

23 November 2018

Dear Parent/Carer

### Academy Standards

#### **Attendance**

We are delighted to report that our attendance is 95%+ for the entire academy and would like to thank you for your support in this. To ensure we continue this great work, we would like to remind you that your child needs to be in school and ready to start learning at 8:40am. This is the time the lesson start, not the time the students should be arriving to school. If a student is late for no substantial reason, their name will be placed on a register and a Catch up Club sanction will be given. Catch up Club will run on Thursdays between 3pm and 4pm and parents will be notified in writing if their son/daughter is expected to stay behind.

#### **Uniform Expectations**

Most students uniform is exemplary, in regard to footwear, we would like to reiterate that appropriate footwear is as follows:

Boys: Plain Flat Shoes - **BLACK** only. No shoe may be above the ankle bone

Trainers are **NOT** allowed except for PE

Girls: Plain Flat Shoes - **BLACK** only. Maximum height = 3 cms (1 inch).

No shoe may be above the ankle bone. Trainers are **NOT** allowed except for PE.

If a student is unable to comply with this, they will lose their social time and be required to be with a staff member in their college during break and lunch. If your son/daughter has a medical reason why they cannot wear the appropriate footwear, this needs to be verified in writing by a medical professional.

Students are NOT allowed to wear jewellery. Rings are dangerous for many activities and therefore unsuitable for the academy. Necklaces and bracelets are similarly unsuitable; however, an exception may be made for religious chains provided they are worn under the shirt. One pair of small stud earrings may be worn, one in each lobe. Tongue, eye and nose studs or rings are **NOT** permitted. Watches may be worn and handed to a teacher during certain activities such as PE. The academy is not responsible for the loss of any jewellery.

### **Expectations with Jewellery Makeup/Jewellery**

Students are expected to remove make-up and/or jewellery and persistent offenders will have sanctions applied accordingly.

Furthermore, as the weather is starting to worsen, please ensure that students wear an appropriate coat to school, not a hoodie. Students bags should also be large enough for A4 folders and books to fit in comfortably.

### **Contacting the Academy**

During the school day, teachers are only able to check emails when they are not teaching and a response within 24 hours to any email or phone call is expected. Staff are only expected to monitor their emails and voicemails between the hours of 8am and 5pm, this is to encourage a better work-life balance for the staff at the Academy.

Parents should not contact students directly during school hours, and if you need to get a message to a student this should be done via their College Admin Office using the school telephone number.

Mobile phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, mobile phones have become a distraction. Mobile phones must be switched off inside the school premises and secured in the students blazer or bag. If a student is found to be using or in possession of a switched on mobile phone, the phone will be confiscated and delivered to their College Admin Office and an automatic one hour catch-up club put in place.

### **Conduct**

Whilst an overwhelming majority of our students display outstanding conduct both in lessons and social times, we have seen some students display boisterous and inappropriate behaviours especially in their social time. As agreed in the home school agreement, both yourself and your child accepted our ways of working and to respect both staff and students. Can I politely request that you discuss with your child the need to respect personal boundaries, individual space and boisterous behaviour such as play fighting cease. Please ensure your child knows the importance of respecting others and think about the 'no touch' rule to minimise, the sometimes silly behaviour. Failure to regulate any inappropriate behaviour at social time, may see your child spending their social time within their college spaces.

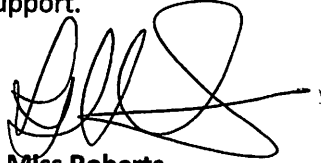
We also want to formally re-iterate that students are requested to sit and eat their food either in the indoor designated restaurant spaces or outside in the covered seated areas. To help ensure our school environment is kept free from food waste and litter, please remind your child that food/drinks purchased from the outdoor space (Snack shack) needs to be eaten in the outdoor seated areas and food purchased from the restaurant needs to be eaten in the indoor restaurant areas. All litter needs to be placed in the bins and they should leave their area clean and tidy. Students should not be wandering the school site eating food as this causes unnecessary food litter throughout the school.

By working together to ensure all students are equipped for learning and following our expectations we can focus on making as much progress as possible.

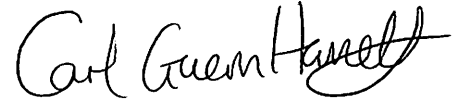
Thank you for your continued support.



**Mr Devlin**  
**Head of College - Apollo**



**Miss Roberts**  
**Head of College - Jupiter**



**Mr Hassett**  
**Head of College - Minerva**