



Our Ref: MNI/AGR/MPA/ARO/JBR

17<sup>th</sup> March, 2017

Dear Parent/Carer,

I am pleased to provide for you an update about your child's progress and performance, together with some exciting information about key initiatives and developments at Irlam & Cadishead College (ICC).

### **Keeping Our Children Safe**

Technology is increasingly accessible to young people, offering many useful and positive opportunities and is not going to go away. I would, however, like to raise with you our concern about the increasing number of issues that we are dealing with as a result of student use of electronic devices and social media. Dealing with the upset that is sometimes the consequence of inappropriate student use of electronic devices, often outside College hours, is hugely time consuming and exacerbates the workload of staff, this at the cost of teaching and learning.

It is our responsibility as adults, in College and at home, to do as much as we can to ensure that technology is being used appropriately. It has not been pleasant for staff to deal with and often view some of the inappropriate images, comments and information that students are sharing on social media. We have done much in College to educate students about being safe and not making themselves vulnerable in the digital world and would appreciate parent and carers discussing this further with their child.

### **Education for Employability – Attendance**

At Irlam & Cadishead College we are keen to promote education for employability. It is clear that young people need to develop resilience in readiness for the world of work. Employers, as do we, expect 'all' to be on time and present 5 days a week at their place of education, employment or training.

Irlam & Cadishead College in line with Local Authority partnership and government expectations will only authorise 10 sessions (5 days) of illness without appropriate medical evidence. Any further absence due to sickness must be supported with appropriate medical evidence i.e. Doctor's note or prescription.

### **Assessment, Recording & Reporting** **Go4Schools**

As part of school improvement our new VP Achievement and Standards, Mr Grantham has introduced Go4Schools, a web based assessment and reporting tool to support parents/carers in accessing up to date information on how their child is performing.

As a College we want to make it easy and convenient for parent/carers to access information about how well students are doing across the curriculum. Presently, we are at the initial stages of our use of Go4Schools and fully intend to capitalise on it further by providing 'timely' information on timetables, academic progress, attendance and reports to access on home computers/mobile devices. To set up parental Go4Schools accounts we need to have email addresses. Please complete and return the Data Collection Sheet enclosed.

As ever, we continue to track student Personalised Progress Path (PPP and Attendance Record enclosed) based upon prior attainment from KS2. This is the first time we have used Go4Schools and given this you will see some changes to the format. Please find enclosed.

**New Procedures for Purchasing Irlam & Cadishead College Uniform**

***As from Tuesday 18th April 2017 ICC will no longer stock uniform, this with the exception of sport socks and ties. Remaining stock can be purchased only up to 31st March 2017.***

Please find enclosed a leaflet and order form from our suppliers, SWI Schoolwear, that fully explains how parent/carers can order and receive Irlam & Cadishead College uniform.

**New Irlam & Cadishead College Lockers Service for Students**

We launched our new ICC Locker Service with our aim of ensuring a customer focused service for learners supporting them to be fully equipped for their 'Day at Work' and further develop a sense of responsibility and 'ownership'.

- A £5 deposit will secure a Locker for a student, redeemable at the end of their College career
- Students will be required to sign a Locker Contract to ensure that they act responsibly, i.e. care of their locker and storage of appropriate items
- Loss of a locker key will incur a £3 charge for its replacement
- Students will have access to their locker before and after College and during social times – not during lesson time:
  - Every lesson, Every day – **'No Excuses'** students must be punctual for registration and in readiness for their 'seat' or activity of learning
- Students issued with a locker/locker key will have full responsibility for the contents of the locker and are not allowed to 'store' items that are inappropriate or belong to other students
- As ever, students are advised not to bring valuable items into College as we are unwilling to be held responsible for any items that are lost or 'misaid'

**Key Dates/Events**

<b>Date</b>	<b>Event</b>
23 <sup>rd</sup> March	Year 8 Parents/Carers Consultation Evening (3.45 pm – 6.45 pm)
28 <sup>th</sup> – 30 <sup>th</sup> March	College Production: <i>Alice in Wonderland</i>
31 <sup>st</sup> March	College closes for Easter Holidays
3 <sup>rd</sup> – 13 <sup>th</sup> April	'Class of 2017' / Year 11 Easter Master Classes
18 <sup>th</sup> April	College re-opens
28 <sup>th</sup> April	College closes for Bank Holiday Monday (May Day)
2 <sup>nd</sup> May	College re-opens
4 <sup>th</sup> May	Year 9 Parents/Carers Consultation Evening (3.45 pm – 6.45 pm)
11 <sup>th</sup> May	'Class of 2017' / Year 11 GCSE Arts Evening
15 <sup>th</sup> May	'Class of 2017' / Year 11 Final Exams begin
26 <sup>th</sup> May	College closes for Half-Term holidays
5 <sup>th</sup> June	College re-opens

Please do not hesitate to make contact with us if you have any questions about your child's report, in the first instance, addressing any comments to the Progress and Development Leader.

**XXXXXXX - Year XXX Progress and Development Leader - Tel. XXXXXXX**

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. A. Nightingale', written in a cursive style.

M A Nightingale  
Principal  
Irlam & Cadishead College

Encs:

Irlam & Cadishead College Newsletter  
Data Assessment Capture 3 Personal Progress Path Tracking Report  
Personalised Attendance Report  
Data Collection Sheet – essential for email addresses  
Guidance and Order Form for new procedures for purchasing Irlam & Cadishead College Uniform

We work in partnership with parents and carers and need your full support in ensuring that your child attends Irlam & Cadishead College every day and on time. We welcome and encourage Home/College partnership working to resolve any difficulties.

The target attendance figure for all students is a minimum of 97% attendance. Based on personalised current attendance figures your child will be placed in one of the following groups as shown on the Diamond Attendance Tracker below. Your child will be informed of their Attendance Group by their Form Teacher.

**XXXXXX's Attendance from 3<sup>rd</sup> September to 24<sup>th</sup> February was 86.9%  
With X unauthorised absences and XX authorised absences.  
Eloise has been late 0 time(s)**

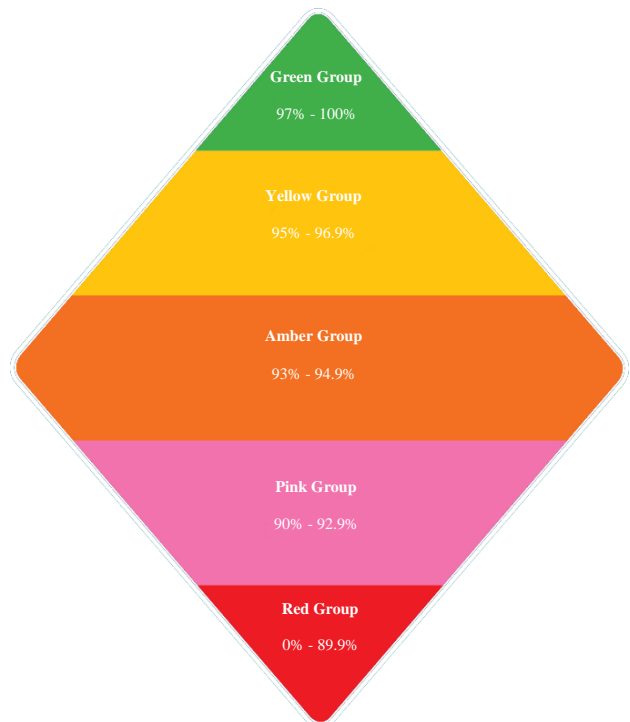
**Group 1: Good      Green Group**  
Student attends for 97% - 100% of the time

**Group 2: Concern - Yellow Group**  
Student attends 95% - 96.9% of the time

**Group 3: Risk of Underachievement  
Amber Group**  
Student attends for 93% - 94.9% of the time

**Group 4: Severe Risk of Underachievement  
Pink Group**  
Student attends for 90% - 92.9% of the time

**Group 5: Extreme Risk of Underachievement  
Red Group**  
Student attends for 0% - 89.9% and the College  
may expedite to Court



**National attendance figures that show impact on Attainment:**

- Attendance of 96% or above: **82%** achieve 5 A\* -C including English and Mathematics
- Attendance of 90% or above: **52%** achieve 5 A\* -C including English and Mathematics
- Attendance of 80% or above: **36%** achieve 5 A\* -C including English and Mathematics
- Attendance of 70% or above: **18%** achieve 5 A\* -C including English and Mathematics

Regular attendance is not merely a legal requirement but it is vital for pupils to maximise their learning and achieve full potential here at Irlam and Cadishead College. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

Ensure your child attends every day, on time, equipped and ready to learn. Form Teacher time begins at 8.30am and all pupils need to be on site by 8.25am.

Ensure that the College has accurate contact details i.e. addresses and telephone numbers. We will contact you by text, or by telephone if your child is absent and you have not contacted the College.

If your child is ill or unable to attend College please provide a note in their Student Planner for their return to College. Please make sure you telephone the College every day your child is absent. The ICC Attendance Team can be contacted directly on **0161 921 2105** or by email, [iccattendance@salford.gov.uk](mailto:iccattendance@salford.gov.uk).

If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the College is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record – you may use the Student Planner for this, recording attendance and reasons for absence in the 'week at a view' section.

The following may help:-

Ensure that all medical appointments are made outside of College time, whenever possible.

Avoid trivial absence such as, 'buying new shoes'. This will not be accepted as a reasonable absence and will be recorded as unauthorised.

Holidays should not be taken in College time. It is a legal requirement that holidays will not be authorised during term time.

Respond to College letters or telephone calls regarding attendance and punctuality, by contacting the Attendance Team in Student Services on **0161 921 2105** or by email, [iccattendance@salford.gov.uk](mailto:iccattendance@salford.gov.uk)

Contact your child's Form Teacher if you are experiencing difficulty in getting your child into College.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Irlam and Cadishead College.