



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear. NE38 8AF

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Head Teacher: Mr. D. Juric

Chair of Governors: Miss. A. Nichols

22 December 2023

Dear Parent / Carer

The Behaviour and Attendance modules will go live on Arbor by the end of the first week of next term. This will allow you to see your child's current behaviour points and attendance recorded by our school.

Behaviour Points: Parents and Carers will be able to see behaviour points exactly the same way as you can currently view achievement points. Please bear in mind that you will be able to see any behaviour points your child has received so far, this academic year, you should be aware of any ongoing issues, and these will have been dealt with by the class teacher, tutors or Heads of House during the first term. If you have concerns or queries about previously given behaviour points please email the school on school@str.bwcet.com.

Behaviour points appear on the App as they are given. We want to work with parents/carers and deal with any issues that arise. We need time to do this, so please do not contact the school immediately after a point is given as the Head of House/Tutor may not have been notified the point has been issued to your child. A behaviour point will always come with a sanction, and we would ask parents/carers to support us to ensure these sanctions are completed so we can move on from any issues. If the matter is of a serious nature you will be contacted by a member of the Pastoral team.

The App will give you current headline figures including a summary of each area.

Attendance: Attendance codes are used by the school to determine whether a student is marked as present or absent in Arbor. When taking registers, their teachers use the marks of Present (/), Late (L) or No Reason (N). Our attendance team may update these marks depending on several criteria some of which can be seen below. Please note there are two sessions each day (AM and PM).

A pupil is counted as **Present** if they are in school or attending an approved school activity such as a trip/visit, Work Placement or Sporting activity.

An **Authorised Absence** is recorded if your child is out of school due to illness, a medical appointment, on holiday (agreed) or suspended from school.

An **Unauthorised Absence** is recorded for holidays (not agreed), if a pupil arrives after the register closes, when the school is not satisfied with the reason for absence and when no reason has been provided by a parent/carers.

Please continue to contact our attendance team if your child is unable to attend school or you have any other concerns or information you wish to share.

There are a very small number of parents/carers who have yet to download the Arbor App. All school communications will be sent via the App in future so it is imperative all parents/carers download the App. Please check emails (sent mid October) for instructions on how to do this or contact us after the Christmas break.

Kind Regards,
The Pastoral Team



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