



HOLY TRINITY

CATHOLIC SCHOOL

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Colin Crehan - Head of School

December 2016

Dear Parents/Carers,

I have almost completed my first term as Head Teacher and the purpose of this letter is twofold. Firstly, I would like to thank you for your continued support and loyalty to Holy Trinity. The school's recent history has been turbulent but I am pleased to write that the school is on an upward trajectory and our vision going forward is to make Holy Trinity an 'Outstanding' school. To make this happen, the school needs your help, parents play an instrumental role in reinforcing key messages from school. Therefore, the second purpose of this letter is to share some key things with you from my observations these last twelve weeks and to highlight areas that you can assist with and play a big part in further school improvement.

1. **Attendance** – We expect pupils' attendance to be 97%. Please see the calculation below for what difference attendance figures equate to in terms of learning missed:
90 -95% - 20 school days missed, a whole month lost!
85-90% - 40 school days missed, 2 whole school months!
 - Excellent attendance at school is the single most important factor in creating success for your child. Pupils who get high GCSE results tend to have best attendance figures.
 - Please book medical appointments outside of school hours.
 - Create a culture of high expectations at home around the importance of going to school every day.
 - Avoid booking holidays during term time (school can no longer authorise these by law).

Please be aware that it is a statutory legal requirement for schools to follow spotlighting procedures and take court action against families who are not sending their children to school.

2. **Punctuality** - The school day begins at 8.40am. If pupils are late they face a consequence. Please support school in getting your child to school on time.
3. **School Protocols:**
 - If you need to talk to any member of staff, please phone to arrange an appointment. Please do not be offended if you are asked to come back at another time by one of our reception team. This is never done out of disrespect, it is done because the person you want to see is likely to be involved in the supervision and safeguarding of pupils.
 - If your child is unwell in school you will receive a phone call from their Head of Year or a member of our medical team. Parents should not come up to the school if called by their child, this is a breach of school protocol and jeopardises our safeguarding procedures. If your child is unwell, you will be called by a professional to arrange collection.
4. **Behaviour** – Please be aware that school no longer requires consent from parents to keep pupils longer than 10 minutes in detention. The school will notify parents in instances such as Head Teacher detention which lasts for an hour. Holy Trinity will be having a focus on alleviating low level disruption to lessons in the New Year.

5. Uniform and Equipment – Pupils should wear plain black footwear. No black jeans or legging trousers should be worn. Pupils must not wear any nose studs, earrings, nail varnish or baseball caps. Pupils must bring a clear pencil case to school each day. A green biro pen is required.

6. PE Kit - Does your child have a full school PE kit? If they don't please purchase the correct items or contact your child's Head of Year or our PE department. Please check your child's planner for details of the correct kit.

7. Health and Well – Being – The school is currently in the process of writing a Food Plan. This is a legal requirement for a school and Holy Trinity is committed to promoting a healthy lifestyle to all of our pupils and staff. Do you know if your child is eating during the school day? Do you know what your child is eating?

Prohibited Items:

- Lucozade or any energy drinks
- Fizzy drinks
- Large supplies of crisps or chocolates

Pupils should bring in a clear water bottle and drink water during the school day.

Please complete the attached data collection sheet and return it to school on 4th January 2017. Your child can return this to Student Services. We are required to have this information by law; we currently have gaps in our records that need to be completed.

As our school community here at Holy Trinity prepare for Christmas, I would like to wish you all a restful and peaceful break. I want to conclude by revisiting what I started with, thank you for the support you give to Holy Trinity. With some further improvements identified above, this school will be even better and in turn your child will receive a better quality of education.

I look forward to seeing more improvements at Holy Trinity in the New Year. School reopens for pupils on Wednesday 4th January 2017.

Yours sincerely,

Mr C Crehan

Head of School

Please visit our website at www.holytrc.bham.sch.uk – all procedures in the event of snow can be found here.

Date for the next Parental Forum: Monday 23rd January 2017.

Please contact the school to confirm your attendance, great to see so many parents there contributing to the life of the school.

Parents Evenings:

Year 11 - Thursday 12th January 2017.

Year 9 - Thursday 9th February 2017.