

HaileyburyTurnford

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20th September 2019

Dear Parent/Carer

RE: Update to Key Stage 4 Payback process

We are updating our process surrounding the paybacks (detentions) for students in Key Stage 4 (Years 9, 10 and 11). These changes will only affect the small number of students who receive paybacks after school. On the whole, the majority of students in the school are engaged and focused in their learning and/or listen to advice and warnings given to them by members of staff. We actively encourage students to not get into situations that may result in an after-school sanction.

However, if a student is late to a lesson or receives a red card during the day, they will be required to attend a payback after school.

As of Monday 23rd September all paybacks will follow the following process:

- Paybacks will take place in En5 (English classroom).
- Student paybacks will start once they arrive at the classroom door - if they are late arriving, they will be late leaving, unless a note is provided from the member of staff that may have delayed them.
- Students will work in silence - they can do their own classwork or homework if they wish. If they don't have any work, we will provide either Maths, English or Science work for them to complete.
- Students will not be able to move their payback to another day – our policy states that all paybacks take place the same day. However, we understand that some students have responsibilities that mean they are unable to complete a payback after school on some days i.e. that are required to pick up a younger sibling. We ask that students notify us of these responsibilities in advance and we can make other arrangements with them.
- If they have a club, event or appointment to get to, then they will need to attend their payback before leaving. It is important that all students learn that their actions have consequences.
- If students fail to adhere to the conditions above, they will receive a further consequence the following day.

Our Behaviour and Discipline Policy can be found on the school's website if you wish to see what constitutes the issuing of a red card.

Thank you for your continuing support as we continue to improve the quality of education at HT.

Yours faithfully

Mr N Megaw
Assistant Principal



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