

Behaviour and Attitudes at Emmanuel Middle - September 2026

As the Lead for Behaviour and Attitudes at Emmanuel, I am writing to outline the processes that keep our school community running smoothly, safely, and effectively, with a clear focus on teaching and learning.

Please take a moment to review the *Behaviour Ladder* in your child's school diary, which our staff use to maintain fairness and consistency for all students.

Making contact with the school

If you have any questions or concerns, please call or email the school office at **office@emmanuelmiddle.org**. To ensure your message reaches the right person quickly, please clearly address it to your child's tutor, the subject teacher, or the most appropriate member of staff. It is also helpful to know what outcome you are looking for.

The office will acknowledge receipt of your email, and you can expect a full response from the relevant staff member within 48 hours.

Recognition letter

As a school, we strive to provide an environment where all pupils can learn and grow, both academically and personally. Central to everything we do is celebrating our students when they demonstrate our core values and live out our vision.

We recognise these achievements daily through Candle Credits and other positive acknowledgements. More formally, we celebrate outstanding contributions with our Commendation letters. Each week, one child from every tutor group will be selected to receive 10 Candle Credits, accompanied by a Letter of Recognition sent home to parents highlighting their achievements.

ePraise reward system

For full details about ePraise rewards, please refer to the school website under Policies and Documents

Uniform

For full details and images about uniform, please refer to the school diary and the school website under Policies and Documents.

Skirts: charcoal, grey, or black. Please choose from two styles: A-Line, or pleated. They should be appropriate to the age of the child, finishing on or just above the knee and not rolled. We track incorrectly worn skirts, and if your child gets 5 demerits for skirt length, the tutor will call you to notify you. If they accumulate 5 more, they will no longer be allowed to wear that skirt, and trousers will need to be worn instead.

Trousers: formal, straight-legged, and tailored in charcoal, grey, or black. No flared trousers.

Shoes: Plain, black, and leather. Trainers are not permitted. High heels, sandals, and open-toed shoes or boots are not permitted.

School uniform borrowing shop: We hold a variety of uniform items to lend children where their uniform is not in line with our policy.

Make-up is not permitted. A light application of cover-up concealer, which is natural looking, can be used to promote positive self-image.

Nail varnish or false nails are not allowed.

Hair length, colour, style and accessories should be reasonable and reflect the tone of our formal school uniform.

Jewellery

Pupils are permitted to wear a **small plain stud earring** in each ear lobe only. Will we accept clear plastic earring studs as one additional pair in the lobe. This must be removed or taped during PE - no hoop earrings or any other body piercings are allowed for health and safety reasons.

No **bracelets** or **necklaces** to comply with health and safety and being valuable items. Pupils may wear a **watch** - if it is a smartwatch, it must be handed in to the tutor phone box during AM registration as well as, all **mobile phones** turned off.

Detentions

Detentions form a part of our behaviour model and are vital to assist us in guiding pupils towards making better choices. Attending detention is an opportunity for students to reflect on their behaviour and talk to a member of the Senior Team.

There are several reasons why attending detention is crucial:

1. **Accountability.**
2. **Consequences for Actions.**
3. **Learning Opportunity.**
4. **Maintaining School Community.**

Please remind your child of the importance of attending any scheduled detentions, all of which are logged on Arbor. Tutors will also remind pupils of their detentions during morning registration. There is a chance to resit a missed lunch detention. Missing this second opportunity will result in an after-school detention, and you will receive an automated email advising you of the date and time.

Reaching 4 in a calendar month triggers a phone call home from your child's tutor to discuss supportive measures and how subsequent lunch detentions will have an after-school detention attached to them.

Incidents out of school

Please always let us know if something has happened on the way home or way to school, and we will investigate. If something happens during the evenings or at the weekend, if appropriate, please let us know for context, and we can offer advice and guidance to support you.

Equipment

We have a stationery shop every week at lunchtime where anyone can buy items. If your child needs extra support with equipment, please speak to your child's tutor.

A reminder of what your child needs in their pencil case: *blue handwriting pen, pencil, rubber, ruler, glue stick, purple pen*. We will provide them with *a whiteboard, a whiteboard rubber, and a whiteboard pen*, which we will replace once it has run out.

If they are without equipment, they will receive a demerit from their tutor, who will lend it to them for the day. 3 demerits in a week will result in an appropriate action, including but not limited to, a phone call, equipment mat for support or lunch detention.

Social media

While most social media platforms require users to be at least 13 years old, many younger children are still active on them, often with or without their parents' knowledge. It is important to be aware that social media presents various risks, including exposure to inappropriate content, cyberbullying, and potential contact with online predators. Constant social comparison can also lead to issues with body image and self-esteem, while the highly addictive design of these platforms can negatively impact mental health, sleep patterns, and academic performance. Openly discussing these dangers with your child and setting clear boundaries together can help ensure a safer and healthier online experience.

Please keep up to date for changes to age restrictions as they are always subject to change.

Attendance

For full details about Attendance, please refer to the school website under Policies and Documents

Children are welcome to wear mufti on their birthday if it falls on a school day.

Mufti

Throughout the year, pupils are occasionally permitted to wear mufti (non-uniform) as an ePraise reward or as a thank-you for PTFA donations. Please ensure your child chooses an appropriate outfit for the school day. For appropriateness, the following items are **not permitted**:

- Short shorts or skirts or tight cycling shorts
- Tight bodysuits, strappy tops, or crop tops
- Flip-flops, sliders or crocs
- Pyjamas

We do hold a stock of spare clothing, and any pupil wearing the items listed above will be asked to change. Please note that non-compliance may result in your child losing their mufti day privileges.

If you have any questions or queries about anything covered in this letter, please do not hesitate to speak to your child's tutor.

Kind regards,

Mrs Jemma Foord
Behavior and Attitudes Lead