



The Magna Carta School

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Head of School: Mrs J Bell

17 February 2023

Dear Parents and Carers,

As we reach the half-way point of the year, there is lots to look back on. I do hope you were able to attend one of the performances of West Side Story last week. The production was wonderful and really showcased the talented students we have, in both performance and backstage roles. Thank you to all those staff, students, parents and volunteers who gave up so much time to making this such a success.



School Improvement










Since September we have continued the pace of improvement tasks, informed by our ongoing belief that Learning Shapes Lives.











- Learning improvements - Our work on improving the quality of education your children receive also continues with staff developing their curriculums, lessons and assessments to ensure all students are appropriately challenged and supported to achieve their potential.
- IT improvements - launched new website and Edulink App for communication.
- Premises improvements - New toilets built in the South Wing, improved CCTV coverage across the school.
- School Council re-established.

Uniform: The school council have also been discussing school uniform. One of the items they would like us to offer is shorts. These would be an optional item and would be branded with the school's logo, similar to the picture. Please respond to this [survey](#) to let us know whether you would like us to move ahead with this.



The Magna Carta Way: Student representatives were instrumental in creating The Magna Carta Way and the Classroom Expectations. These outline the expectations we have of each other and serve as an essential tool to maintain the school's culture and ethos.

THE MAGNA CARTA WAY		
	We are on time , every time	
	We are well presented and wear our uniform with pride	
	We walk quietly on the left in the building	
	We follow instructions promptly	
	We are ready to learn	
	We know learning shapes lives	
	We are kind to others and ourselves	
	We keep our school clean and tidy	

Classroom Expectations		
<i>We aim to be the best we can be and know learning shapes lives, so</i>		
	We sit according to the seating plan	
	We take our planner, pencil case and books out	
	We remove our coats and place our bags under the desk	
	We don't call out	
	We respect everyone's right to learn	
	We work hard for the whole lesson	
	We listen	
	We don't leave the room without permission	
	We leave learning spaces clean and tidy	

School gates – opening times

Please note that from 20th February 2023, the school gates on St Paul's Road will open for students at 8:30am. Students will not be allowed on site before this time. If you require your child to be on site prior to 8:30am please contact your child's Year Team Leader.

Resetting Expectations

We are really looking forward to welcoming our students back on Monday 20th February. Please note that we will be resetting expectations around uniform and attendance and the use of mobile phones at this half-way point of the academic year and appreciate your support with this.

Attendance Expectations

At Magna, we understand that bright futures begin with excellent school attendance. Missing just a few days of school a month can hurt a child's maths and reading skills, they also miss valuable learning time, and this can make them fall behind in their schoolwork. Children who get to school each day make more rapid academic progress, as they have a better chance of learning and succeeding in school.

The Magna Carta School expects every child to have at least 95% attendance. The Department for Education (DfE) defines any student who has below 90% attendance as being persistently absent. For every 2 days missed from school, your child's attendance drops by 1%. The school is required to communicate all students who are persistently absent to Surrey County Council each half term.

'Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.'

Click the [link](#) below to read more about the benefits of your child having 100% attendance.

Below is a list of suggested ways you can help your child to attend school every day:

- Encourage and show interest; discuss their day with them.
- Ensure your child has a regular bedtime and morning routine—lay out clothes the night before.
- Know your child's friends and encourage them to be active in school by joining clubs or sports teams.
- Check your child understands their homework and that it has been completed.
- Contact the school if your child is worried about something, causing reluctance to go to school.
- Have a back-up plan for getting your child to school should something unexpected arise.
- Read all school communications and attend parents' evenings. Know the name of your child's form teacher and Year Team Lead.
- Set realistic boundaries and sanctions.
- Let the school know the reason(s) for any absence and a likely return date, on the first day of the absence and update the school daily.
- Make medical/dental appointments out of school time, whenever possible.
- Do not take holidays or extended trips during term time.

Surrey Inclusion Service: Please see the letter from the Surrey Inclusion Service at the end of this communication. This letter outlines the actions they may take which includes fixed penalty notices and prosecution. The service also provides support to parents to help children attend school full-time. More details of their service is available [here](#).

Uniform, Appearance and Equipment Expectations

Our school uniform is an important expression of our pride in ourselves as a school and we expect all students to be in correct uniform. Teacher time spent challenging uniform distracts from our principal purpose of teaching and learning. It is also important that all students are equipped to be successful in their lessons. This prevents disruption to their own learning as well as the learning of others and allows teachers to make the maximum use of teaching time available.

To clarify the school's expectations, please find below a reminder of the school uniform and appearance expectations along with a list of equipment every student must have for each lesson. Please ensure that your child adheres to these. We very much appreciate your support in ensuring that your child is sent to school correctly dressed and equipped. Please also note that trainers, hoodies and logoed round necked jumpers are not acceptable. Jumpers are optional and may be worn with, but not as an alternative, to the school blazer. If students choose to wear a jumper, it must be a plain black V-neck jumper as detailed below, otherwise they should wear base-layers to keep warm.

To ensure the school's expectations are upheld by all students, **when we return from half-term, all students will line up in their allocated area of the playground at the start of each day. Form tutors will meet their tutor groups in the playground and ensure that their uniform is correct and that every student has their planner and a pencil case of equipment before heading off to registration.** Non-uniform items will be confiscated for return at the end of the school day. Students will then be led by their form tutor to morning registration.

Where any aspect of a student's appearance is deemed inappropriate or where items of equipment for school are missing, parents/carers will be contacted to organise a solution. Students not in correct uniform or without a school bag and a pencil case may be sent home to collect their equipment and/or correct their uniform and return to school; or will be internally isolated until the problem is rectified. Medical conditions preventing the wearing of correct uniform require a letter from your GP/consultant.

We really appreciate your support. If you have any queries, please contact your child's relevant Year Team Leader.

The Magna Carta School Uniform and Appearance Expectations

Uniform
<ul style="list-style-type: none">• Black blazer with school badge• Black tailored trousers or black school skirt (skirt must be purchased from School Uniform Direct)• White school shirt• School tie• Black jumper (V-neck so tie is visible)• Black, plain, low-heeled shoes that cover the entire foot• Plain black head coverings can be worn for religious purposes
Jewellery
<p>For health and safety purposes the school will permit:</p> <ul style="list-style-type: none">• One pair of stud earrings (<0.5mm diameter) in lower ear lobe (no loops) <i>No other piercings are allowed. No clear plastic piercings or plasters over piercings are acceptable.</i>• A wristwatch <i>Smart watches are not permitted</i> <p>Please note that rings and bracelets are <u>not</u> permitted. All jewellery must be removed for PE. Jewellery in excess of the above will be confiscated and kept for collection on Fridays at 3:15pm from a member of SLT.</p>
Hair and Nails
<p>Extremes of fashion relating to any item of clothing, hairstyle or appearance will not be permitted. No fashion branded clothing or accessories are permitted.</p> <ul style="list-style-type: none">• Nail varnish and nail extensions are not permitted. Nails should be cut short.• Hair colouring is only allowed if it appears natural• No patterns or tramlines should be shaved into the hair or eyebrows• Hair should not be shaved below a grade 1• Hair accessories must be plain and black in colour• Plain black head coverings can be worn for religious purposes

The Magna Carta School Equipment Expectations

Equipment
<p>All students should be equipped with a school bag large enough to carry A4 sized folders and books. It should be strong and able to protect books in wet weather. All students should have a pencil case with the following equipment inside:</p> <ul style="list-style-type: none">• Student planner• 2 black pens, 1 green pen• Coloured pencils• 2 sharpened pencils (with eraser if possible)• 1 eraser/rubber (if pencil doesn't have an eraser)• 1 highlighter pen• 1 30cm ruler• 1 glue stick• 1 geometry set• 1 scientific calculator <p><i>Please note: For health and safety reasons, scissors, pencil sharpeners, Tippex or other correction fluids are not allowed in school.</i></p>

Mobile Phones

At The Magna Carta School we recognise that mobile phones (or any communication device that has an equivalent capability, for example smart phones and watches) are an important part of everyday life for our students, parents, carers, and staff, as well as the wider school community. We also recognise that our students have grown up in a world where technology has always been present for them and where digital interactions are the norm.

Note: Please note that by mobile phone we mean any communication device that has an equivalent capability e.g., smart watch, games console. In addition, we include the use of headphones/ear pods.

Whilst we appreciate that the use of communication devices is prevalent in society, these can be a huge distraction in school and many behaviour incidents are related to mobile phone use. We have therefore adopted a policy; 'on-site - out of sight'. This means that they are not seen, used, nor heard at school between 8am and 4pm, with one exception, that they can be used for a learning purpose with adult supervision within a lesson (please see guidelines below).

The Magna Carta School Mobile Phone Expectations

Mobile Phones
<ul style="list-style-type: none">• Mobile phones may be brought to school.• Mobile phones must be switched off and remain out of sight from the moment that students enter the school grounds to the moment they leave, from 8am to 4pm. This means that they are not seen, used nor heard at school. On-site - out of sight.• St Paul's gate is the point at which mobile phones should be switched off on the way to school. Phones can be turned back on as they exit the gate on the way home.• Mobile phones can be used with adult supervision within a lesson (please see guidelines below).
Expectations when using mobile phones in a lesson
<p>Mobile phones can be used with adult supervision within a lesson:</p> <ul style="list-style-type: none">• Students place the mobile device flat and facing up on the table.• The device must remain flat on the table at all times.• The device should be used for learning purposes only, for example, a whole class guided activity, such as Kahoot. The usage should be structured and controlled. For other more independent activities we encourage the use of iPad, or IT suites.• If students do not have a device (or do not have a device with the required functionality) they must not be put at a disadvantage. Teachers should provide a resource that allows these students to work in the same way as other students.• Students using their phone for something other than the learning purpose will have their phone confiscated and will follow the sanctions listed below.

The Magna Carta School Mobile Phone Expectations continued

Students not meeting expectations of mobile phone use

If a student's mobile phone is seen, used or heard when it should not be, or used for something other than a permitted educational or class activity, the phone will be confiscated and a 20-minute detention set.

Confiscated items will be stored securely in the school office in a locked cabinet and can be collected from the student window no earlier than 3:20pm. If a student has more than one detention that afternoon, the phone will be returned after they have been completed.

The following sanctions will be applied *within* a half term.

- The first time a mobile phone is confiscated during a half-term students will be set a 20-minute detention at the end of the school day. The mobile phone will be returned no earlier than 3.20pm.
- If a mobile phone is confiscated for a second time in a half-term, the same mobile phone should be handed in at the student window each morning for one week (5 school days). Students will be required to wait for twenty minutes at the end of each school day for the mobile phone to be returned. The school will message home to keep parents informed.
- If a mobile phone is confiscated for a third time in a half-term, parents or carers will be asked to come in and meet with the Year Team Lead to discuss their child's misuse of their mobile phone. The mobile phone should continue to be handed in each day until parents or carers have attended this meeting.
- If we have evidence that students have used their mobile phone to contact others during the school day (including parents and carers) the consequences above will apply. We would like to emphasise that all students are aware of the adults that are available to support them during the day. If there is a need for parents or carers to be contacted, an adult from the school will do this.
- Failure to hand over a mobile phone promptly when requested will result in a further sanction. Parents and carers should expect to be contacted immediately if this is the case.

Loss, theft, or damage

Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. The Unity Schools Trust and The Magna Carta School accept no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school

Lost Property

The school office has accumulated a large amount of unnamed lost property again this half term. Lost property will be put on display on Wednesday 1st March after school in the canteen. Parents are welcome to come and have a look through to see if they recognise anything. Lost property from the Autumn Term will also be on display. Anything not claimed from the Autumn Term will be disposed of if unclaimed after this date. Lost property from the Spring Term will be retained until after the Easter holidays.

Childrens' Medication held in School

If we hold medication for your child in the school office, in particular EpiPens and inhalers, please can we ask you to ensure that the medication we hold is in date, and that you supply the school with new medication on expiry. If you are unsure when your child's medication expires, please call into school or email info@magnacarta.surrey.sch.uk with your enquiry and the office team will get back to you.

After School Clubs

After school clubs are now "live" on Edulink, which means you can view the list of after school activities within the "more" icon. There are a few more performing arts clubs to be added which will be updated over the next few days.

Railway Improvement Work – Thorpe Road Level Crossing, Egham

The level crossing equipment at Thorpe Road, and other equipment will be replaced with more modern technology, from 23:00 Friday 17 March to 04:00 Monday 27 March 2023. This will affect journeys to and from school by all forms of transport, including cycling and walking, during the week beginning 20th March 2023. Please plan ahead and allow extra time to get school. Details from Network Rail are below:

During this period, **Thorpe Road will not be passable by foot or vehicle at the level crossing** and there will be a diversionary route in the traffic management plan arrangements with the local authority. A mini-bus service will run between the two sides of the crossing for pedestrians unable to use the diversionary route and emergency access arrangements will be in place.

Works will take place as follows:

Date	Time	Location affected	Work to be carried out
Friday 17 March to Monday 27 March 2023	23:00 to 04:00 Continuous working	Thorpe Road Level Crossing	Removal of existing level crossing, installation of new equipment, testing and opening of new level crossing

Dates for diaries:

Date	Year Group	Event
20 th February 2023 – 3 rd March 2023	Year 11	Trial Exams
3 rd March 2023	Year 10	Reports Published
9 th March 2023	Year 9	Parents' Evening (online)
10 th March 2023	Year 8	Reports Published
14 th March 2023 - 7pm	All	PTSA Meeting in the school canteen
17 th March 2023	Year 7	Reports Published
20 th – 24 th March 2023	All	Thorpe Road Level Crossing Closed Please allow extra time for journeys to school
21 st March 2023 – 6pm	Year 11 (Drama students)	Year 11 GCSE Drama Performance Evening in the theatre
23 rd March 2023	Year 8	Parents' Evening (online)
29 th March 2023 – 6.30pm	All	Spring Showcase in the theatre
31 st March 2023	All	Mufti Day – students to bring £1 or donation
3 rd – 14 th April 2023	All	Easter Holidays
17 th April 2023	All	Summer term begins
27 th April 2023	Year 7	Parents' Evening (online)

Please note that whilst we will try to adhere to these dates, they may be subject to change or to a change in location. We will give you as much advance notice as possible should this be the case.

Thank you for your ongoing support. Have a good weekend.

Kind regards,



Mrs Bell
Head of School

Attached: Letter from Surrey Inclusion Service re Penalty Notices for poor attendance

Dear Parent/Carer

We are aware that the pandemic has had an effect on families, but the expectation is still that every child should now be attending school full time. If you consider that there are exceptional circumstances relating to your request, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Inclusion Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).
 - **Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
 - **The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**
 - In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that the Local Authority issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Inclusion Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the ***first five days of each exclusion***. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is currently £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days.

If the Penalty Notice is not paid, the local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North West	-	Tel: 01483 518130	South West	-	Tel: 01483 517179
North East	-	Tel: 01372 833588	South East	-	Tel: 01737 737777