



Notre Dame Catholic College

Established 1869

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Headteacher: Mr Peter Duffy BA(Hons) NPQH

Our Ref: MC/Admin/82

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Dear Parent/Carer,

Improving Punctuality at Notre Dame Catholic College

At Notre Dame we have the highest expectations of behaviour and understand the importance of the students learning experience in the classroom. To maximise this learning time, we are putting a large emphasis on student's punctuality to school and lessons.

Students who are punctual and prepared for lessons demonstrate our school's core values of **confidence** and **courtesy**. As they show the valuable skills of time keeping, respect and self-organisation. These not only set students up to be successful at Notre Dame Catholic College but are also desirable skill sets for future employers. Students who embody our core values are always rewarded and praised, in a variety of ways, at Notre Dame.

To support students, in maximising their learning time and live out our Core Values, we have a number of strategies:

- **Class Charts points** - Students are rewarded on Class Charts when they demonstrate our school Core Values of Charity, Courtesy, Courage and Confidence;
- **Praise assemblies** - In every assembly the names of students who have achieved the most positive points in the year group are shared and praised;
- **Recognition boards** - Students who go above and beyond are displayed proudly as role models to others on the recognition boards;
- **Designated toilets** - To avoid students wasting learning time, we encourage them to use the toilets during break and lunch and if a student must use a toilet during a lesson, in an emergency. We have designated toilets to avoid wandering. Alternative arrangements have been made for students with medical passes;
- **Musical bell** - To support students' punctuality we are introducing a musical bell. This will be a 4-minute piece of music that will play during transitions between lessons. If students have not arrived in their class by the end of the bell they will be deemed late for lesson;
- **New Detention system** - If students are late for lesson they will be issued with an after-school detention on that day. If students are late to school they will receive a 10-minute detention and if they are late to lessons they will receive a 5-min detention on the same day (if students are late to school and all 5 lessons, they will receive a maximum detention of 35-mins on the same day). If your child does not attend the detention we will contact you to seek support and the detention will be escalated to an hour the next day.

| Staged Approach | Who will the detention be with? | Length of detention |
|---|---|---|
| Stage 1 – Form teacher Detention | 10 for late to school and 5-minute detention for every late to lesson, with form tutors , the same day. | 10 mins for late to school 5 mins for every late to lesson (Maximum of 35 minutes if also late to school and all 5 lessons). |
| Stage 2 – Head of Year Detention | Failure to attend stage 1 detention will result in an upscaled Head of Year detention the following night. | 1 hour |

Parents/carers can check if their child has any detentions via the Class Charts app. Class Charts can also be used to monitor your child's behaviour, timetable as well as for messaging teachers for further information and support. All you need is your parent access code, which we can send out to you if you contact the school via phone call or via email – behaviour@notredame.liverpool.sch.uk.

If you would like any further information regarding any of the information in this letter, please contact the school.

Yours sincerely



Mrs E Brennan
Senior Assistant Headteacher