



Executive Headteacher:
Jamie Foster BSc Hons NPQH

St Martin's School

Be the best you can be

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6 September 2023

Dear Parents and Carers

I am very pleased to welcome all of our young people back to school after the summer break as we start the new academic year.

To help and support your child transition into the new term, I wanted to share with you some key information.

Rewards and Sanctions

At St Martin's we inspire and empower all our students to realise their full potential and instill in them three core values:

1. **Be Kind.**
2. **Be Safe.**
3. **Be Responsible.**

To guide and support our students and to embed these three core values we celebrate student achievement and success both inside and outside of the classroom. Every child, every lesson, every day has an opportunity to earn Achievement Points for upholding our three core values and for striving to succeed and THRIVE.

St Martin's school rewards include:

- Achievement postcards sent home by each department
- Sporting achievements celebrated at the end of the academic year through the Sports Presentation Evening
- Department rewards certificates each half term to celebrate progress, effort and achievement which are presented in assembly
- Leaders badges
- Honours Awards which take place at the end of the academic year
- Attendance awards
- Headteachers Award
- Rewards trips at the end of every term

We believe that a clear and consistent approach is necessary to ensure our young people succeed. Consequences act as feedback to pupils on how well they have behaved and that actions matter.

Pupils will be **reminded** at the start of each day of the behaviour expectations and then a **warning** will be given if these are not upheld. If the behaviour continues, then a **sanction** will be issued.



We have created a **Culture for Learning** so that expectations are clear to all students. A copy of the Classroom Code is attached to this email.

Sanctions will vary depending on the severity of the action and situation. Minus behaviour points will be logged on Satchel One noting the reason for why the points have been issued by each teacher. These will be reset at the end of each term giving each pupil an opportunity for a fresh start if required.

Whilst we will ensure necessary support and intervention is in place to help our young people, more serious behaviour or persistent breach of school rules will lead to escalating sanctions, such as detentions and possible isolation or exclusions. Teachers will contact home to raise concerns and parents will be notified of any detentions set through the Satchel One app. Pupils must attend detentions that are set.

These behavior expectations extend to outside of school. Any child who brings the school into disrepute will be sanctioned accordingly.

Uniform, Equipment Checks and Mobile Phones

Full uniform is compulsory and must always be worn by all students when on the school site, and when travelling to and from school, as ambassadors of St Martin's.

Before pupils enter the school site, they will cross a **red line** and **all pupils must be wearing full school uniform** in line with policy (including no trainers, fake eyelashes or nails and skirts must not be rolled). The school uniform guide for parents can be found here: [School Uniform - St Martin's School - Be the best you can be \(st-martins.essex.sch.uk\)](http://st-martins.essex.sch.uk)

Uniform will be checked at the start of the school day and each lesson to ensure standards are always maintained.

We have two uniform providers:

Smartypants Schoolwear which is located in Hutton, Unit 1 Chancerygate, 33 Tallon Road and are part of the Industrial Estate www.smartypantsschoolwear.com

The School Uniform Specialists www.theschooluniformspecialists.com

Mobile phones are not permitted on school site. If a pupil is seen using their mobile phone it will be confiscated and taken to the relevant Deputy Head of Year.

- If this is the **first time** the phone has been confiscated the phone will be returned at the end of the school day.
- The **second time** pupils will stay after school for 10 minutes and the phone will be returned to the pupil.
- The **third time** the phone is confiscated the phone will be held overnight and parents will be notified that day.
- The **fourth time** the phone will be held until the end of the week and then returned.

Pupils will not be allowed to use their phone to check their timetable on school site and all pupils will be issued with a paper timetable at the start of the term. They can request further copies via their Deputy Head of Year if required at break or lunchtime.

Students are expected to arrive at school with all necessary equipment for lessons including spare pens and pencils. Form Tutors will conduct a daily equipment check at the start of each day to ensure pupils are prepared and ready to learn and have all necessary equipment for lessons.

Please note the **contact details for the Deputy Heads of Year** are as follows:

Year	Name	Email	Direct telephone number
Year 7	Mrs E Bauers	ebauers@st-martins.essex.sch.uk	01277 238431
Year 8	Mrs T Glenn	tglenn@st-martins.essex.sch.uk	01277 238379
Year 9	Mrs K Wells	kwells@st-martins.essex.sch.uk	01277 238346
Year 10	Miss J Hunt	jhunt@st-martins.essex.sch.uk	01277 238392
Year 11	Mrs S Abbs	sabbs@st-martins.essex.sch.uk	01277 238432
Year 12/13	Mrs V Power	vpower@st-martins.essex.sch.uk	01277 238366

Satchel One

All homework, timetable, behaviour and attendance communication will be shared with parents via the Satchel One App. **We request that all parents and pupils download the FREE app** so that you can keep up to date with important information and notifications. Attached to this email is a copy of a parent guide to help you get started and it can also be accessed [Here](#).

Your personal parent code will be sent to you TOMORROW so please look out for this so that you can log on and set up your account.

Attendance and Punctuality

Excellent attendance is important for all students at St Martin's to ensure they reach their full educational potential. A high level of school attendance is essential and we expect **100% attendance** from every student at St Martin's. Daily monitoring of attendance will take place and home visits will be made to support our young people return to school if they are absent for **three or more days**.

Attached to this email is an **Attendance Flowchart** which is a guide for parents and provides an overview of how to report your child absent and what support is in place to ensure your child attends school every day.

Building on our strong focus of regular school attendance and student wellbeing, this academic year we will be working with an external partner called *Aquinas (School Attendance Provisions)*.

Aquinas is a member of The National Association for Support Workers in Education (NASWE), as well as being an Accredited Company by Essex Police under The Community Safety Accreditation Scheme (CSAS). They will also work very closely with our own internal attendance and pastoral teams, as well as the Local Authority's Attendance Compliance Team.

Each and every day students must be onsite by 8:25am and register in their Year Group Zone. Pupils will be classified as late (code 'L') after 8:30am. Students who arrive after the registers have closed at 8:50am will have their absence recorded as

unauthorised (code 'U') unless evidence can be provided to explain the reason for absence. Please note, if pupils are late to school or lessons without a valid reason, they will be issued a detention.

We are here to help and support each and every one of our young people as members of St Martin's school community. If you have any questions regarding the information provided, please do not hesitate to contact the relevant year group team who will be able to answer your questions.

We do hope this information is useful and we will be sharing all of these important points in the up-and-coming assemblies over the next two weeks with all year groups.

Thank you for your continued support and I look forward to working with you and your child this academic year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Tatman', with a horizontal line drawn through the middle of the letters.

Mrs G Tatman
Deputy Headteacher