

23 April 2025

Dear Parent/Carer

I hope this letter finds you well, as we come to the end of the Easter break and start the final term of the school year, we wanted to write to you separately from the parent bulletin to ensure that all students and parents are aware of some small changes being made over the summer term, and to explain how attendance for the end-of-term rewards trip is being monitored.

Behaviour and Achievement Points

Our school rules are centred around being *Ready, Respectful, and Safe*, and we expect all students to follow these principles at all times. When students meet these expectations, they can earn achievement points in every lesson. Points can also be awarded for positive behaviours such as putting in effort, being kind, taking part in extracurricular activities, and more, please see the image of the rewards and consequences table at the end of this letter.

If a student makes a poor choice, a consequence may follow. This will be logged on Arbor, along with a note explaining the reason for the consequence.

Students who reduce their number of negative points over the term may still be considered for the rewards trip. Those with zero negative points, who also meet the attendance criteria, will automatically receive an invitation.

Please note that certain behaviours will automatically make a student ineligible for the rewards trip. These include:

- Vaping or smoking on school grounds or while in uniform on the way to or from school
- Threatening behaviour towards others
- Physical assault
- Other significant behaviours that may result in a suspension

Truancy

Students who are not in lessons, will be collected and taken to The Studio, where they will be required to spend a fixed period of the day. For students who repeat this behaviour, there will be an escalating tiered sanctioned system which will culminate in a suspension if necessary. This will be followed up with a reintegration meeting and attendance reports for these students on their return to school.

Attendance and Punctuality

We have noticed an increasing number of students arriving late to school. While we understand that transport issues can occasionally cause delays—especially with buses—tutors and Heads of Year are aware of the students affected.

However, punctuality remains important. The following steps will be taken for students who are late:

- Late twice in a fortnight: breaktime detention
- Late three times in a fortnight: lunchtime detention
- Late four or more times in a fortnight: after-school detention

Please also be aware that if a student arrives after 9:15 am, a 'U' code will be recorded. This negatively impacts their attendance percentage and may affect their eligibility for the rewards trip.

In addition, attendance to lessons will be considered when reviewing eligibility. If a student refuses to attend lessons, this will be treated as a behavioural concern and addressed through the school's escalation ladder.

If you have any concerns about your child's behaviour or attendance, please contact their Head of Year. We are here to support both you and your child.

Breakfast Club

We're excited to announce the launch of our **free Breakfast Club**, starting 28 April. Bagels with a selection of spreads and juice will be available to all students from 8:15 am to 8:35 am.

There is no need to book—students can simply drop in on the day. Please bear with us while we adjust the quantities of food to meet demand. This will allow students to leave home earlier and ensure that they aren't hungry at the start of the day.

If your child has any allergies and will be attending, please let us know so we can cater appropriately from the beginning.

Attendance and the Rewards Trip

Students whose attendance improves over the summer term may still be eligible for the rewards trip, provided they also meet the behaviour and achievement criteria.

If your child has medical reasons for absence, please contact our attendance team with supporting evidence. We will work with you to ensure they are supported.

If your child is unwell and unable to attend school, please call us each day of their absence on **01983 538055 before 8:45 am**. For longer-term medical concerns, please contact us to discuss how we can support your child.

Students will be tracking their attendance and achievement points during tutor time, so they will be aware of their progress and whether they are on track to attend the trip. However to make you aware;

Name	Attendance to date	Number of Lates to AM registered to date
------	--------------------	--

(these will be added via Arbor)

Term-Time Holidays and Penalty Notices

The school does not support holidays during term time. We kindly ask that you avoid taking your child out of school unless absolutely unavoidable. If a holiday must be taken, please contact us in advance to discuss the situation.

For more information, please visit the Isle of Wight Council website and review their guidance on penalty notices:

- [Isle of Wight Council Website](#)
- [Penalty Notices Information](#)

Thank you for your continued support in helping your child succeed. If you have any concerns or would like support with your child's attendance or wellbeing, please don't hesitate to contact your child's Year Office or our attendance team.

Yours faithfully

A handwritten signature in grey ink that reads "Mrs Sandiford". The signature is written in a cursive style with a large initial 'M'.

Mrs Sandiford
Director of Behaviour and Wellbeing

CONSEQUENCE PATHWAY

POSITIVE VERBAL REMINDER

1-1 CONVERSATION - WARNING

RELOCATE - EITHER INSIDE OR OUTSIDE OF ROOM

RESTORATIVE CONVERSATION

TEACHER DETENTION

CURRICULUM LEAD DETENTION

LT DETENTION

REFLECTION ROOM

SUSPENSION



Medina College
ASPIRE AND ACHIEVE

BEHAVIOUR FOR LEARNING



READY

- I am wearing the correct uniform
- I have the correct equipment
- I arrive to lessons on time
- I start the retrieval task



RESPECT

- I speak respectfully to others
- I listen to others
- I respect people's differences
- I treat buildings and resources with respect



SAFE

- I make positive choices
- I follow staff instructions
- I move around calmly

REWARDS PATHWAY

DEMONSTRATING GOOD CHOICE
READY, RESPECT, SAFE

GOOD EFFORT - WORK

GOING OVER AND ABOVE

STAR OF THE WEEK

COMMITMENT AWARD

HEAD OF YEAR AWARD

HEADTEACHER AWARD

REWARDS TRIP



Medina College
ASPIRE AND ACHIEVE

School and future success
starts with good attendance.

Daily Lateness Equates to ...

