



Dear Parents and Carers,

Behaviour Expectations, Mobile Phones, Attendance and Student Safety

As we begin the new academic year, I am writing to reinforce our expectations at The Khalsa Academy Wolverhampton and ask for your continued support.

Every student deserves to learn in a calm, safe and respectful environment. Our values underpin these expectations and guide how we treat one another in school and within our wider community.

Our Everyday Expectations

We expect students to:

- Attend regularly, arrive on time and be ready to learn.
- Wear the correct uniform and bring the necessary equipment.
- Follow reasonable staff instructions promptly and respectfully.
- Work hard and allow others to learn without disruption.
- Move calmly around the Academy and follow school routines.
- Treat others with kindness and respect, including online.
- Chewing Gum and Energy drinks are prohibited.

Bullying, discriminatory language, harassment, intimidation and violence are unacceptable. Concerns will be taken seriously and addressed.

Mobile Phones and Smart Devices

A mobile phone-free school day is essential to protecting learning, student wellbeing and positive relationships.

Phones must be **switched off and stored in bags before entering the school gates**. They must remain off and out of sight throughout the day, including break and lunchtime, and may only be taken out after leaving the school site. Silent mode is not sufficient.

Smartwatches and similar devices must not be used for messaging, social media, photographs or recordings during the school day.

Breaching the phone rules will normally result in confiscation, secure storage at Reception and a **60-minute detention**. Parents/carers will be contacted, and the phone returned following completion of the detention. Individual circumstances will be considered when applying sanctions and arranging its return.

Where a device is needed for a medical condition, disability or another exceptional circumstance, please contact the Academy to agree appropriate arrangements.

If you need to contact your child during the school day, please contact Reception. Students who need to contact home should speak to a member of staff.



Attendance, Punctuality and our Golden Hour

Our gates open at **8.15am** and **close promptly at 8.30am**. Students must arrive in good time, ready to start the day.

Our **Golden Hour** provides a calm, positive start through a warm welcome, clear routines and staff support. Being in school, on time, every day matters: lateness means missed learning and disrupts these routines.

Late arrivals will receive a sanction in line with our policy, with individual circumstances considered. Please report absences promptly and contact our Attendance.

E-Scooters and Safe Travel

Your child's safety and the safety of other road users are our priority. E-scooters are banned from the Academy site, including being pushed or carried through the gates. There is also a risk of loss or damage to these expensive items.

It is illegal to ride privately owned e-scooters on public roads, pavements or in other public places. Police can seize them, and riders may face fines and penalty points.

If an e-scooter is brought to school, parents/carers will be asked to collect it outside the school gate.

Rewards, Consequences and Support

We will continue to recognise effort, improvement and our school values through Values Points, praise, certificates and rewards throughout the year.

Our consequence system remains in place, including **C1, C2, C3, On Call, Behaviour Codes and detentions**. Serious incidents may require an immediate response without progressing through each warning.

Students removed from lessons will be supervised and provided with appropriate work. We will address the reasons for their behaviour and support their return to lessons, making reasonable adjustments where needed.

Arbor and Communication

As outlined in our recent letter, behaviour and rewards information is gradually moving from Class Charts to **Arbor**. Our core expectations remain unchanged.

Please activate your account when invited, check the information available and keep your contact details up to date. Existing communication methods will continue during the transition.

Working Together

Please discuss these expectations with your child, celebrate their successes and support them in making positive choices. Our expectations also cover journeys to and from school, school visits and online behaviour that affects our school community.

If you have concerns, please contact your child's Form Tutor, Head of Year or Pastoral Manager so that we can work together.

Thank you for your continued support in ensuring every student feels safe, valued and ready to learn.

Yours sincerely,

Mr A.Sidhu & Mr J.Sangha





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