



11 October 2017

Dear Parents /Carers,

## **Safeguarding update October 2017**

### **Attendance and Behaviour**

In assembly this term we celebrated those students who had 100% attendance during 2016 to 2017 and those who had a perfect behaviour record.

As this summer's exam results show we work closely with parents and other agencies to ensure all students can make good or better progress. Research shows that students who attend school regularly are more likely to achieve good exam results and reach their full potential. We understand that on occasions students are unwell, have a medical condition or other family circumstances that prevent them coming to school for a brief period of time. We ask all parents to inform our attendance officer, Amanda Welch on [attendance@qegschool.org.uk](mailto:attendance@qegschool.org.uk) when a student will be absent from school.

When a student's attendance dips below 96% the Head of Year will begin to monitor attendance and look at the reasons for this time off school. If a student's attendance dips below 92%, they will be referred to the Educational Welfare Officer to investigate.

For all medical conditions, the school will need written evidence from a doctor or consultant outlining how the condition will affect the student's attendance and what can be put in place to support the student.

Appointments during the school day should be avoided, the only appointments that will be authorised are hospital/medical appointments or orthodontist appointments. When parents receive notification of an appointment they should email [attendance@qegschool.org.uk](mailto:attendance@qegschool.org.uk) to alert our attendance officer attaching a copy of the appointment letter. On the day of the appointment parents should write a note in the attendance section of the child's planner. The student will then need to see their Head of Year between 8.30am and 8.40am or at break time to get the note signed. At the correct time, the student will go to reception to sign out for the appointment. If a student does not follow this procedure it could cause a delay in her leaving the site, while we carry out safeguarding checks.

Holidays during term time cannot be authorised. If your flight is delayed and your child is late back to school you will need to provide evidence of your initial flights and/or a letter from the airline stating the time and reason for the delay. If the school has reason to believe a holiday was taken within term time, then Barnet Council can enforce a fixed penalty on one or both parents.

### **Student Health and Wellbeing**

This week we are pleased to welcome our Medical and Wellbeing Officer Beth Gilding. Beth is a trained children's nurse who has worked at Great Ormond Street as well as in schools. Beth will be reviewing our medical procedures and updating students' information. Please ensure the school has current contact numbers in case of a medical emergency; any changes to contact details need to be sent to the school office or [office@qegschool.org.uk](mailto:office@qegschool.org.uk) as soon as possible.

So far this term as part of our Health and Wellbeing curriculum students in each year group took part in a variety of activities:

- Year 7 studied internet safety including on-line presence
- Year 8 had the group “Your Life You Choose” come into school to present to them about keeping safe and avoiding being drawn into difficult situations. More information is available at [ylycbrent.org.uk](http://ylycbrent.org.uk)
- Year 9 discussed underage drinking and the harm it can do to teenagers’ development
- Year 10 worked on time management to help them manage their time as they start KS4
- Year 11 had Elevate Education present to them on study skills to help them prepare for the year ahead.

This week Year 7 and Year 8 have taken part in a research programme run by Oxford University, MYRIAD project. For more information see <http://myriadproject.org/>. The researchers commented on how mature and well behaved our students were.

### **Safeguarding training**

In July all members of the leadership team had the highest level of safeguarding training available to schools. All our staff had safeguarding training on the first staff training day in September. Following on from this in November our half day closure will be used for all staff to receive further training on Safeguarding issues which affect schools in London.

In response to concerns about students’ use of the internet, we have arranged for Education Child Protection Ltd to talk to parents at our forthcoming information evenings about keeping children safe on line.

Some of you may have seen the BBC Panorama programme on Monday 9 October *When kids abuse kids*. The programme may have left you with the impression that schools are not reactive to information that is brought to their attention and that they possibly avoid dealing with such issues or referring them on to the Police. Please be confident that we view any such matters as very serious and we routinely refer them on to the Police for follow up.

### **Emergency procedures**

We have had a fire drill practice this half term to ensure all students and staff can exit the building quickly and quietly in case of emergency.

In July last year we had our first ‘Shelter in Place’ drill, where students and staff practised what to do if we had to keep everyone safe in school. In the next few weeks, Year 7 and the Sixth Form students will be taken through our ‘shelter in place’ procedures and we will practise another drill.

If you have any concerns about your child’s safety in school please contact their Form Tutor or Head of Year.

Yours sincerely



Mrs T Parker  
Assistant Headteacher