



29 September 2021

Dear Parent/Guardian

At the back end of last term, I wrote to you in regards to the MER Way which embody our school behaviour and expectations. This mantra exemplifies how we want to students to conduct themselves in school and is based around three simple rules; being ready, being safe and being respectful.

I wanted to highlight the importance of being ready to learn and update you on some small changes to our process to support this notion.

The MER Way – Ready

WE are on time for school and for all our lessons;

Students are expected to be in school and at tutor by **8:40am**. Where students are **late to school**, arriving at the school gates later than **8:45am** they will be issued an automatic 'Late to School Detention', this will be held on the same day, at breaktime. Being on time for school is of real importance as it creates good habits and ensures key information is received and the pastoral programme is followed. Failure to attend this detention will result in this being escalated to an after-school detention the following day. We request your support in reiterating the importance of punctual attendance to school.

WE are on time for school and for all our lessons;

Students are expected to get to lesson on time, this is of great importance as if they are late they miss learning and this inevitably has an impact of their learning – they can never get that time back!

Students lateness is continually monitored by their tutor, their Head of Year and their teachers and where this is persistent over a number of weeks, interventions will be put in place to make positive changes to this behaviour.

Where student's lateness is persistent across the school day there will be consequences. This means that if a student has **three late to lessons marks**, or **accrues more than 10 minutes lateness across a day** they will have a 20-minute late detention after school the following day. Parents will be informed of this via email notification and it will also be highlighted through our Class Charts app.

WE come to school with the correct equipment;

'PREPARES' is the acronym we use to recall the equipment they need in school: pens & pencils; ruler; eraser; planner; a green pen; reading book; excellent uniform and specialist equipment (calculator, protractor, compact sharpener, glue stick and highlighters). As part of our R2L initiative, we will run regular spot checks throughout lessons and tutor time to reinforce the high expectations we have around equipment.

WE switch off mobile phones and keep them out of sight

We reaffirmed our expectations around this at the start of term and there has been an overwhelmingly positive reaction to this with students really buying into not having their mobile

out at any point during the school day. Further information around mobile phone use can be found [here](#).

WE wear our uniform with pride; blazer on, shirt tucked in, shoes on and coats off at the door;

High expectations of uniform are of extreme importance and we find that students who wear the school uniform properly have a sense of pride and feel very much part of the school community at Maiden Erlegh School in Reading. Thank you in advance for your continued support in ensuring students are in the correct uniform. If you have any concerns around students' uniform, please contact the school reception who can put you in contact with or pass on a message to their tutor. Key information on school uniform can be found [here](#).

WE take advantage of the opportunities offered through extra-curricular activities.

We are now in a position to offer many different opportunities through our extra-curricular provision, please do take a look at the website [here](#) where you can find out about the many offers available to student this term.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Hood', written in a cursive style.

Mr D Hood
Assistant Headteacher