



REDHILL SCHOOL

September 2023

Dear Parents and Carers

At Redhill we place great importance on personal development and equipping our pupils with the life skills that they will need to be successful adults once they leave us at the end of Year 11. Part of this is our work with pupils on meeting deadlines; having good attendance and being punctual for all learning opportunities. All Redhill pupils are aware of our 'Attend today, Achieve tomorrow' ethos around attendance.

Following work in assemblies and during tutor time on this matter with all pupils, we wanted to take this opportunity to share the key attendance expectations that we have at Redhill with you so that we can work collaboratively to ensure that all pupils attend Redhill every day.

At Redhill, we expect:

- All pupils to be on-site and at their lessons for 8:40 AM to ensure that learning time is not lost or disrupted.
- All pupils to be on time to every lesson and ready to learn (pupils are permitted a short period of time to allow them to move across our school site between lessons).

Where pupils do not meet this expectation, you will receive a message to inform you of this. If a pupil is late to school in the morning or a lesson during the day, they will automatically be placed into a 20-minute reflection session during their next morning break time with a member of the Pastoral Team. In this session, staff will discuss the reasons behind the lateness and identify solutions to any barriers to punctuality. If punctuality continues to be an issue, pupils will be placed on a monitoring report with their form tutor in the first instance and you will be informed of this.

We recognise that there will be times when transport issues cause lateness and ask that parents and carers communicate these with the school so that we can ensure this is taken into consideration. As with all attendance-related issues, we ask for parents and carers to use the EduLink app or call through to the school absence line on 01384 816350 to report issues, absences or appointments as early as possible. At Redhill we remain committed to providing the very best learning opportunities for all pupils. We recognise the importance of good attendance and excellent punctuality in achieving that and are grateful for your support in achieving this.

Continued...

“Commitment to excellence”

Headteacher ~ Mr J Clayton BA (Hons) NPQH

Web-site: www.redhill.dudley.sch.uk ~ E-mail: info@redhill.dudley.sch.uk

Junction Road, Stourbridge, West Midlands, DY8 1JX ~ Tel: (01384) 816355 ~ Fax: (01384) 816356

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At Redhill, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, considering even those events that are very unlikely to occur. As part of this process, we have a procedure called “lockdown”.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill.

Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place.

Situations where our lockdown procedure may be used include:

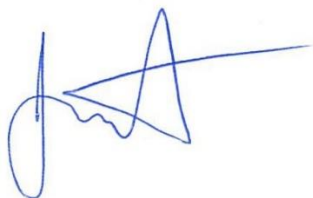
- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

As part of the Schools’ emergency plan we have a lockdown policy to warn staff and students if there is a risk. Although neither of these events are highly likely it is essential that staff and students know the procedures.

We will ensure that pupils have a clear understanding of the procedures during tutor time prior to the drill. We will be running a drill of these procedures on Thursday 5th October 2023 for all members of our community. This date will be communicated to all students prior to the drill.

Please be assured that we have not received any information to indicate that the School is at risk from an intruder, etc. but it is essential that we take every step to ensure the students’ well-being. I would be grateful if you could discuss this with your child to stress the importance of the matter and ensuring that the drill is conducted in a sensible manner.

Yours sincerely



Mr J Clayton
Headteacher