



21st May 2021

Dear Parent/Carer

As some of you may be aware, we have recently been trialling a system with a small group of C10 learners where they each have a 'Conduct Card'. These cards have been created for the purpose of ensuring high standards of behaviour are maintained at all times. If you are unaware of the way in which the conduct cards work, please see below.

A learner's conduct card can be requested by any member of staff at any time if a learner is failing to meet the standards and expectations of the school. Examples of this could be: incorrect uniform, arriving late to sessions, use of inappropriate language etc. We have decided that we are now going to trial the Conduct Card with an **entire cohort** and have selected Cohort 10 for this. The rationale behind choosing Cohort 10 is that after May half term C11 will have left and they will be the oldest year group in the school. As the oldest year group they should be role models to all of those learners younger than them. Hopefully the Conduct Cards will encourage all of Cohort 10 to live up to these expectations and be the exemplary members of the Honywood community they are all capable of being.

The conduct cards will work in the following way

- Every **Monday morning** during morning registration, learners will be given their card for the week by their LGL
- If a learner is late or miss Monday morning registration (without valid reason) then their card will be given to them later in the day, but they will have already been given their first strike for lateness
- At any time during the week, if a member of staff has concerns regarding a learners behaviour, staff will ask for their card - **they must hand it over without argument**. Staff will then sign the card and write the reason for them being given a strike.
- The cards are designed so learners can be given **up to 10 strikes in a week** - if a learner is given **4 or more strikes, they will be given an afterschool consequence**; the greater the number of strikes over 4 they are given, the longer their after school consequence will be.
- **Everyone** in the cohort will be issued a Conduct Card without exception.
- During **Friday LS5**, learners' LGL will collect in their cards from the week and record how many strikes they have received - if the number of strikes is greater than 4, it will mean an **afterschool consequence** is arranged for the learner **the following week**.
- **Loss of or failure to produce their card when requested will result in an automatic after school consequence for the following week.**

These cards will also be used to recognise consistent excellent behaviour as well. Each week that a learner submits a card with 0 strikes will be recorded. These learners will be recognised for their positive behaviour choices.

If you have any further questions about this new system, please do not hesitate to get in contact with me.

Yours sincerely

Scott Caygill
scaygill@honywoodschoo.com

Emma Reece
ereece@honywoodschoo.com