

# Horsforth School

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Headteacher: Dr P C Bell  
Our Ref: PCB/TRH/JFI

2<sup>nd</sup> September 2024

Dear Parent/Carer,

I hope you have had a wonderful summer! I just wanted to remind you of the start of term arrangements and some key information linked to school meals.

## Important Information about the start of the new academic year in September

As a reminder, our new academic year will start for students on Wednesday the 4<sup>th</sup> of September as we have two training days on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> of September for staff only. Our new Year 7 students will start school at the usual time (8:20) on the 4<sup>th</sup>. Students in Years 8, 9, 10 and 11 will arrive at break and then will have Form Time to introduce the new Year.

Wednesday 4th September					
	Year 7	Year 8	Year 9	Year 10	Year 11
8:20	Arrive				
Form time	Assembly in the main hall				
Period 1					
Period 2	Form				
Break	Break	Arrive in school			
Period 3	Form				
Period 4 onwards	Normal lessons				

Sixth Form students will receive induction information from the Sixth Form team.

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## **School Meal Prices**

After careful consideration, we are having to increase the cost of school meals as a result of significant rises in the cost of ingredients, energy and the minimum wage. From September 2024 the new price of a main hot meal will rise from £2.50 to £2.75. We are committed to providing a high-quality catering provision and have benchmarked across several schools to ensure we are still providing value for money to parents. We will continue to offer lower priced items such as paninis at £2.15, sandwiches at £1.40 and jacket potatoes from £1.60. As a result of the increase, the free school meal allowance will increase from £3.40 to £3.75.

## **Ipay online Payment System**

You may remember that we recently changed our online payment system from ParentPay to Ipay. An email was sent to all priority contacts with logon details in early July. Please look at this email for instructions and logon codes.

## **Facial Recognition**

If you haven't consented to facial recognition please remind your child to bring their existing card, if your child is in Year 7 this will be sorted on Wednesday.

## **School Timetables and Option choices**

All students will receive their new school timetable on Wednesday 4<sup>th</sup> September during form time (Sixth form students will receive theirs when they enrol on Wednesday or Thursday). We strongly suggest that they do not transfer these into their planner until they have been through one full 2-week cycle of their timetable in case of any changes. If there are any issues with a student's timetable they should firstly speak to their form tutor. If parents/carers need to contact school regarding timetables or changes to option choices (Students in Year 9, 10 or 12 only) then they should email [info@horsfordschool.org](mailto:info@horsfordschool.org) and mark the email FAO Mrs Wright who will deal with your query for you. Please be aware that the deadline for option changes is Friday 27 September. Changes can only be made after this time in exceptional circumstances and can only done so in agreement with Mrs Wright and relevant Subject Leaders.

Please remember that parents/carers can also see timetables (as well as behaviour, attendance and progress data) throughout the year using the Parent Sims App - if you need any additional support with accessing this App, please email the Data Support Team in school.

## **Supporting Students with Medical Conditions in School**

Due to a change in national policy, if your child has a medical condition that you feel school should be made aware of, please ensure to provide medical evidence detailing the condition. Once we have received this medical evidence, we will update your child's records. School are not able to update a student's medical record without medical evidence. If your child has a medical condition that requires an Individual Healthcare Plan, please consult your child's doctor or specialist nursing team regarding this.

Medical evidence examples:

- Asthma                      Asthma Plan
- Allergies                    Allergy Action Plan

Medical evidence examples for all other medical conditions:

- A letter of diagnosis from your child's GP or a GP referral letter

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- Summary report from a specialist medical team following a referral
- Appointment letter for a medical procedure detailing the medical condition
- An existing and up to date IHCP as provided by your child's medical team

### **Changes to our Positive Behaviour Policy for September 2024**

As a reminder from information sent in the summer term, I have included the summary again and there is also a link to a video presentation by Mrs Nowell, Deputy Headteacher: Pastoral, to explain these changes further and the rationale.

<https://drive.google.com/file/d/1-XAyJ533ogRfmU2-VAq7Yqg8R0YipADb/view?usp=sharing>

This year we have reviewed our procedures and believe it is the right time to make adjustments to the system with the aim of meeting the universal needs of young people today, taking into account recent training around relational practice.

We are therefore making some changes to the positive behaviour procedures for September 2024. This changes how we reward students and how teachers will apply the low level escalation process and detention setting. This includes how it is recorded here and received by yourselves.

When students return on 4th of September, we have a soft launch with students and staff for 2 weeks to allow systems and changes to embed and for us all to adapt.

We will write to you shortly with dates of a parental drop-in session with leaders to ask more about the procedures and there will be a presentation at school should you wish to hear more.

We thank you in advance for your support and patience.

#### **Main changes to the rewards system:**

- We are moving away from the planner as a vehicle for rewards, so there will be no stamps.
- Next year students will be awarded electronic rewards points on Class Charts.
- These will be awarded by any adult and link to our character builders.
- Students will be awarded up to 6 points per teacher or adult or activity.
- You will see these points in 'real-time' and as they are awarded, by which staff and why via your Class charts App
- We will retain the purple awards slips as an instant and tangible award.
- A new certificate and new short term rewards system based on points accumulation will be introduced for next year.

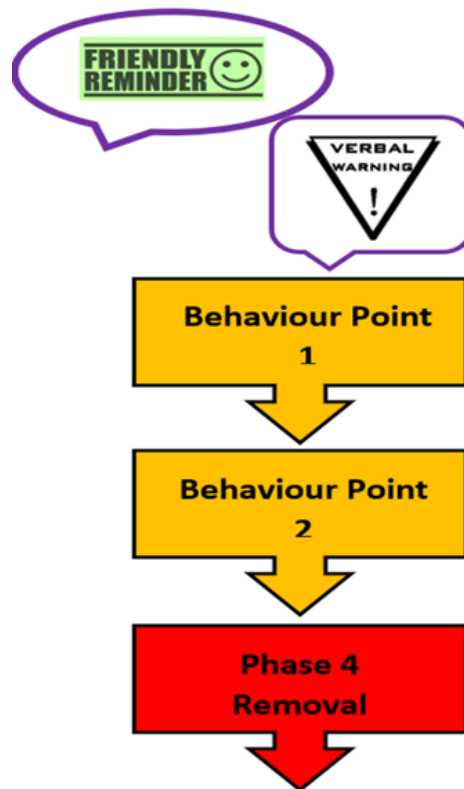
#### **Main changes to the process:**

- There will be no written comments or behaviour comments in the planner. These will be recorded online, and seen by you on Class Charts and the App/website.
- There will be no detentions recorded or dates of detentions in the planner. These will be recorded online, and seen by you on Class Charts and the App/website.
- Students will be able to download an App or login to a website for Class Charts, they too can monitor their own behaviours, detentions. The App must only be used at home (before or after school).

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- We have added additional steps to the low level escalation process (verbal warning, comments and phase 4 classroom removal).

The additional step is a 'friendly reminder' before the verbal warning: see the below diagram of the new look system:



- Students now have two chances to modify unwanted behaviours ahead of any consequence.
- We have added this step to support students, allow take up time and utilise some aspects of relational practise.
- Behaviour comments will be recorded on Class Charts but not in the planner.
- Students will be issued a small yellow card when they receive a behaviour point. The card will be placed on the desk as discreetly as possible. This is to remind them they have a point (because they are no longer in their planner). The card has tips and strategies on it to help students to not escalate their behaviours and encourages regulation.
- Parents will receive a notification of any behaviour points on their app in real time.
- If a student reaches the phase 4 classroom transfer stage, parents will receive a detention notification for this and a date via the app/website.
- Parents will be notified of all behaviour detentions via the app/website from September.

#### **Main changes on the student planner:**

- The planner will still be used for all other systems in school and students will get a new one in September.
- The planner will still be used for homework organisation, information storage, notes, whiteboard and is vital for staff communication with the medical room etc.
- The planner must be brought everyday as we expect it to be brought every day now, it is still central to other systems.

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## **New Attendance Guidance**

At the end of February, the DfE announced a number of changes to the law relating to pupil registration and attendance.

The changes to our school policy shall come into effect from today, Monday 2<sup>nd</sup> September 2024, which will also have statutory force from that date.

Please have a look at our attendance guidance which provides you with all the relevant information: [www.horsforthschool.org/wp-content/uploads/2024/09/New-Attendance-Guidance-from-September-2024.pdf](http://www.horsforthschool.org/wp-content/uploads/2024/09/New-Attendance-Guidance-from-September-2024.pdf)

## **2024-2025 Term Dates**

Please see below a link to the 2024-2025 term dates: <https://www.horsforthschool.org/wp-content/uploads/2024/07/Horsforth-School-Term-Dates-2024-25-2.pdf>

## **School Dinner Menu**

Please click on the link below to view the food on offer for the coming week.

[https://docs.google.com/document/d/1kr3tdnKUhOBtjmdyT\\_hrguBMzeoFcgxcAokkRYSIGvc/edit?usp=sharing](https://docs.google.com/document/d/1kr3tdnKUhOBtjmdyT_hrguBMzeoFcgxcAokkRYSIGvc/edit?usp=sharing)

- 1. Please note menus may be subject to change due to product availability.*
- 2. Please note some of the products we serve may contain peanuts, tree nuts, soy, milk, eggs and wheat. While we take steps to minimise the risk of cross-contamination, we cannot guarantee that any of our products are safe to consume for people with peanut, tree nut, soy, milk, egg or wheat allergies.*
- 3. Please note we will make every reasonable effort to ensure that the information provided is accurate; however, due to the very nature of food production there can be variations in each meal. As a school we are not able to provide 100% accurate information on the food we serve.*

## **Register Your Interest for our Sixth Form Open Evenings**

If your child will be in Year 11 from September, don't forget to come to one of our sixth form open evenings. We will let you know when you can book a place, [if you register your details here](#).

I would like to finish by just mentioning how proud we are of our Year 11 and 13 students. The results were exceptional again and for the second year running we have the highest A level attainment in Leeds!

We are really looking forward to the start of term and welcoming everyone back on Wednesday.

Yours faithfully

Dr P Bell  
Headteacher

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