

Dear Parent / Carer,

As we are fast approaching the end of one of the strangest school years I have known, I write to advise you of some important dates and some changes that we are making for September.

Firstly I can confirm that on Friday 23rd July students will be in school as normal all day. Students will spend period 4 at the end of the day with their tutors before leaving for the summer.

The following information is dependent on National announcements:

School has been asked to run two Lateral flow tests for each child in school at the start of term. As such this results in a staggered return to school. Pupils will no longer be in bubbles, nor will they need to wear masks.

We are changing the entrances for students from September to: Year 7, Year 8 and Year 11 enter reception gates on Preston Road and then by the doors by red and Y10 and Y9 other gates on Bilton Grove and then the entrance by PE office

The intended plan for the week beginning 6th September for the children in your child's year group as follows:

Monday 6th and Tuesday 7th September

Staff training days

Wednesday 8th September

Come into the Academy for testing 12.00am - 2.45pm (appointment times to follow). Students then return home.

Thursday 9th September

Come into the Academy for 8.35am at the latest and go to your tutor room for an extended tutor time and assembly. Normal lessons commence period 3 until 3.00pm

Friday 10th September

Normal lessons

## **Pastoral structure**

**Year 7:** Head of Year - *Miss Hastings* & Student Liaison Officer - *Mr De Lacy*

**Year 8:** Head of Year - *Mr Eley* & Student Liaison Officer - *Mr Hairsine*

**Year 9:** Head of Year - *Miss Harvey* & Student Liaison Officers - *Mrs Green & Mr Ritchie*

**Year 10:** Head of Year - *Mr Mckenzie* & Student Liaison Officer - *Mrs Steels*

**Year 11:** Head of Year - *Mrs Riley* & Student Liaison Officer - *Mrs Murray*

**Sixth Form:** Head of Year 12&13 - *Mrs Hill* & Student Liaison Officer - *Mrs Dixon/TBC*

## **Attendance and punctuality**

Education lays the vital foundation of a child's life. Regular and punctual attendance is key to both academic and social development, which in turn will improve the life chances of children and young people.

Lots of people think that missing the odd day here and there can't do too much harm. But even taking a short amount of time out can be a problem. Your child might fall behind in their work and not be able to catch up. If there are gaps in their knowledge they will suffer when school assessments come around.

Did you know:

- A child who is absent one day per week misses an equivalent of two years of their school life;
- 75% of young people with absence rates below 85% fail to achieve five or more good grades at GCSE and around one third achieve no GCSEs at all
- Poor examination results limit young people's options and poor attendance suggests to employers that students are unreliable;

Please ask yourself before your child is absent, do they need to miss school?

We follow the national and Local Authority procedures with regard to term time holidays. In this respect, all requests for holiday leave of absence within term time will be refused and classed as unauthorised.

## **Uniform and equipment requirements**

The Academy has a strict uniform policy, which also applies to PE and all students are required to adhere to the following:

- Academy Blazer with logo;
- Academy tie with logo;
- Black tailored trousers (only available from our uniform supplier); Leggings are not permitted. If worn, belts must be plain black, and they may not exceed 1" [2.5cm] in width;
- White shirt (must have collar button);
- Black socks (coloured/trainer socks are not allowed under any circumstances);
- Plain black polishable shoes with no logos or other visible colours (Rockport or Timberland boots are not allowed; trainers or trainer-style shoes are not allowed; sandals are not allowed);
- For PE - Blue Academy polo shirt, plain black shorts (no logos), royal blue football socks and trainers. Students are also permitted to wear black academy tracksuit bottoms and academy hoodies.

- Students should bring a bag to school with the following equipment: Academy Planner (first planner provided free), pen, pencil and ruler. Students should also bring a reading book and any other equipment that they need during the day.

Students are expected to bring their PE kit and change for **every** PE lesson, even when he/she has been excused from performing for medical reasons. This is to ensure that students are dressed appropriately for the practical environment.

It also ensures all students can continue to study those areas of the PE programme - Knowledge, Understanding, Officiating, Coaching and Leadership - which do not require them to take part in physical activity, as all students will still be assessed on these aspects of the PE curriculum.

### **THE FOLLOWING ARE NOT ALLOWED IN THE ACADEMY UNDER ANY CIRCUMSTANCES:**

- Jewellery - no bracelets (including charity wristbands) or body modification piercings/facial piercings (clear plastic retainers are not allowed). Students are permitted to wear a single, small plain gold or silver stud in each ear lobe. Jewellery will be confiscated and can be collected by parents/carers from reception
- Make-up other than light foundation to cover up skin blemishes. Students should not wear false eyelashes nor should they have false or painted nails;
- Dyed hair of an unnatural colour (i.e., pink, purple, green etc.), Mohicans or other extreme fashion haircuts such as 'tramlines' or symbols cut into the hairline;
- No fashion belts or patterned or coloured t-shirts that are visible underneath a white shirt;
- Fizzy drinks of any kind;
- Mobile phones should not be used, seen or heard at any point, **anywhere on the school site**. If a student is seen with their mobile phone (not necessarily using it) the phone will be confiscated until the end of the school day and parents/carers will be contacted to collect it at the end of the day;

The use of any electronic equipment in any lessons is prohibited unless specifically allowed by a member of staff. Items issued by the academy can be used.

Your child is also expected to bring with them each day the following:

- Academy planner, pen, pencil, ruler, eraser;
- a suitable bag in which to carry their equipment including books, reading book and homework;
- A reading book;
- Swipe cards (for paying for your dinner) at all times (issued at the start of a new academic term). Students will be expected to pay £1 to replace lost or damaged cards.

## **Appointments**

We appreciate that on occasion you may have a concern about your child that you wish to discuss with a member of staff. To help you speak to the right person as quickly as possible, we have the following system:

1. Please call the Academy, stating your child's name, their Head of Year or Form Tutor, the nature of your concern, and the phone number you would like us to contact you on.
2. The message will be passed to the relevant person, who will contact you as soon as possible to discuss your concerns.

We do understand that sometimes you may want an urgent message passing on to your child and we will be able to continue to do this for you.

*Unfortunately, it will not be possible to see you until an appointment has been made.*

## **Lunchtime Arrangements**

In order to safeguard the welfare of all students within our care, our policy requires all students to remain on site during lunchtime. We are operating a split lunch from September, this will reduce queuing time. Year 9 students will have their lunch at 12.20 to 12.50 with years 7 and 8.

I trust you find the above information of use. I would like to take this opportunity to thank you for your support through a difficult year. Better days are ahead. You are in our prayers

Yours Sincerely,

Chay Bell  
Academy Principal