

19 November 2025

Dear Parents and Carers,

I hope you and your families are well. As previously communicated, I have been appointed Acting Headteacher during Ruth England's absence. Many of you will know that I have been part of the Shuttleworth community for nearly twenty years and that I maintain a huge loyalty towards the school, its staff and students, as well as the families we serve. I wanted to take this opportunity to update you on some key roles in school, as well as on some new behaviour systems. These updates are designed to support a safe, respectful, and productive learning environment.

Leadership roles

Miss Pennington (Assistant Headteacher) has begun her maternity leave and so Mrs Sagar (Deputy Headteacher) will now take the strategic lead on whole-school behaviour, as well as having oversight of behaviour in Key Stage 3 (Years 7,8 and 9). Mrs Harrison (Deputy Headteacher) will have oversight behaviour in Key Stage 4 (Years 10 and 11).

Students in Year 11 continue to have Ms Southern as their Head of Year. This year group will also be supported by Mrs Turner (Assistant Headteacher) and if necessary, any behaviour matters may be escalated up to Mrs Harrison (Deputy Headteacher) before Mrs Sagar.

Behaviour systems – changes for negative behaviours

Your child may have told you that we have held assemblies with students over the last few days to introduce a revised structure to promote positive behaviour and consistency across the school. This includes a refined points-based system where positive behaviour continues to earn rewards such as our weekly and half-termly certificates and prizes in assembly, and negative behaviour lead to sanctions.

Our C1-3 behaviour system continues to be used in lessons, and all children are familiar with this and it is also now applied during unstructured times too, such as lunch time. The table below shows what negative behavior points will now be assigned for:

Negative Behaviour	Points assigned
- Homework not completed/handed in - Late to lesson - Late to school before 8.50am	-1
- C2 in lesson - C2 at break or lunch time or between lessons - Late to school after 8.50am	-2
- C3 in lesson - C3 at break or lunch time or between lessons - Truanting	-3

Two C3 incidents in one day (removal from lesson/removal from break or lunch) will result in isolation for the rest of that day. Students will then have their breaks and lunches away from their peers until a good report card is maintained for several days.

At the end of each day, negative points will be tallied for all behaviour issues and will lead to the following sanctions being applied the next day:

-1	No sanction
-2	30 minutes after school detention
-3	45 minutes after school detention

How Parents and Carers Can Support at Home

You play a vital role in reinforcing these expectations. Here are some ways you can help:

- Discuss our behaviour expectations with your child and encourage them to make positive choices.
- Celebrate positive points and rewards your child earns at school to reinforce good behaviour – these can be viewed on the app.
- Ensure homework is completed on time and your child arrives punctually each day.
- If your child receives a sanction, talk through what happened and how they can improve next time.

Attendance

I would also like to take this opportunity to remind you of our attendance procedures for the academic year. Any absences should be reported through the app, emailed to our attendance team or by calling the school number. By using these methods, it means your message will go directly to our Attendance Team where they can process the absence accordingly without the message getting delayed or being passed through several other teams first.

In line with government expectations, the school will not be authorising any term time holidays/leave or other reasons for absence that we feel do not meet the threshold for authorisation. If you are concerned about the reason your child is off, please get in touch so we can offer as much support as we can.

You may be aware that we have recently moved to a new Management Information System 'Bromcom' which will ultimately streamline some of our data processes for both behaviour and attendance; please be patient with us whilst we are in the period of transition!

If you have any questions or would like further details, please do not hesitate to contact us. It sometimes does take time for us to respond to queries during and at the end of the school day due to the nature of operating a busy school and so thank you for your patience.

Thank you for your continued support in helping us maintain high standards of behaviour, attendance and education for all students.

Your sincerely,



Karen Lightfoot
Acting Headteacher



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