



MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY

An Academy of



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Principal: Rachel Spencer
BA Hons, MCCT

Letter to parents for 18.12.24

Dear Parents and carers,

I am writing to introduce myself as the new principal of Melbourn Village College, a role I will officially begin in January. I am incredibly excited to be joining this wonderful community and am looking forward to working with both you and your children. I have undertaken some transition days recently and have had the pleasure of meeting both staff and pupils.

As we move to this exciting new phase for Melbourn Village College together, I want to assure you that one of my primary focuses will be on ensuring that our community is one where adults and pupils feel safe, respected, and valued. I am fully committed to upholding the high standards of behaviour that we all expect from our children, and I firmly believe that fostering good manners, respect, and positive responses to adults are key to building a supportive and thriving school environment, as we strive for excellence.

In January, we will be moving at pace with operational changes around behaviour and attitudes. Our theme for the first half term will be focused on Respect, Respond, Reward. We will be introducing clear expectations around positive interactions with adults and new routines in lessons. It is vital that all members of our school community work together in an atmosphere of mutual respect by adhering to these routines and expectations. By having clear and consistent routines for every lesson, we will remove cognitive overload for pupils and provide clarity on our expectations. Within lessons, staff will be using a consistent method to gain pupils attention, so that transition moments in lessons enable quality teaching and learning to take place. To ensure that we establish our new expectations and routines consistently, we will be providing training for all staff during the January training day, and this will be supported by weekly staff training in the Spring term. Training will focus on reinforcing our expectations for behaviour, as well as embedding our new routines and ensuring we are promoting positive interactions with pupils. Our staff are enthusiastic about these changes and are looking forward to supporting your child to understand the new routines.

When pupils return after the break, I will communicate these important changes during an assembly on their first day. We will ensure that all pupils understand the expectations we have, and I ask for your support to reinforce these messages at home. It is essential that we create a culture whereby pupils respond positively to clear, direct instructions from adults. For pupils within our cabin provision, Mr French and I, have discussed how pupils will receive additional support to practice the routines.

We acknowledge that pupils are rehearsing this to get it right and we need to support them to be successful. The use of sanctions and rewards play an important part in pupils understanding when they are making the right choices. In terms of behaviour sanctions, you will see in January that we have streamlined our categories for negative behaviours.

For in class behaviour the process remains the same for pupils who do not meet our expectations and they will continue to receive two opportunities to rectify behaviour before being removed from the classroom.



Within those two opportunities, pupils will now receive a 'verbal warning', if behaviour persists this will then be logged as a 'Behaviour 1 (B1)', followed by a 'Behaviour 2 (B2)' if required, to indicate pupils have continued to disrupt learning and signifies a removal from the classroom.

You will also notice a category known as 'red lines breach' which indicates a significant breach of our behaviour expectations that requires a more serious sanction. I recognise that some of the negative choices around behaviour by some pupils has concerned you as parents. I would like to reassure you that poor behaviour will be addressed promptly and with proportionate sanctions where appropriate. We will be clear with pupils about our expectations, and I am confident that, with your support, we will make significant progress in this area quickly.

In terms of rewards, pupils who make the right choices should be acknowledged for this. In January we will be launching a 'Tutee of the Week' award and there will be a weekly reward for those pupils, as well as a certificate to bring home. Teaching staff will also be issuing praise postcards to those pupils who demonstrate an excellent attitude to learning. There will also be a slight change to our current positive rewards system. Pupils will be acknowledged for demonstrating positive behaviour in lessons and those behaviour points will be worth double the number of points as the negative behaviours. We will be looking at how we can further develop our rewards programme to include trips and celebration assemblies each term, but it is important we seek pupil voice on these plans first.

Thank you for your support as we work together on our journey to excellence for Melbourn Village College. I wish you all an enjoyable Christmas break and I look forward to meeting many of you in person during the parent forum on 14 January or at one of my listening sessions as advertised in the weekly newsletter.

Warm regards

A handwritten signature in black ink, appearing to read 'R. Spencer', with a large, stylized initial 'R'.

Rachel Spencer
Principal