

Willows High School  
Willows Avenue  
Tremorfa  
CARDIFF  
CF24 2YE

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Fax 029 2041 4313  
Email [contact@willows.cardiff.sch.uk](mailto:contact@willows.cardiff.sch.uk)  
[www.willowshighschool.co.uk](http://www.willowshighschool.co.uk)



**BELONG, believe, ACHIEVE**  
**PERTHYN, CREDU, LLWYDDO**

Ysgol Uwchradd Willows  
Rhodfa Willows  
Tremorfa  
CAERDYDD  
CF24 2YE

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Parent / Guardian,

Your child has been placed on a positive monitoring report card (Form Tutor (GREEN) / Head of Year (ORANGE) / Senior Leadership Team (RED)/). The report card will last for 2 weeks in the first instance. Your child must bring their report to school each day and hand it to their class teacher at the start of every lesson. Pupils must take responsibility for bringing their report card to either their form tutor, Head of Year, or a member of the Senior Leadership Team at the requested time each day. They will take the report card home at the end of the day to be checked by you.

When your child returns home, you should ask to see the report - discuss the positive behaviours first, praising and rewarding them accordingly. Next, calmly discuss any negative marks (X) and the reasons for them. With your child, formulate a plan for avoiding negative marks in the future and remind them of this as they leave for school. You might also use a token system in which your child earns points for positive behaviour reports and loses points for negative reports. A clear and consistent message from school and home will support your child to improve.

**Important:**

**There are always 3 targets, and they will receive 3 ticks per lesson per teachers if all targets are achieved (for a total of 18 ticks for 5 lessons and registration time). The report is successful if they received 15 ticks out of the possible 18 every day for 2 weeks and they will be out of monitoring. If they lose the report card, truant, receive an internal exclusion or accumulate more than 3 crosses per day, they will automatically fail and may go onto the next colour report.**

**Should your child receive a red report, for every failure (internal or external exclusion, truancy, more than 3 crosses in a day) your child will be placed for a full day in internal exclusion, and you will be invited to a meeting. Don't forget that an external exclusion forms part of your child's school record and this makes it more difficult should your child want to move schools and when applying for college courses / jobs in the future.**

If you have any questions about the report please email [marcello.locelso@willows.cardiff.sch.uk](mailto:marcello.locelso@willows.cardiff.sch.uk) and you will receive a response within 24 hours. Alternatively, call the school and request a call back from a member of your child's year team:

**Year 7:** Miss Sansom and Ms. Williams

**Year 8:** Mrs. Cherrett and Mrs. Bubbins

**Year 9:** Mrs. David and Mrs. Warren

**Year 10:** Mrs. Watkins and Mr. Thomas

**Year 11:** Miss Tomlinson and Mr. Smith

Kind regards,

Mr. Christopher Norman  
(Headteacher)

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Awarded for excellen

