



Our Ref: ABR/

5th January 2018

Dear Parents/Carers

I am writing to you to inform you of some important changes to the college day at Irlam & Cadishead College. These changes are taking place to maximise learning time and to ensure that Form Teachers are able to review the day with students at the end of each day.

The new College Day is as follows:

08:24	Morning Bell
08:30 - 08:45	Form Period
08:45 - 09:45	Period 1
09:45 - 10:45	Period 2
10:45 - 11:00	Morning Break
11:00 - 12:00	Period 3
12:00 - 13:00	Period 4
13:00 - 13:40	Lunch
13:40 - 14:40	Period 5
14:40 - 14:50	Form Period
14:50 - 15:00*	Restorative Practice
* See below	

You will be aware that a 1-5 system to record students' attitudes to learning was launched in the Autumn Term. I am delighted to report that the vast majority of students have reacted positively to this system and I have written to many of you congratulating your child on being awarded a Bronze or Silver Star. I know Heads of Year have endeavoured to personally telephone all parents/carers in their Year Group each half term and this will continue throughout the year. Many students have enjoyed reward trips in the Autumn Term and hopefully all students will have the opportunity to attend a trip in the Spring and Summer Terms.

Although many students have improved their attitude to learning, a small number have not consistently demonstrated that they are Ready, Respectful and Safe. Students who do not receive a 1 or 2 in their lessons will now have a Restorative Practice session with their Form Teacher at the end of the day. Consequently, these students must remain in College until 3 pm. This also applies to students who are late to College. The aim of Restorative Practice is to discuss with students how their behaviour has affected other people, decide how to put things right and agree on how to behave differently in the future.

On occasions, it has been necessary to withdraw students from their timetabled lessons or Fix Term Exclude them from ICC. A Room for Improvement will now be used as an alternative to this. The parents/carers of any student who is required to spend a day in the Room for Improvement will be contacted by their child's Head of Year.

Finally, I would like to remind you of the importance of good attendance. Regular attendance at school is strongly linked to good attainment and achievement. Children with 97% and above attendance are considered to be in line with the government and ICC's acceptable attendance guidelines. Schools are no longer able to authorise requests for holidays and/or leave of absence in term time and the Local Authority may issue a Penalty Notice should these be taken without permission.

Yours faithfully

Mr A Brown
Assistant Headteacher