



DEAN TRUST Wigan

Chief Executive: Mr Tarun Kapur CBE
Headteacher: Mr Paul Bousfield

December 2018

Dear Parent/ Carer,

At Dean Trust Wigan we regularly review our rules, policies, practices and staffing structures to ensure that they contribute to delivering the best education for our students. As a result of our most recent review of behaviour and pastoral care we have decided to make some changes to our current practice. Please take the time to read the information contained in this letter and keep it for future reference. All pupils have been made aware of the following information in assembly time.

For some time now we have had two pastoral systems: the Year system and the Hall system. All pupils have had a Head of Year (non- teaching) and a Head of Hall (teacher). We have decided to change to a 'Year Team' system from January. Each year group, with the exception of Year 11, will have a Head of Year who is a member of the teaching staff and a Pastoral Support Manager who is a non- teaching member of staff. It is felt that this change will ensure an increasingly personalised and effective approach to the needs of the pupils in each year group. Year 11 will continue to be supported by Mr Benjafield and the core leadership team.

The staff involved will be

Year Group	Head of Year	Pastoral Support Manager
Year 7	Mrs Cadman	Miss Noon
Year 8	Mr Callaghan	Mrs Benjafield
Year 9	Miss Whalley	Mrs Beale
Year 10	Mr Henry	Mrs Seddon
Year 11		Mr Benjafield

C3 System

The school behaviour management system (C3) has been in place for some time now and has been successful in ensuring that behaviour in lessons is much improved. From January we will be amending the system slightly in order to minimise the amount of time pupils are not in lessons whilst maintaining the high standards of behaviour that we expect. If a pupil reaches a 'C2' they will leave the classroom and go to their Pastoral Development Manager who will be based close to the classroom. The PDM will resolve the issue and the pupil will return to class for the remainder of the lesson where possible. Detentions will still be given for poor behaviour in lessons.

Believe Achieve Succeed

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I would also like to take this opportunity to remind you of some of the school rules so that you can support your son/ daughter to do their best in school.

Rules – ‘Be Ready, Be Respectful, Be Safe’ – all pupils are fully aware of our standards and can expect to receive a sanction should they fail to meet them.

Be Ready - Pupils are expected to bring full equipment every day. This includes pen, green pen, pencil, ruler, rubber, pencil case. Knowledge organiser and school bag are also required.

Pupils must be IN THEIR FORM ROOM when the 8.30am bell rings. If they are not they will be marked late and receive a lunchtime detention. Pupils who are frequently late will receive further sanctions.

All pupils should wear the correct uniform. Please purchase more than one tie if your son/ daughter is in the habit of losing them. School shoes need to be replaced when they are no longer fit for purpose. It is not acceptable to wear trainers whilst the shoes are replaced.

Long hair must be tied back and no jewellery is permitted other than a watch. Nail polish and hair that is unnatural in colour are also not permitted.

Only navy blue and black coats are permitted in school. If a pupil has a coat of a different colour they MUST be placed in a locker. They cannot be carried around school.

Mobile phones are not permitted to be seen in school. They should be switched off and placed in school bags. Failure to do this will see them being confiscated until the end of the school day.

Be Respectful – all pupils are expected to use their manners and treat everyone with respect. Swearing and the use of discriminatory language are not acceptable. All pupils are aware of our rules and should not argue with staff when they are reprimanded for failing to follow them as this may well result in a further sanction. Anyone found bringing the school into disrepute in or outside school, either in person or via social media can expect a full investigation to take place and a sanction to be imposed.

Be Safe – pupils should move about the building quietly and calmly. We do not allow ‘horse play’ or ‘play fighting’ as this can often lead to someone getting hurt.

You will continue to be advised of detentions by text message as per current policy so please ensure that we have up to date contact details on our system. You can update telephone numbers and addresses by contacting reception on 01942 511987.

Yours faithfully,

Mrs A Herron
Deputy Headteacher

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