

11<sup>th</sup> January 2016

Dear Parent/Carer

At Canon Lee, we are constantly reviewing our systems to ensure that our expectations are achieved within the classroom, around the school and in the wider community. As part of this review, we have adapted our sanctioning system to make it more efficient and in turn, allow a better understanding for students and parents alike. We know the vast majority of students at the school are meeting our high standards, but we won't be satisfied until we can say that about every student. The following is an overview of the system –

- Students should meet the school's Basic Expectations – be on time, have the correct uniform and equipment, show respect to others, behave sensibly and complete all work including homework.
- If a student fails to meet one of these expectations, they will receive a stamp in their planner.
- Over the weekend, a parent or carer should sign their child's planner.
- Every Monday, the number of stamps will be collected by the tutor. The number of stamps directly correlates to the time in detention on a Wednesday (10 minutes for every stamp after 4) –

1-3 stamps = A warning

4-6 stamps = 40 – 60 minutes

7-9 stamps = 70 – 90 minutes

10+ = a day in the seclusion unit

- A student will get 1 stamp for every 5 minutes they are late for school. If a student misses a whole registration, they will make this time up on a Friday.
- The tutor will write the detention length in the students planner, however when signing, you will have a good idea as to whether they are going to be in detention or not based on the number of stamps they have.

As has been mentioned, the above will not apply to most. We have great pride in our students and we are enjoying giving out record numbers of House Points every day for the excellent contribution that they are making.

If you have any questions or queries regarding the above, please do not hesitate to contact the school.

Yours faithfully



Mr R Orr  
Head of KS4