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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

10th November 2023

Dear Parents/Carers,

I would like to take the opportunity to write to you about an important issue in school and one which causes a safeguarding and health and safety matter.

It has become apparent that some pupils are arriving late to lessons and missing important learning. This is not acceptable, and we have taken the time to speak to pupils about this in an assembly this week.

At the Ellis Guilford school, learning is our top priority and we must ensure that all pupils are on time, both to school and to lessons. I would like to request your support in ensuring that your child fully understands the importance of arriving to lessons on time.

Before school, pupils are able to seek support from pastoral teams including Heads of Year, Pastoral Support Officers, Safeguarding and First Aid. This support continues at break, lunch and after school. Next week, there will be a new Help Desk during these times to help pupils in getting the right support. It is rarely necessary for any pupil to seek a member of staff in between lessons.

If there is an urgent need, we will follow normal school practices to ensure a pupil has the correct support.

Should pupils choose not to attend classes, or to be seriously late, they will be causing a significant safeguarding and health and safety concern. We do not know their whereabouts, and should there be a fire evacuation, teachers and fire wardens won't know where they are. This will cause a risk to life.

From this point on, should a pupil choose not to attend a lesson, this will be classed as internal truancy. A member of the senior leadership team will collect them and pupils will be expected to attend internal suspension. This will take place until 15.30hrs. If pupils refuse to attend internal suspension (INTEX), they will be externally suspended from school and a meeting will be arranged with you. On their return, they would be expected to attend Internal Suspension (INTEX) until 15.30hrs.

A suspension is the most severe sanction, and we do not take this action lightly. Internal truancy is the most significant breach of health and safety at the school and poses a significant risk to safeguarding.

The education and learning of all of our pupils is our upmost priority.
Thank you for your continued support,

A handwritten signature in black ink, appearing to read 'G Johnson', written in a cursive style.

Mrs G Johnson
Head of School