

8th September, 2022

Dear Parents

Our goal at Cliftonville Integrated Primary School is always to have a safe and enjoyable learning environment for every child throughout their school experience. However, this is only possible when parents, children and staff work together.

At the start of each school year every class spends time making a Class Contract that reflects what they believe to be suitable behaviour that will maximise their learning environment.  The class teacher also spends time reinforcing our School Rules that are designed to keep everyone safe. Staff then use numerous positive reinforcement strategies, throughout the school, to praise and reward children when they follow these rules consistently.

However, when individual children do not follow these rules they disrupt their own learning and that of others within their class. Oral reinforcement of the rules is our first means of reminding the children of their responsibility within our school community. If a child continues to ignore these reminders then the teacher will use a variety of internal sanctions that have been discussed with the children as part of the Class Contract e.g. send unfinished work home to be completed and signed, get the child to complete the work away from any class distractions, remove them from activities, go to Connect and Reflect etc.

We love to encourage positive behaviour at school and we have lots of ways of doing this such as Headmaster’s Tea Party, Coby Bear and Class Treats. We want all the pupils to keep to the Class Contract and school rules and see them as being integral to making our school family work well.

Unfortunately, a small minority of children have in the past continued to ignore these rules even after internal classroom sanctions have been used. As parents, we know how important education is and do not want to see this impeded by disruptive behaviour.

If your child repeatedly breaks the rules, even after internal class sanctions have been applied, then I think it is important that you are made aware of this to help ensure that disruptive behaviour does not affect their work or that of other children.

This may take the form of a quick phone call or may, on occasions, merit a coloured letter and sometimes both. The letter system that I refer to is explained below and it is important that you realise that we operate this system to not only highlight behaviours but to seek support from parents and therefore ensure that home and school resolve the issues together.

Please carefully read the letters below carefully and retain the copy for your records.

I hope that by setting out the above, it will provide you with a transparent overview of how we intend to ensure that each and every child gets the most out of their education at Cliftonville Integrated. As I said at the start of this letter, this only works if we work in partnership and I thank you for your continued support.

Regards

B. Fletcher

(Principal)

***PARENT COPY***

 Coloured Letter System\*

1. White Letter: This letter will be sent by the teacher and will outline the issue(s) that have been causing disruption. I would ask that you sign and date this letter and return it to the teacher. If you need clarity on the issue(s) raised in the letter, then please feel free to contact the teacher directly to arrange a call back or a meeting. More than one white letter may be sent by the class teacher before an amber letter is issued.
2. Amber Letter: This letter will be sent by the Head of Key Stage and only after a white letter(s) has already been sent by the teacher and that either the disruption has continued or deteriorated after some initial improvement. This letter will ask for the parents to arrange a meeting with the Head of Key Stage to discuss a plan forward to bring about improvement in the behaviour.
3. Red Letter: This letter will be sent by the principal. It will only be sent after the previous letters and meeting(s) with parents have taken place and there continues to be little improvement in behaviour or once again, behaviour has deteriorated after some initial improvement. A meeting will be arranged for the parents to discuss the sanction that the school will be imposing on this occasion and the way forward.
4. Green Letter: This letter will be sent by the Principal to recognise excellent work or some behaviour or actions which are commendable.

\*It is important to note that above mentioned letters do not necessarily cover extreme behaviour and this is dealt with in accordance with Education Authority guidelines on Suspensions & Expulsions.