



Wednesday 9<sup>th</sup> October 2024

Dear Parents and Carers

### **Excellence Cards**

On Friday I said in the school newsletter that I would write to you with more information about our new Excellence Cards. Each week your child receives a coloured card. They keep this card all week and hand it in to form tutors on a Monday when they will be given a new card. We ask all parents and carers to look at and sign the Excellence Card, at least every weekend. Please do this when you sign the planner.

NB: The layout of the card will shortly be changing, based on us trialling the new system.

#### **Why do we have Excellence Cards?**

1. These are a way to reward a huge number of students who do all that we ask outside of the classroom.
2. To remind pupils about small issues that we would like them to get right, because these are basic expectations.

#### **This is how it works in lessons:**

Every lesson, when students get the basics right, they will tick the box on their own card as a positive reminder. The teacher still puts marks on ClassCharts which you can see. The students have a reminder, as they are not accessing the ClassCharts app on a phone.

*The basics mean: being on time, equipment ready, engaged in learning, no gum and so on.*

If a teacher needs to speak to a student to improve a matter in a lesson, they will sign the card. A student can still achieve a positive grade on ClassCharts if they then get everything right in the lesson – it is a small nudge or reminder to ensure they do.

#### **This is how it works out of lessons:**

If a teacher has to speak with your child out of class, they will also sign the Excellence Card. This may be for uniform (untucked shirt, rolled up skirt) or eating in the corridor or silly behaviour. At the end of every break/lunch, your child can tick to say they have had a great social time if they have not received a mark in the box on their card.

Each time a teacher speaks with a student, it is a nudge and reminder for them to get the basics right.

#### **What happens next?**

Each Monday the Excellence Cards are handed in to form tutors. If a student has had 6 or less marks/signatures on their card across the whole week, they will gain an extra five ATL 5 points on ClassCharts from us to say thank you and well done.



If a student has 7 or more marks, indicating being spoken to about not getting the basics right, currently they are being spoken to and prompted to get it right.

**After half term:**

*After the October holiday, we will take the next step with Excellence Cards. This means that any student with 7 or more marks/reminders will have a correction conversation after school the next day (Tuesday). This will run from 3pm – 4pm.*

This will apply to a small number of pupils who are not getting these basics right. As a parent you will know that your child will be staying after school because

1. You will have checked and signed their Excellence Card at the weekend.
2. The reminder for the next day correction conversation will be logged on ClassCharts on the Monday.

**What happens if a student loses or forgets their Excellence Card?**

They will be given a red card for the rest of the week. A red card means they will already need to have an after-school correction on the next Tuesday after school.

Our staff are focusing on having lots of positive conversations with students – these Excellence Cards allow us to discuss with your child all the positives when we see all the ticks on their card. We would encourage you to have these conversations with your child when they come home each day.

We will be running through Excellence Cards again in assemblies with students because we want them to be really clear about why the Excellence Cards are so important. We will also be sharing with them that when cards are less positive, the two key reasons are students being late to lessons, and students altering their uniform.

If you have any questions about the Excellence Cards, do please email via [hellowootton@wootton.beds.sch.uk](mailto:hellowootton@wootton.beds.sch.uk) and we will put together a Frequently Asked Questions document to aid communication.

Kind regards

Carrie McMorn  
Head of School