

Dear Parent/Student

Doing well in school is a team effort. Family, friends and teachers make a big difference to how well you will do.

In the end, the most important person is you, so take responsibility for yourself. The important things are simple:

- Be committed to doing well and be on time to school and lessons
- Be a support to your friends
- Be the best you can

We want to keep school procedures simple too. This booklet tries to set out all the important ones.

Let's work together to make the school better, starting by making our procedures clear and easy to follow. Make suggestions by emailing me (96kelley@monkseaton.org.uk) or speaking to your friends and school staff about improvements. I would be grateful if you could go through this booklet with your child and both you and your child sign the relevant sections and then return this booklet to your child's Form Tutor.

You can make a difference

Yours sincerely

Paul Kelley