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1st March 2024

Dear Parents and Carers

Please find below a pastoral update for all parents.

Uniform correction update

Thank you for your continued support in ensuring that your child is in the correct uniform. We wanted to make you aware of an important update in terms of our process. Unfortunately, due to a significant amount of uniform not being returned by students we need to introduce a measure to ensure that uniform is returned. Students who need to borrow uniform will need to hand in a personal item e.g. mobile phone, air pods, wallet, house keys, clothing etc. in exchange for the item they borrow. This will be returned at the end of the day when they return the uniform item.

Attached is a link to the uniform/PE kit Gordano School expects students to be wearing [Gordano School - Uniform](#) and below is a reminder of our process in terms of uniform correction. Please can you contact your child's tutor if your child has not got the correct uniform so we can put in place a plan to correct it asap.

If your child is not in the correct uniform their tutor/teacher will send them to the student centre and they will be given **2 options**:

1. Offered spare uniform to put on for that day
2. Parents/Carers will be contacted to either bring in the correct uniform /give permission for you to go home and put on the correct uniform

If they do not comply with either option 1 or 2 they will need to attend Focus for a full day or until the uniform is corrected. If we are unable to contact you they will go to the focus room until we have made contact and made an agreement on next steps. If we agree that they go home to correct the uniform, they must return within an appropriate time frame. They will be able to return to learning once the uniform issue/issues are corrected.

Triage Space update

In order to ensure that we can support your child effectively we have made some changes to our Triage space. We are making these changes to ensure as much as possible that your child is able to speak with the right member of staff to help them address any concerns they have. It is therefore important that we adopt a process which aims to address concerns in order of priority to ensure that students get to speak with the right adult.

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LIGHTHOUSE
SCHOOLS PARTNERSHIP

From Monday 4th March we will be moving our triage desk to the student centre where we will process the students that need access to the following spaces:

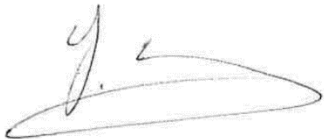
1. Refocus - so they can self/co-regulate with the adult overseeing this space
2. Focus - If they have been exited from a lesson
3. Speak to a member of the pastoral team

In terms of point 3, you and your child need to be aware of the following. If your child does not have an appointment to see a member of the pastoral team. The member of staff on triage will do the following:

1. Ask the student to take a seat whilst they contact that member of staff to see if they are available
2. If the member of staff is available, the student will be permitted to enter the support space to meet with the member of staff
3. If the member of staff is not available, the student will be asked to return to learning
4. The member of staff on triage will contact the member of the pastoral team to see your child as soon as they are available
5. The member of staff on triage will assess whether it is something they or another member of staff can help with if it is deemed to be an urgent support need

It is important to note that students will only be able to access the support space if they have been granted permission. If they have not been granted permission, we will have to follow our behaviour policy. All staff are here to help and in order for us to do that we need students to be polite, respectful and most importantly patient. Thanks in advance for your support in implementing this change.

Yours sincerely



Jonathan Mailey
Deputy Headteacher - Pastoral & Behaviour