6 September 2018

Dear Parents and Carers

**Paperless Detention System and Student Access to Progresso**

Following a trial completed in the summer term with Year 10 I am pleased to inform you that all students will have access to Progresso from the start of the Autumn Term for a wider trial period. This will enable your son/daughter to track behaviour events entered, attendance and access interim and written reports.

We have also decided to expand the trial to replace C3 paper slips with a C3 parent email which will be sent approximately 10 minutes before the School Office closes. Your son/daughter will be informed of these changes during assembly. Please note that the C3 parent email will replace the C3 slip and should your son/daughter fail to attend their C3 they will placed in a C3+ detention. The generic email will confirm the following information;

- Type of detention (C3, C3+ or C4+)
- Why the detention was issued
- Date of detention – this should always be for the following day for a C3. C3+ detention will be for the coming Friday and C4+ detention will be for the coming Monday.
- Time of the detention – please ignore the time for the C3+ and C4+ detention as we are unable to change the published time. Both run from 3.15-5.15pm on the respective dates

The email can only be sent to parents and not students at this time; we are working with Progresso to refine the system. We also hope to include in future the name of the person who issued the detention. In the meantime the full details for your son/daughter’s behaviour events are available from their Progresso account.

Please note that we will continue to issue C3+ detention slips to students during the trial period.

Thank you for your support and please contact datateam@rickmansworth.herts.sch.uk if you have any questions regarding Progresso.

Yours sincerely

Mr C Hambleton
Assistant Headteacher