



19 April 2023

Dear Parent/Guardian

As we start the new term, I would like to take this opportunity to re-visit our key behaviour expectations and remind students and parents/guardians of the high expectations we want to see from students.

Please take some time to read through this letter as it goes through important information you will need to know.

Our school day

Following consultation with staff and students, the structure of our school has been amended slightly. This new structure now enables us to include one break for all students. Please find below the new timings.

Monday to Friday		
Tutor	8:40 – 9:05	
Lesson 1	9:10 – 10:10	
Lesson 2	10:15 – 11:15	
BREAK (all students)	11:15 – 11:30	
Lesson 3	11:35 – 12:35	
	Lunch	Lesson
Lesson 4a	12:35 – 13:00	13:05 – 14:05
Lesson 4b	13:40 – 14:05	12:40 – 13:40
Lesson 5	14:10 – 15:10	

Punctuality

At Maiden Erlegh School in Reading we want to ensure we provide the best education possible; this can only be achieved if students attend regularly and on time.

We expect all students to arrive and be **on school site by 8:35am** and in their tutor ready for learning at **8:40am** (if they arrive after this they are classified as late to school). Poor punctuality is not acceptable as students who arrive late both to school and to lessons disrupt learning for themselves and the learning of others.

Students are expected to get to lessons on time, this is of great importance, if they are late, they miss learning, and this inevitably has an impact of their progress and outcomes.

A build-up of persistent lateness within a day, and/or unacceptable patterns of lateness over time, will result in the school putting in consequences, such as, breaktime detentions, early starts and reports. The purpose of such interventions is to support students to change these poor learning behaviours.

Equipment

Students should be properly equipped for learning **every day**. If you are equipped, you are ready to learn and engage with lessons. As part of the R2L (Ready to Learn) initiative, we encourage students to remember that a student who **'PREPARE'** is a student who will succeed.

'PREPARE' is the acronym we use to recall the equipment they need in school:

- Pen
- Ruler
- Eraser
- Pencil
- A green Pen
- Reading book
- Excellent uniform, books and specialist equipment (calculator, protractor, compact sharpener, glue stick and highlighters).

As part of our R2L initiative, we will run regular equipment checks daily in tutor and spot checks throughout lessons to reinforce the high expectations we have around equipment.

Uniform

Students are expected to attend school in **full school uniform** every day.

High expectations of uniform are important, it teaches students to dress smartly and take pride in their appearance. 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. I would like to reiterate our expectations around uniform.

- Trouser/skirt which should be grey/charcoal (leggings are not permitted);
- Skirts should be knee length and trousers loose fitting and long enough to reach their shoes;
- Students should wear smart, black and polishable school shoes;
- Students can wear coats to and from school, but not inside the building. Outdoor jackets do not include **hooded sweatshirts**;
- Students should wear blazers at all times in school unless they are told otherwise;
- One small silver/gold stud in each ear lobe only; no other jewellery should be worn to school;
- No excessive make-up (including eyelashes)
- Nails should be of natural length and colour;
- Hair should be a natural colour

Thank you for your continued support.

Yours sincerely,



Will Graham
Headteacher