



Our Lady Queen of Peace

Catholic Engineering College

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6th January 2025

Dear Parents / Carers,

Happy New Year!

Welcome back to all our students and a Happy New Year to all our families. We wish you all the best for a happy and healthy 2025.

Today we celebrate the twelfth day of Christmas, the Feast of the Epiphany and the arrival of the three Wise Men led by the star, revealing Jesus as saviour of the world. The Wise Men represent peoples of all nations who did not know the God of Israel. God invites us all to share in the joy of Christ's birth.

School Expectations

As we return to school, we will be reminding students of our school expectations and the three key ingredients for success, our A,B,C: Attendance, Behaviour and Curriculum.

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SCHOOL EXPECTATIONS

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ATTENDANCE	BEHAVIOUR	CURRICULUM
<ol style="list-style-type: none">1. Be here2. Be on time3. Be ready <p>Every Day Counts....</p>	<ol style="list-style-type: none">1. Be respectful2. Be responsible3. Be kind	<ol style="list-style-type: none">1. Be attentive2. Be hardworking3. Be resilient

'In Christ We Grow'
As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving

Attendance

Given that January is the start of the New Year, students need to see this as a fresh start and a new beginning. The minimum school target for attendance is 97%. There are 30 school days (6 weeks) of school. That means no more than one missed day this half term, will help students achieve 97%. Alongside this, students will make significant gains in their academic work by getting a full understanding of the curriculum and giving themselves the best opportunity of achieving to their potential. They will also develop wider relationships socially and benefit more fully from the personal development curriculum.



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Behaviour

Significant work is being done across the school to improve the behaviour of students both in lessons and at social times. Since September, a Behaviour Curriculum has been delivered in form time and assemblies reminding students of expectations. This will continue in the Spring term and will start today, lesson 1 will be delivered in assembly and in extended form time. Students will be reminded of the three school values: **Respect, Responsibility** and **Resilience**. The aim of clear school expectations is to create a calm learning environment where all students feel safe and can thrive socially as well as academically in their learning. It also prepares students for the skills needed at college, in apprenticeships and in the workplace. Below are a number of slides that have been shared with students in today's assembly.

Respect

Respect



- Speak politely to staff and to each other
- Use your manners: 'please' and 'thank you'
- Stop when staff speak to you, listen and respond
- When speaking to staff, use 'Miss' or 'Sir'
- Hold doors open for others
- Do not laugh at or make fun of others

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Respect

Dining Room



- Queue in an orderly manner, no pushing
- Speak politely to staff
- Clear the table after you have finished
- Rubbish in the bin

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Respect

Toilets



- Queue in an orderly manner, no pushing
- Speak politely to staff
- One person per cubicle
- Leave the toilet clean and tidy
- Wash your hands

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Responsibility

Responsibility



- **BE KIND**
- Correct uniform
- Make a positive contribution to school life
- Actively support your own well-being
- Take part in extra-curricular activities
- Take on student leadership roles

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Responsibility



- Help others feel safe
- Value and nurture differences
- Do not tolerate bullying, cyberbullying, aggression, discrimination and derogatory language
- Do not tolerate sexual harassment or violence
- Do not bring vapes, drugs, knives, weapons, other prohibited items into school
- Do not misuse social media

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Responsibility



Everyone has the **'Right to Learn'**

- Silence when the teacher is talking
- Silence when doing independent written work
- No low-level disruption

[Chatting, out of seat, head on desk, fidgeting, calling out, disturbing others]

- Listen carefully
- Ask questions at the right time

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Responsibility



Safety of yourself & others


- Attend all lessons on time
- Be in the right place and not in areas that are out of bounds
- No playfighting
- No vandalism
- **Speak to staff** if there is an issue

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Resilience

Resilience




Day to Day

- Attend school and all lessons on time (Aim for 100%)
- **Take care of your own health**
 - Ensure you have enough sleep, so you do not feel too tired to concentrate in lessons
 - Have something to eat and drink before you start the school day – free bagel in the dining room
 - No phones in school
 - Go to the toilet before school, break and lunch. Do not miss learning
- Speak to staff if you are worried about something

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Resilience




Day to Day

- Follow the school rules
- Having a structured day and routines supports positive mental health
- Do as you are asked first time
- Make the right decisions, follow the advice given by staff
- Know the difference between right and wrong

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Resilience



In Lessons

- Do not give up when something is hard
- Think for yourself
- Persevere and try to solve problems by yourself
- Show your own effort to do the work, then ask for help
- Do your homework & hand it in on time
- Do wider academic reading, additional practice

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The Start to the Day

Routines for the start of the day will change with effect from Tuesday 7th January 2025.

Students will be met and greeted by senior staff and then will go straight through to the main school yard. Students will be allowed in the dining room or remain outdoors at the start of the school day. Once the bell goes at 8.25am, students in Y10 and Y11 will move straight to their form rooms. Students in Years 7-9, will no longer go direct to their form rooms but will line up in form groups in alphabetical order on the yard. Uniform will be checked and then students will go direct to form time. Students with incorrect uniform or missing items of uniform will be given a break time detention. Students are expected to be wearing a school tie, blazer/jumper (Y11), have their Knowledge Organiser and school bag and be wearing plain black shoes. Students should not be wearing piercings, false eye lashes, false nails or have unnatural coloured hair / extreme haircuts.

Mobile Phones, Air pods and Electronic Devices

I appreciate that many students will have received mobile phones, air pods and other electronic devices for Christmas. In schools, these can cause significant disruption to learning and can impact

negatively on the mental health of a young person. Whilst the school has not gone to the extreme of banning mobile phones at Our Lady Queen of Peace, we have the rule that mobile phones should not be seen or heard in school. The vast majority of students understand this rule and follow it.

Students know that if a device is seen or heard (phones, air pods & other electronic devices), a member of staff has the right to confiscate the device and the student will collect it from the Pastoral Support Assistant at the end of the day. Excuses like checking the time, ClassCharts, replying to a text from a parent or looking at their timetable will not be accepted. All students have a paper copy of their timetable in their Knowledge Organiser and there are clocks in a number of rooms around school.

On occasions, a small number of students refuse to hand over their mobile phone when asked to by a member of staff. This then escalates and becomes an incident of defiance and will not be tolerated. After adequate take up time and a call to a parent, if a child still refuses to hand over their phone, this may result in a suspension for persistent defiance. This is an unnecessary waste of staff time and disrupts the smooth running of the school. Please remind your child about the school rules and the potential consequences of persistent defiance.

Detentions

Detentions are issued by staff where a student makes a wrong choice. It is a consequence for not following the school rules or adhering to the school values. Students are required to take responsibility for their actions and to do the consequence. This is a reasonable expectation of all students. Parents / carers are asked to support the school in ensuring that students attend these. If a student does not turn up for a detention, these are followed up and may be escalated into a more serious sanction such as internal exclusion or a suspension. Repeated non-attendance at a detention becomes defiance which will not be accepted.

Curriculum

As we start the Spring term, students in Years 7, 8 & Y11 will be moving onto new units of work with increasing depth and challenge. Full details of what your child will be learning is on the school website: <https://www.olqp.org.uk/curriculum/curriculum-overviews>. Students in Y9 and Y10 will be sitting their first set of exams week commencing Monday 13th January 2025. This curriculum information from the Autumn term will also serve as a revision list for those sitting exams in a week's time. Students should be following a revision timetable and should be setting time aside for learning at home. Good luck to our students in Y9 & Y10.

Students in Y7 & Y8 who have already received examination results should now be focused on addressing their areas to improve and should be working hard in lessons and completing homework as they move onto their new curriculum topics.

Students in Y11 received their mock examination results on the final day of term. Students who had high levels of attendance and a strong work ethic and had worked hard did extremely well. Their results were well deserved and bode well for good examination performance in the summer. A number of other Y11 students who had disappointing results need to make significant improvements much more quickly. This is done by attending school every day, working hard in lessons, attending revision lessons before and after school and asking for help when needed. Students should not narrow their ambitions to achieving good grades in just English and Maths. Colleges and apprenticeship providers place value on achievement across **all** 8 or 9 GCSEs.

Extra-Curricular Activities

During the coming week, students will be given reminders about the range of extra-curricular activities taking place each week in school. All students are expected to take part in at least one activity on a regular basis or to get involved in student leadership opportunities. Please talk to your child about getting involved in the wider life of the school.

Communication

Thank you to parents/carers for your ongoing support. The school is committed to fostering a positive relationship with parents /carers. Crucial to this is building and maintaining effective ongoing communication between the school and parents/carers about the student's academic performance and personal wellbeing.

The school phone number is: [01695 725635](tel:01695725635)
The school email is: mail@olqp.lancs.sch.uk

Who to Contact

Pastoral concerns

Contact **your child's form tutor**

An internal referral may be made by the form tutor to the learning manager or Deputy Headteacher i/c Pastoral

Academic concerns

Contact **your child's subject teacher**

An internal referral may be made by the subject teacher to the subject leader or Deputy Headteacher i/c Curriculum

Safeguarding Concerns

The Senior Safeguarding Lead is: Mrs Evans s.evans@olqp.lancs.sch.uk

The Deputy Safeguarding Leads are:

Mr Diamond (Key Stage 4)

Mrs Downing (Key Stage 3)

SEND concerns

Mr Diamond (SENDCo) g.diamond@olqp.lancs.sch.uk

When contacting school:

If the concern is urgent or is related to safeguarding, personal safety or bullying, please ensure that this is made clear in the communication so that it can be dealt with as a priority.

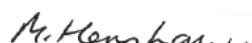
Our office hours are 08.00-16.30 - staff are not expected to be available in the evenings or at weekends.

We will respond within 2 working days – For non-urgent communication, we will endeavour to respond to parents / carers within 2 working days. The greatest challenge we face is the high volume of communications. We will prioritise communications based on need but must stress that if a member of staff is teaching all day, a response may not be possible until the following day. Teachers' responsibilities extend beyond the classroom and they may be in meetings or leading extra-curricular activities after school. There may be times that we are able to respond sooner than this; however, there may also be times when school is exceptionally busy, when this timescale is not achievable.

Appointments with staff must be booked in advance - this is to avoid disappointment. Many of our staff will be teaching or in meetings during the course of a school day. Anyone arriving to reception unannounced will be advised to book an appointment, unless the matter is deemed an emergency.

All communication should be polite and respectful. Unfortunately a number of staff have recently reported incidents where they have been shouted at or verbally abused by parents/carers. This has caused them to become upset and distressed. In these situations, incidents will be reported to the Local Authority and formal action may be taken. The school will always work positively with parents/carers to resolve any concerns or issues. This can easily be achieved without unnecessary causing upset to staff.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs M. Henshaw'.

Mrs M. Henshaw
Headteacher