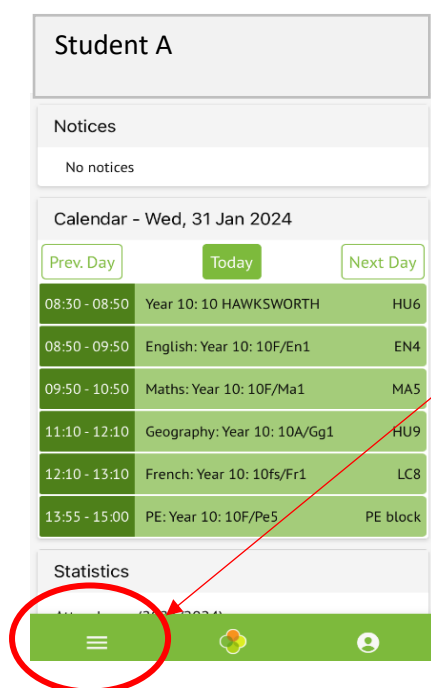
Yours faithfully,

Mr Stephen Clarkson – Deputy Headteacher (Behaviour and Attitudes)



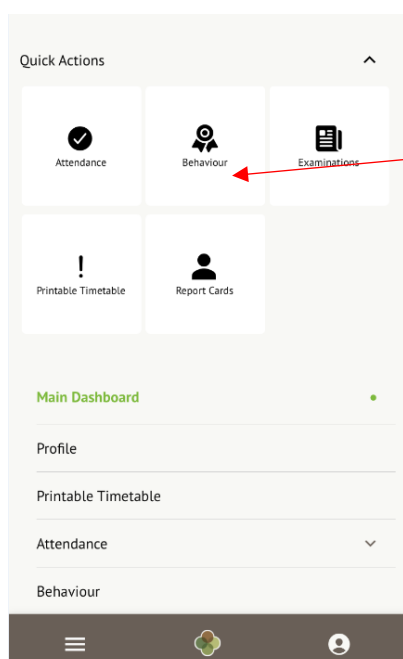
## Instructions on how to view incidents assigned to your child

If your child has an 'incident' (comment) assigned to them during the day you will receive an email that will guide you to look at the Arbor App to see the detail of the incident.



Log into the Arbor Parent App.

Select the bottom left icon.



From the new menu select 'Behaviour'.

Student A

Behaviour for:

2023/2024

Stamps

Total Points

Points Breakdown

Negative Incidents

Negative Incidents

Negative Incidents Breakdown

On the new screen you have two areas available:

**Stamps** – this is the positive rewards staff assign in lessons and around school. Selecting this will take you to more information about stamps that have been awarded (every 250 = a certificate).

**Negative Incidents** – this is where incidents (comments) that occur during the day can be viewed.

Points Breakdown

Negative Incidents

Negative Incidents

Negative Incidents Breakdown

29 Jan 2024  
Behaviour: YLW - Equipment concern  
Recorded by: Mr Clarkson  
Event: Geography: Year 10: 10A/Gg1

29 Jan 2024  
Behaviour: RED - 3rd in HT - Disruption to learning environment  
Recorded by: Mr Clarkson  
Event: Geography: Year 10: 10A/Gg1

29 Jan 2024  
Behaviour: RED - 2nd in HT - Calling out  
Recorded by: Mr Clarkson  
Event: Geography: Year 10: 10A/Gg1

29 Jan 2024  
Behaviour: RED - 1st in HT - Disruption to learning environment  
Recorded by: Mr Clarkson  
Event: Geography: Year 10: 10A/Gg1

Detentions

Issued 31 Jan 2024  
Detention Type: After School Detention  
Reason: RED - 3rd in HT - Disruption to learning environment  
Event: Geography: Year 10: 10A/Gg1

If you select 'Negative Incidents Breakdown' this will open a new area with information about the incidents received.

In the example shown left it can be seen that the student has had:

3 RED incidents and 1 YELLOW incident on 29<sup>th</sup> Jan 2024.

These were all in a Geography lesson.

The 3 RED incidents **were in the same subject in the same half term**. This means an after-school detention will be assigned.

The 1 YELLOW incident has no further action at this time (if the student receives 4 more YELLOW incidents **across all areas of school in the rest of the half term** it would lead to an after-school detention being assigned).

The after-school detention for the 3 RED incidents is shown in the Parent App below the incidents (it will also show on the student's calendar and you will receive an email).

Students will receive a daily email to show them where they have received incidents throughout the day.

Tutors will also follow this up each morning in AM registration.