

7<sup>th</sup> September 2021

**Parents/Carers  
of TQEA students**



**The Queen Elizabeth  
Academy**

“We Can and We Will”

Dear Parents/Carers

It has been fantastic to welcome our returning and new students, all looking very smart, excited and some, understandably, a little nervous. I'm pleased to report that everyone is settling in very well and our new students are finding their way around the building and their new timetables.

Communication – Important information (progress reports etc.) will be sent out to you by email or post. Newsletters, updates, information, or letters about school will either go home with your student and/or be placed on the website, if we have an important matter we will send you a message about it via Class Charts. Please watch out for our weekly newsletter for parents which is released on Friday. We send out a large number of messages, letters and newsletters through Class Charts, so please ensure you have access to the app and check our website regularly for any new information, especially the [parents - letters and information](#) page.

We will also send out snippets of good news and information via social media:

- on twitter, which you can see on our website, (scroll down the Home page) or you can follow the feed [https://twitter.com/TQEA\\_Principal](https://twitter.com/TQEA_Principal) or [@TQEA\\_Principal](#) for tweets.
- And via our Facebook page, again you can go to our website and scroll down for the link, or find us by searching TQEA – The Queen Elizabeth Academy or by using the link <Facebook.com/TQEA> .

We will be in touch with any parents who have not downloaded the Class Charts app next week. This communication system informs you of your child's attendance and updates you with a live record of their behaviour, both positive and negative, in school. The Class Charts app is also used to inform you that your child has a same day detention at the end of the school day.

At TQEA same day detentions are in operation for the small number of students that have made mistakes that breach our behaviour policy. Same day detentions help students to reflect on their mistakes whilst they are fresh in their mind, enable a restorative conversation with the member of staff who issued the detention and, having reflected, ensures the students can move forwards the next day with “decks cleared”. Since the vast majority of students reflect and learn from their mistakes it is hoped that they will not repeat them.

For more information about same day detentions visit <https://www.gov.uk/school-discipline-exclusions> for advice from the Department for Education who explain that schools do not need the consent of a parent before issuing a detention. Detention can take place on normal school days and in some circumstances outside of school days. This includes:

- any school day where the pupil does not have permission to be absent;
- non-teaching days, usually referred to as 'training days' or 'INSET days'

Legally schools don't have to give parents notice of after-school detentions or tell them why a detention has been given. However, at TQEA we would like you to be aware if your child has a detention and the reason for it, so we have invested in the Class Charts app for this purpose. Of course, the majority of students are unaffected by this since their good behaviour means they never receive detentions. The Class Charts app notifies parents and carers of the detention and the length of time that is required to serve it. In general these are 30 minutes or 60 minutes in accordance with our behaviour policy.

If you want assistance to download and set up the Class Charts app on your device, please do not hesitate to contact us. We have issued log-ins and passwords to all parents (Year 8-11 last year and Year 7 being sent home today), and you can receive important communications, check your child's attendance and positive behaviour points which leads to our rewards programme.

A reminder to take care with dropping off your children or collecting them, ensuring that our neighbours are not blocked in or inconvenienced, please consider picking up and dropping off a short walk from the school to ease congestion and improve safety at the school gate.

Our key dates information for the academic year will be sent out soon, these dates are all subject to Covid-19 restrictions and guidelines so please look out for confirmation of events nearer the time.

If you would like to contact us you can telephone and talk to our receptionist between 8.30am and 4pm Monday to Friday during term time. You can also email us at [info@tgea.org.uk](mailto:info@tgea.org.uk) and we will respond as soon as possible. Please note that our social media platforms are used to send out items of news only and they are not monitored for incoming messages, please always telephone or email if you need to get in touch.

We are looking forward to working with you and your child(ren) this year. You should feel very proud of the positive start they have made.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Harding', with a stylized flourish extending from the bottom right.

Mr N Harding  
Principal  
The Queen Elizabeth Academy