



## **KEY CHANGES FOR SEPTEMBER**

We just wanted to inform you of a few key changes for September, just for your awareness.

### **UNIFORM & EQUIPMENT**

Our expectations of uniform and equipment remain the same. Students need to attend school in full uniform every day and be fully equipped with at least their basic equipment. We will continue to support students who need to borrow uniform or who have missing/broken equipment, but students must be responsible for any equipment we provide them with.

### **WHAT HAS CHANGED?**

Students are being asked to ensure they have everything **BEFORE** they go to tutorial.

**We have a new fully equipped Uniform/Equipment Shop where student should go to on their way into school.** This is situated at the student entrance. Any missing Uniform will be loaned to be returned at the end of the day. Missing Equipment will be replaced free of charged. This will be logged without any sanctions but allows us to ensure that students take care of the equipment given, as it is their responsibility to do so. If a student then arrives at their lesson without correct equipment/uniform, we will sign their culture card.

### **C2s & DETENTIONS**

Staff will continue to issue C2 detentions which generate a same day detention.

The C2 will fall in to 2 categories – C2A and C2B

Students will receive a **C2A for LOW LEVEL DISRUPTION** which includes any of the reasons below and will receive **a 20 minute afterschool detention.**

- Late to school
- Late to lessons
- Culture Card is filled with 2 negative signatures
- No Culture card
- Poor Conduct
- Mobile phone

Students will receive a **C2B for SEVERE DISRUPTION** which includes any of the following reason, and will receive **a same day 35 minute detention**

- Rudeness to staff
- Defiance
- Swearing
- More than 20 minutes late to school

**AS BEFORE**, if a student misses a 20 min detention it escalates to 35 minutes after school detention the next day & if this is not attended the student is placed in seclusion. Similarly, if a student receives 2 same day detentions, they will still do the detention the same day, but it will be extended from 20 mins to 35 minutes after school.

**REMEMBER:** if you receive a text that your child has a detention and you are aware that they are unable to attend that day, you will need to rearrange it please by EMAILING [detentions@medenschool.co.uk](mailto:detentions@medenschool.co.uk) asap. The parent/carer is responsible for rearranging the detention and we will not accept requests from any students.

All detention information is available on your MCAS parent portal. If you need help logging on, please get in touch [office@medenschool.co.uk](mailto:office@medenschool.co.uk).

### **KEY CONTACTS**

Our switchboard gets very busy at times, and you may find it quicker to contact us by email for non-urgent queries. You can contact the following:

ATTENDANCE MATTERS	<a href="mailto:attendance@medenschool.co.uk">attendance@medenschool.co.uk</a>
DETENTION QUERIES	<a href="mailto:detentions@medenschool.co.uk">detentions@medenschool.co.uk</a>
SEND	<a href="mailto:send@medenschool.co.uk">send@medenschool.co.uk</a>
FINANCE	<a href="mailto:finance@medenschool.co.uk">finance@medenschool.co.uk</a>
GENERAL ENQUIRIES	<a href="mailto:office@medenschool.co.uk">office@medenschool.co.uk</a>