





Windsor High School and Sixth Form

 **A part of Windsor
Academy Trust**

Headteacher
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Company registration no. 07523436
Place of registration: England

BMO/cdr

WindsorWay letter 09022024 (pa/srl/letters/23-24)

9th February 2024

Dear Parent/Carer

As you will know, manners, standards of uniform and presentation are really important to us at Windsor High School and Sixth Form and will provide a platform for our students to excel inside and outside of school. As previously stated, we have always prided ourselves on how polite, courteous and smart our students are, and we wish to continue to raise these aspirations and expectations of them. We believe we can further improve these elements and are trialling a new system to support this.

To celebrate The Windsor Way we are therefore introducing a trial to celebrate all of our incredibly well mannered, helpful and kind students. All students will be given a Windsor Way Card which they need to carry with them at all times. They will have three opportunities for Leadership and Pastoral staff to sign the card for impeccable manners or personifying The Windsor Way for things such as holding the door open for guests, picking litter up, helping a member of staff etc. When a student receives three signatures, the card will be collected and they will be rewarded with positive points on ClassCharts. They will then collect a new card ready to earn the next three signatures.

The Leadership and Pastoral team will also be signing the reverse of the card if students are seen wearing their uniform incorrectly (such as shirt untucked, top button undone etc). If a student gains three signatures in a half term on the reverse or does not have their card with them, they will be given a 45 minute after school detention on the next available Thursday. This is for anywhere within the school building, apart from in the classroom, as the classroom teacher will still use ClassCharts to log uniform issues separately.

The intended and expected outcome is to reward students who regularly display fantastic manners and encourage uniform to be worn correctly, removing the need for any negative interaction with staff asking them to correct their uniform. Research has shown that operating this system has had incredibly positive outcomes with a significant increase in positivity and the vast majority of students never receiving a detention.

At the end of each half term the cards will be collected and all those students with their original card unsigned being rewarded with positive points on ClassCharts. At the start of the next half term they will receive a new card.



**Artsmark
Gold Award**
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We plan to hold an assembly on Monday the 19th February to fully inform students and in that first week we will not issue any detentions as students become familiar with the system, but we may contact home to share that they have had three signatures so parents/carers are fully aware.

Full information on our uniform expectations can be found on our website as below.
<https://www.windsorhighschool.org.uk/school-life/essential-information/school-uniform/>
If replacing existing uniform is an issue for any families then please contact your child's Form Tutor or Head of House and we will seek to support where possible.

We are really looking forward to seeing and celebrating lots of our amazing students demonstrating The Windsor Way as they do each and every day, helping make Windsor such a special place.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B Morley', written in a cursive style.

Mr B Morley
Deputy Headteacher