

5 September 2018

Dear Parent / Carer

I hope you have had a pleasant summer and that your child is looking forward to returning to school. I would like to take this opportunity to remind you of some key information from the end of last term. This includes sharing some of the priorities for the school this year and also to highlight some more specific information for Year 9 students and families.

You will recall that at the end of last year, we wrote to you with regard to two new policies that are central to our school improvement work. The **Guisoley School Behaviour & Discipline Policy** is now at the heart of much of our pastoral work and is available on the school website. We have covered this policy in detail with students today and would encourage you to discuss the changes with your child. Similarly, attendance remains a school-wide priority and will be led by Mrs Probert, Assistant Headteacher. The policy was shared in July and will be available on the website over the coming weeks. Can I please take this opportunity to remind you of the importance of great attendance and that the work to ensure attendance in line with our target of 97% for every student starts today. Every day matters!

Your child has today been issued with a brand new planner for this academic year. In line with both the Behaviour and Communications policy, we rely on planners to record key information and as an explicit link between home and school. You, and any teacher, should be able to open the planner on the correct week and get a clear sense of how your child is performing through the number of 'stamps', the number (or lack of) negative comments and the other records. For this reason, we are asking that all planners are signed weekly and kept in immaculate condition. If a planner is damaged or defaced with graffiti, we will ask students to purchase a new planner at the cost of £5. Should this happen more than once, it will be managed in line with the Behaviour & Discipline Policy. In line with the new Communications policy, any communications or concerns that are not addressed through the planner should be sent via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) where it will then be redirected to the most appropriate colleague or department.

The Key Stage team are looking forward to welcoming Year 9 back to school. You will recall that, supporting me as Key Stage co-ordinator are Sam Lord and Lisa Gordon.

Below are some key dates and reminders for you to be aware of in the first term:

- 10<sup>th</sup> September: Year 9 photographs
- 13<sup>th</sup> September: Prize Night – invitations have already been issued
- 28<sup>th</sup> November: Year 8 and 9 options evening

The Key Stage team are excited to welcome students and families back to school this week and about the changes that are taking place. We are confident they will make a significant difference to the quality of every child's education and experience at Guiseley School, particularly important in Year 9 where students will begin to think about the options and pathways open to them in Year 10. As always, if you have any questions, please don't hesitate to contact a member of the Key Stage team in the first instance.

Kind Regards



Yasir Hussain  
Key Stage 3 Co-ordinator (upper)