

## Information for Parents September 2016

**Attendance** firstly, we would like to say a very big thank you to all of our parents/carers who continue to support the school by ensuring that their child attends school every day. As you know we take every opportunity to celebrate student success in having 100% attendance. You are obviously aware that full school attendance is vital for every child's educational progress. Jack Hunt School works very well with parents/carers in ensuring their children attend school whenever possible to avoid disruption to learning and to maximise their educational achievement and I thank you for your co-operation.

In the table below, data from the Fischer Family Trust illustrates the impact attendance has on student results; it is significant.

<p><b>What % attendance means:</b> (There are 190 school days a school year.)</p> <p><b>Over 5 school years:</b></p> <p>If a student achieves 95% attendance they have missed 47 ½ days (¼ school year).</p> <p>If a student achieves 90% attendance they have missed 95 days (½ a school year).</p> <p>If a student achieves 85% attendance they have missed 142 ½ days (¾ a school year)</p> <p>If a student achieves 80% attendance they have missed 190 days (one whole school year!).</p>
<p><b>A* - C (including English and Maths) at GCSE</b></p> <p>Students with 95% attendance or higher are much more likely to reach 5 A*-C grades including English and Maths.</p> <p>Below 95% attendance starts to affect performance.</p> <p>Students with 90% attendance are 15% less likely to achieve 5A*-C (including English and Maths) than those with 100% attendance.</p> <p>Students with 80% attendance are 25% less likely to achieve 5A*-C (including English and Maths) than those with 100% attendance.</p>
<p><b>Target Grades</b></p> <p>For students with the same Key Stage 2 levels:</p> <p>100% attendance = student is likely to hit or exceed target grades.</p> <p>90% attendance or lower = student is likely to be 1 grade below target grades.</p> <p>80% attendance or lower = student is likely to be 2 grades below target grades</p>

- **Penalty Charges** - in line with a change to Peterborough City Council's policy, penalty charges will be administered for *unauthorised\** or *persistent student absence\*\** from school. If you have any queries regarding your son/daughter's attendance please do not hesitate to contact your child's Head of House in the first instance, or Ms Cliffe, Assistant Headteacher.

\* *Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given.*

\*\* *A student becomes a persistent absentee when they miss 15% or more schooling across the school year for whatever reason, without authorised medical evidence.*

**Cashless Catering Cards** - temporary cards will be issued to new students to the school on their first day. Existing students need to retain their cards and remember to bring them on the first day. Should any students have lost their cards a replacement card costs **£2.00** and can be purchased from the School Shop at break time. If you wish to pay for your children's meals by debit or credit card please register with Parent Pay and make a payment. New students wishing to purchase lunch at school during the first week should bring in cash and they will be shown how to add the money to their card, until Parent Pay is activated. Information on how to activate Parent Pay will be available in September.

**Free School Meals** are one of our responsibilities to authorise and administer and should you be entitled to apply for free schools meals, or wish to check whether you qualify, then please contact our Free School Meals Co-ordinator on extension 174. Mrs Bark will answer your queries and ensure that the appropriate arrangements are made.

**Full school uniform** for all students should be worn in school and on the way to and from school. Students should NOT wear their school PE kit to school in the morning. The vast majority of students wear the uniform as per our expectations and our Sixth Form look very smart in their business dress and set an example to younger students. Details of the school uniform and guidelines on hair, make-up and jewellery are on the school website and in the Student Planner. Boys in Years 7-11 are reminded that ties are to be worn again from Wednesday 7 September 2016. As autumn and winter approaches may I remind parents that 'hoodies' are not permitted in school and that outer coats should be dark coloured and plain.

We would like to thank all parents/carers for their support in ensuring that each child is prepared for learning each day. During Lesson 1, each student will be checked for uniform, stationery and that they have a bag that is big enough to carry their books and folders. Any student that does not have uniform, stationery or a bag correctly in place will receive, in the first instance, a detention and then be placed on school Report. Should a student arrive without the correct uniform and with no explanation from parents, in extreme cases, he or she may be sent home to change. On these occasions we will always try to telephone parents using the data currently held by the school. It may not always be possible to inform families that their son/daughter is being sent home to change but since families are aware of our expectations this should be a most unusual event.

<b>Boys – Trousers</b>	<b>Black</b> Only tailored formal school trousers with no extremes of width.
<b>Girls – Skirt</b>	<b>Black</b> Skirts should be no more than 5 centimetres above or below the knee. Skirts that are too short or open with slits are not acceptable. Skirts should not be stretch or elasticated.
<b>Girls – Trousers</b>	<b>Black</b> Only tailored formal school trousers with no extremes of width.
<b>Girls - Pinafore dress or Shalwar kameez (if required)</b>	<b>Purple or black</b>

School uniform (blazer and girl's blouses with Jack Hunt logo and PE Kit) can only be purchased from Chromasport ([www.chromasport.co.uk/shop/jack-hunt-school](http://www.chromasport.co.uk/shop/jack-hunt-school)). There is a link to their website on the home page of the Jack Hunt website. Uniform orders placed by 21st August 2016 are guaranteed to be available for the start of the new term.

**Leave of absence** - in line with changes in Government legislation Jack Hunt School is not authorised to allow any leave except in exceptional circumstances which are agreed by the Headteacher/Assistant Headteacher. The legislation means that if parents/carers take students out of school, without it having been authorised as exceptional circumstances, legal action, such as a fixed penalty notice, may be issued. This could be a fine of a minimum of £60.00 for each child, per parent/carer (eg the total fine for two children with two parents/carers would be £240.00). Parents/carers also risk having their child taken off the school roll.

If, due to exceptional circumstances, you request a leave of absence please ask your son/daughter to collect the 'Leave of Absence' form from the Main Reception. A form will need to be completed for each child and needs completing a minimum of 4 weeks before the requested leave date.

### **Parent/Carer Communications**

- **Trip Letters** – are handed to student by respective subject teachers and attached to the child's Kite Profile (under the Letters tab). Reminders may be emailed to parents/carers if there is a need.
- **Important Notifications** such as Examination information; events or reminders and Whole School Communications such as letters from the Headteacher will be emailed to parents/carers and the communication will be attached to their child's Kite Profile (under the Letters tab).
- On rare occasions or for urgent communications you will also be notified by text of a communication by email.

**Paracetamol is available from qualified First Aiders at school** to allow students to continue their education without prolonged interruption but national guidance states that each school must have consent for this and that it must be updated for the start of each academic year. If your son or daughter takes other medication on a regular basis, please contact the Medical Room as soon as possible to discuss this. For health and safety reasons, students are asked not to carry medicines or tablets around school in their bags, apart from asthma inhalers.

**Punctuality to lessons** is very important and to ensure a prompt start to the school day students should be on site by 8.35am and, if they go home for lunch, back by 2.00pm for the afternoon lesson. Could you please ensure the school is notified immediately if your son or daughter is unable to attend school and the reason for the absence. The 24-hour absence line is always available.

**Reports** one full school Report and one mini Report are issued during the academic year approximate timings for the release of these are in the school calendar on the website. Parents /carers will be notified by email and text when their child's report is available on their Kite Profile under the 'Reports' tab. Messages will also be tweeted and shared on Facebook to notify parents of the relevant year when the Reports are available to view.

**Travel to and from school**, for a school of our size, does make the local roads very busy at the start and end of the school day. We do encourage our students to walk, cycle or bus to school and my thanks to parents/carers who support us in this. Students who cycle to school should secure their bicycle with a lock in the racks provided. Parents should not drive their cars onto the school site to drop off or pick up students as this presents hazards to the safety of our students and staff.

Further details and guidance on any of the information contained in these pages is available from the Main Reception and are available on the school website

**Website,** [www.jackhunt.net](http://www.jackhunt.net), is used to share News and Events, Term Dates and a host of other information about the school. On some occasions, for example if the school is closed due to adverse weather, we will make important announcements here too.

If you would like to keep up-to-date with Jack Hunt news headlines, you can use our RSS feed or follow us on Twitter (@Jackhuntschool) and if you have an Apple device you can download the E4Education 'School News' App to give you quick access to all our website news as well as our calendar of events.

The website also has a link to our Learning Platform, Kite. Once you have a login, you will be able to access your children's attendance and behaviour records amongst other things.