19th October 2016

Dear Parent/ Carer

**RE: Career Focus Week 2016 and Respectful Language**

As you will note from our parental calendar, Monday 24th October is the start of our Career Focus week. During this week we will have a range of different things happening which have been coordinated by Ms Kettles, PT Developing the Young Workforce.

As part of our career-focused learning, we will give special consideration to respectful language. Assemblies will take place this week to raise pupil awareness about the need to show respect in the way we communicate with each other. Language is a powerful tool and can be used for good or harm. We hope that by encouraging all members of our community to THINK about how they speak to each other, we can reflect our school aim of 'setting the highest standards'.



 As it is, we do not expect our pupils to use inappropriate language, but unfortunately a number of societal influences can impact on the language that pupils are exposed to. By focusing on the THINK message, we aim to promote positive and appropriate language- the type of language that is expected in the world of work.

As part of this focus on using respectful language (a skill for learning, life and work), we will be adopting a zero-tolerance approach to offensive language including swearing. If a young person is heard using offensive language, they will be issued with a Reflective Task to complete. This will require a parent/carer signature. Once signed this should be returned to the teacher who issued the exercise.

We hope that we have your full support in encouraging all of our young people to reflect on their use of language and ensure that it portrays them in a positive light as a young person in preparation for any future career they may pursue. We have placed more information for parents on the school website under the …. tab. .

If you would like to discuss any aspect of Career Focus Week or think you could help with future events, please contact Ms Kettles through the school office. If you would like more information on the respectful language input, please contact any member of the Senior Management Team.

Yours sincerely

Mrs Pert/ Acting DHT