



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT

Head of School: Mrs M Mincher, Bsc, NPQH



08th November 2023

Written Warning

Dear parent/guardian of Thomas Reeves,

The Sixth Form learning agreement outlines the basic requirements that we expect from all students choosing to continue their education at Kingsmead. Unfortunately, students who fail to maintain these expected standards or breach OFQUAL exam regulations will typically follow the protocol outlined below. More serious incidents may start with a written warning, without the need for a verbal warning. Incidents may include conduct outside of school or failure to comply with the Sixth Form dress code:

1. Verbal warning
2. Written Warning
3. Final Warning – once a final warning has been given, any further or more serious incidents will result in the risk of a student losing their place in the Kingsmead Sixth Form

Unfortunately, Thomas' conduct has fallen below the expected standard of Kingsmead Sixth Form because he chose to forge three teacher's signatures to take time off school.

It has been made clear to Thomas that he will receive a written warning and any further indiscretions could result in him losing his place at Kingsmead Sixth Form.

A copy of this letter will be shared with Thomas directly.

If you have any questions or queries surrounding the details of this warning, please do not hesitate to get in touch.

Yours faithfully,

Mrs. G. Horsfield – Director of Sixth Form