

Ref: AST/CPR/GHA

3 June 2024

Dear Parents and Carers,

**Re: Preparation Points and Catch-Up Policy Trials – June 2024**

I hope this letter finds you well as we enter the final half-term of the 2023-2024 academic year. Moving forward, the academy is positioned to launch two new trials linked to learning and catch-up, which will be trialled over a 2–3-week period in June 2024 in Year 7-9.

**Plume Preparation Points at Plume Academy – June 2024 Trial**

The first trial will focus on a 'readiness to learn' approach, emphasising being fully equipped and prepared for all lessons. This area of focus is something that the academy has highlighted as pivotal to ensuring all students maximise their learning time in lesson and by implementing a clear process of expectations will enable students to take responsibility and grow resilience in their ownership of their education.

In this trial, we aim to replace the current 'blue card' system with a quicker and more effective online alternative using our academy system of Satchel One. Students will receive points for reasons like those for the blue card, which will accumulate towards a sanction in the instance that expectations are not fulfilled.

The long-term concept is that once a student accumulates a certain number 'preparation points', they will receive a follow up action but, in the trial, we are looking to identify a reasonable benchmark for the number of preparation points to act upon. However, any decision linked to the follow-up will be going out to stakeholder consultation before we choose to implement this consequence.

Students at Plume will receive a 'Preparation Point' for the following reasons:

- Not having the necessary equipment which includes specifics such as a pen, pencil or ruler/kit specific to the lesson
- Lateness – punctuality to lesson
- Failing to sit in the correct seat as per the classroom and lesson seating plan
- Failure to engage in starter tasks in a timely manner – meaning students are slow to start the lesson as is the expectation of the teacher
- Failure to follow subject-specific tasks linked to lesson preparation (e.g., logging on in computing, tying hair up in PE, etc.).

All students have received an assembly this morning (W/C 3 June 2024) to ensure they are aware of the expectations and the changes that are being implemented through the trial.

During the 2–3-week trial, we will monitor data and compare the effectiveness of our current manual system to ensure it is a positive change, if all stakeholders agree to proceed. After the trial, there will be an opportunity for parents, carers and students to provide feedback on the effectiveness of this proposed system. All results will then be shared before the end of the academic year with all stakeholders ready for September 2024 and the academic year 2024/25.

## Catch Up Policy at Plume Academy – June 2024 Trial

During this time, we will also trial a process to better support students with 'catching up' when they have been absent for three or more days. Students will be issued with a Catch-Up sheet where they can consult their class teachers and record details of missed work and what they need to do to catch up.

They will then be expected to complete the work within a week and have their teacher sign to confirm the work has been handed in. Once they have completed all work and had it signed off, the sheet needs to be returned to the attendance office. To support students at FRC, the library will be open until 4:15 pm Monday to Thursday, where they can access additional support.

We thank you for your continued efforts to support the progress of students at Plume Academy, and we are enthusiastic about the outcomes of these trials.

Yours sincerely,



Mr A Stoneman  
Vice Principal and  
Designated Safeguarding Lead



Mrs C Pretty  
Vice Principal

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Plume, working with:

