



RICHARD de CLARE

Community Academy

Executive Headteacher Mrs C. Jaques
Head of School Ms K. Riddleston

Parsonage Street, Halstead, Essex C09 2JT
Tel: 01787 472153 Fax: 01787 475143
admin@richarddeclare.com
www.richarddeclare.com

4th September 2019

Dear Parents/Carers

I am delighted to be writing to you as the new Head of School at Richard de Clare and to welcome you all to what I hope will be an exciting and busy year for the school. I believe that schools should be a happy, caring, respectful and hardworking environment. We want to encourage children to have the confidence and skills to reach their full potential in every area of school life. This will give them the knowledge and skills that will prepare them for secondary school when they leave us in Year 6.

As part of this we are determined to make sure that the learning environment allows children to learn and all children should have a positive impact on the learning of other pupils in the class. We are introducing a new behaviour system and this was explained to your child today. The system will involve four levels. If children disrupt the learning of other children, then they will be told that they are on level 1 and if this behaviour continues then they will be placed on a level 2. This will give the child time to think about how their behaviour is having a negative impact on others and give them a chance to change. If this behaviour continues then they will be placed on a Level 3. This will involve time out. Again this is an opportunity to give children an opportunity to think about what has happened and to make the necessary changes to make their learning successful. If the behaviour continues or is totally unacceptable then the child will be removed from the lesson to allow other pupils to be able to continue their learning uninterrupted. Your child's class teacher will contact you if your child reaches a level 3 or 4 and we wanted you to understand what these levels mean. We obviously expect that the majority of children will never be placed on a level and that they will approach their learning in a positive way but for the minority of pupils who disrupt learning we felt it was important to show children that we are not prepared to accept this behaviour in school. For children who continually are given level 3 or 4 we will consider further sanctions and will invite you in for a meeting so we can work together to improve your child's behaviour. I would appreciate it if you talked to your child at home and explain how important it is to work hard in school but also to allow others to learn.

Please do contact me if you have any questions. I am looking forward to working with you to make sure that your child has the best opportunities to reach their full potential and to make a success of their education at Richard de Clare.

Yours sincerely,

Ms K Riddleston
Head of School



'Dream big, work hard, believe and achieve'

Richard de Clare Community School an academy within the North Essex Multi-Academy Trust, a company limited by guarantee registered in England & Wales (Company Number 7687474) www.richarddeclare.com

