

Dear Families,

I hope you're doing well and looking forward to a well-earned winter break with friends and family. As we approach the final weeks of the term, I wanted to send a quick reminder to ensure we maintain our high standards. It's important that we finish strong and stay focused right until the end of term.

**Punctuality:** It is essential that students arrive on time to school. At CVHS, we emphasise the importance of punctuality in order to support students later in life and to develop the value of integrity – valuing our own and others' time. To ensure that students have enough time to get to school, please ensure that they are fully equipped and in their Tutor group line up for 8:35am.

**Uniform:** In the winter months students can wear their CVHS PE jumper under their blazers for extra warmth and comfort. Please support us in ensuring your child does not come to school with piercings, leggings and all other incorrect uniform as these are prohibited. The uniform policy explains the agreed expectations for the clothing the students are expected to wear whilst at school. We hope that your child wants to wear their uniform with pride and we expect blazers to be worn at all times unless permission is given by the class teacher for them to be removed.

**Truancy:** Internal truancy is where a student is out of lesson, but inside school grounds, without an authorised reason. Some common authorised reasons for students being out of lesson would include:

- Student is using their Aspire pass
- Student is using their toilet pass

For all of the above reasons, plus others authorised by the teacher, the student will be provided with a note / have their planner signed to confirm that it is authorised.

The vast majority of students at Colne Valley High School attend all of their lessons and we appreciate these students and their hard work. For a small minority however, we require a firm and consistent process to ensure that in the future they make better decisions about attendance to their lessons.

As you will agree, being in lessons is vital for your child to succeed. When students are attending lessons, which the majority of students do, they are more likely to make excellent progress.

If a student fails to attend a lesson it is a lost opportunity. If they do not attend lessons they are not in the same position as others within the class. Imagine reading a book and missing chapters 2, 3 and 4, then reading again from chapter 5 or watching a TV series and missing episodes 3, 4 and 5, then watching episode 6. In both cases you would not know what has taken place and would be lost. This is exactly the same impact as missing a lesson.

Students will succeed if they attend their lessons and will go on to lead purposeful and happy lives. I trust that we can rely on your support.

If you would like to discuss this matter, please contact your child's Achievement Co-ordinator in the first instance. Take care and have a wonderful Christmas.

Yours sincerely,

**Miss L Pejica**