

8th January 2019

Dear Year 8 Parent/Carer

Year 8 Silver Book Scheme: Improving Learning Habits

The 'Silver Book' Scheme will be running for all Year 8 students starting on **Monday 14th January 2019 for four weeks**. The Scheme is designed to improve student learning habits in the classroom, so improving student progress every lesson.

The Silver Book Scheme works by teachers recording students' names in the Silver Book if they cause any disruption to teaching or learning in the class. Over the month if a student gains 6 mentions they continue to be monitored for a further 4 weeks through a 'Gold' report card every lesson. If 7 -12 mentions are accrued the student will receive a one-day internal isolation on Thursday 14th February and go on to the Gold report card for a further 4 weeks. Parents will be invited to meet with me to find a resolution. If a student receives 13 or more mentions they will receive a one day fixed term exclusion for persistent disruption to teaching and learning on Thursday 14th February. If this is the case, parents and their child will meet with a member of our Senior Leadership Team to discuss the way forward.

We will contact you after two weeks if your son/daughter is already receiving mentions in the Silver Book. If you hear nothing you will know your child is demonstrating exemplary learning habits in lessons. At the end of the four-week period students who have received no mentions will be celebrated with a letter home and a voucher to use in school at the canteen. It is our expectation that the vast majority of students will achieve the high standards of learning behaviour that we expect in every lesson and only a small minority will receive further action.

Please discuss the Silver Book Scheme and our expected learning habits (on the reverse of this letter) with your child to support this process and ensure that your child is successful. Our greater goal is that every child achieves well and enjoys an outstanding education at Court Fields.

Yours faithfully

JAMES CONWAY
Head of Year 8