



Archdiocese of Birmingham

St. Augustine's Catholic Academy

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Executive Headteacher: Mrs M Yates B Ed (Hons); NPQH; NLE

Dear Parents and Carers,

Friday 27th November 2015

I am writing to update you with some important information about school developments.

Recruitment of Principal

Following the recent advertisement for a permanent Principal of St Augustine's for 1st September 2016, the board of directors has completed the short-listing process and interviews will take place on Wednesday 2nd December. You will be notified of the outcome as soon as possible.

Code of Conduct for Adults in School

I have received reports today of an aggressive incident between two parents which occurred on the school premises, witnessed by children and families. In accordance with our 'Code of Conduct for Adults in School', we have taken this seriously and both parents have been banned from the premises for the remainder of term. Please note, in the interests of the safety and well-being of our pupils and families, and in accordance with our Catholic mission and ethos, any form of aggressive behaviour, threats, foul language or intimidation will not be tolerated at any time, on the school premises and action will be taken, which could result in a permanent ban. This is explicitly stated in the Code of Conduct, which is printed on the reverse of this letter. I trust that the vast majority of parents are supportive of this action; my thanks to those of you who reported this incident.

Attendance

On a much more positive note, the school's attendance figures are strongly improving in comparison with previous years. Pupil attendance is essential in maintaining a child's progress. Letters will be sent to those pupils whose attendance has improved. Parents are reminded that you must contact the school on the first day of any absence, to ensure this is formally recorded.

Behaviour and Safety

A reminder about using the school drive; some parents are still using the driveway as opposed to the path, even when walking with children. Please respect your child's safety by using the path when entering or leaving the school premises.

The children at St Augustine's have been exceptional in their behaviour and attitudes towards visitors. I have accompanied visitors around the school and they too, have been as impressed by the courtesy and manners of our pupils. They are a credit to you all!

Best wishes for an enjoyable weekend.

Mrs M Yates

Executive Headteacher



All Saints Catholic Collegiate



Code of Conduct for Adults in School

At St. Augustine's we recognise and value each individual, made in likeness of Christ and strive to apply the Gospel values of respect, justice and tolerance in our daily interaction with children colleagues and visitors to the school.

In order to achieve this we have negotiated and agreed this code of conduct to which we aspire, in order to fulfil our daily mission in maintaining a happy, harmonious and successful learning community.

Be a positive role-model for students, colleagues, parents and visitors

- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Wear smart appropriate clothing which reflect professional duties
- Maintain confidentiality at all times, including off-site
- All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour, particularly in front of students.
- Maintain a positive outlook and approach; praise and encourage children for their efforts, behaviour and achievements.
- Report any inappropriate attitude or behaviour, in accordance with the 'whistle-blowing' policy in order to maintain consistency of practice safeguarding children and preserving the positive well-being and relationships of staff.

Respect the right of every child to privacy

- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving students, or family, of members of staff are dealt with by other colleagues.
- Staff should address colleagues formally and professionally within the public domain.

Communication and Social Networking

Staff are not permitted to use social networking sites or on line blogs to make comments on any issues related to the Academy, its activities, its pupils, parents, partners, colleagues, or governance.

In discussing issues or concerns with staff in school, it is expected that parents and visitors follow the school ethos of respecting the dignity of other adults and children. Use of social networking sites to make public or personal comments about the school, staff or the disclosure of personal information about individuals is strongly discouraged. Parents and Carers can be assured that school staff will listen courteously, investigate and address any issues promptly, or refer the matter to the Head of School or senior leaders.

The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or students. Serious matters involving confrontation, threatening behaviour or intimidation towards others on the school or parish premises may result in the involvement of the Academy Directors, who reserve the right to ban those responsible from the premises. Any incidents involving racism, threatening behaviour or aggression towards members of staff, parents – or any other persons on the premises – are formally recorded and forwarded to the local Authority and Chair of Directors



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