



8th September 2017
17th Ellul 5777

Dear Parents/Carers,

INFORMATION UPDATE and REMINDERS for 2017

We wanted to share with you some important information / reminders as we are about to start the new academic year.

Start of Term

Firstly thank you for all your efforts in preparing your son/ daughter for this Autumn Term 2017. It has been a good start to the year and we are all very proud to have 5 year groups at LJFS for the first time.

School Expectations

Changes to Punctuality Detentions

In order to have a prompt start to the day and to maximise learning, all students should be entering school from the middle and bottom entrance (not front main office) and be in their form room by 8.10am. The doors will close at 8.20am. If students arrive at school after this time then they should enter via our main office reception. They will automatically receive an after school detention. If they fail to attend this detention, then this will escalate as written below (see next paragraph).

Attendance

As you are aware, there is a link between attendance and student achievement. The Governors have made it clear that they will support the Headteacher and Education Welfare Service in promoting high levels of attendance and taking action where there are unsatisfactory reasons for absence. Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

What we expect is an average attendance of 97% for the year, with outstanding attendance above 99%.

Anything below 95% is weak, under 90% is poor and if attendance dips below 85% we will have serious concerns. Below 85% is regarded as persistent absence by the Department of Education.

Leeds Jewish Free School

Executive Headteacher: Susy Jagger

Tel: 0113 2930578

Email: headteacher@ljfs.org



At the end of each half term we identify all those students whose attendance has fallen below 95% and issue a courtesy letter or make a telephone call informing parents. We then monitor the students' attendance on a weekly basis and hope to see a pattern of unbroken weeks developing.

Our duty of care in responding to unauthorised and persistent absence – possible consequences

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons (judged by the Education Welfare Service, not the parent) for a student's frequent absence or where parents condone absence (e.g. by taking children out of school on unauthorised holidays) then parents render themselves liable to a fine of £60 per pupil per parent. This could mean a fine of up to £720.

However, we do understand there may be times when absence is unavoidable and acceptable. We therefore appreciate your ongoing support in ensuring your son/daughter(s) are in school as much as possible so that we can help them reach their full potential.

Changes to Detentions

Detentions will run on a Monday, Wednesday and Thursday evening and will last for 40 minutes and finish around 4:20pm. If your child fails to attend their detention, or if the matter is more serious, then they will be placed in a Headteacher's detention on a Thursday evening, which will last for 60 minutes. If your child fails to attend this detention, or if there is a serious breach of the school code of conduct, then they will be placed in a Headteacher detention on the next available evening for 90 minutes. Failure to attend the Headteacher detention will result in a serious consequence.

School Expectations around Uniform

We expect all our students to maintain the highest standards of uniform and appearance. The following items are not permitted around school:

- Hoodies
- Trainers/Boots
- Excessive make-up/Nail varnish (unless colourless)
- Jewellery (except a wrist watch or a religious symbol or a single stud)
- Extreme haircuts or colours
- Mobile Phones or internet enabled devices other than the school iPad.
- Wearing headphones unless with staff permission
- Coats being worn indoors
- iPads being used outside of a lesson

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If your child breaches any of our expectations then a sanction will be put in place. Banned items such as jewellery, headphones etc will be immediately confiscated and returned to your child at the end of the day and mobile phones on the Friday of that week. If your child is wearing the incorrect footwear or uniform they will be placed in isolation or expected to use the school's supply of shoes, ties etc if available. Students will be expected to remove make-up and nail varnish not regarded as discrete.

Isolation

In cases of 8 comments in a week or serious misconduct an isolation will be issued. 2 isolations in an academic year will mean not being allowed to go on the school rewards trip, 5 isolations in a single year will be an exclusion.

LJFS ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO BANNED ITEMS THAT HAVE BEEN CONFISCATED.

Equipment

Students **must bring the correct equipment each day in a suitable bag**. All students are expected to bring the following and checks will be made by academic tutors daily:

Pen, purple pen, pencil, ruler, rubber, pencil sharpener, scientific calculator, ear phones, protractor/angle measurer and a compass in a pencil case along with a dictionary. As of the new academic year, every student needs to have a glue stick AND a white board pen as part of their individual equipment.

Stamps and Rewards

Please praise your child for the stamps they accumulate each week. It shows they have made a positive contribution at school. We will be making prize draws for 100% attendance. There will also be a student of month awarded for each year group. In addition we have subject specific postcards that your son/ daughter will receive as a reward in that subject.

I hope the above information is helpful, however if you have any further queries please do not hesitate to contact school admin@ljfs.org

I hope that you have had an enjoyable summer holiday and look forward to working with you all in partnership throughout the next academic year.

Best wishes

Susy Jagger
Executive Headteacher

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