

July 2018

**Outwood Academy City**

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Principal: Mr Andrew Downing

Dear Parents/Carers

As we draw towards the end of my first academic year at Outwood Academy City, I feel it is an ideal time to reflect on what has been achieved, as well as providing you with a reminder of the academy's expectations as we prepare for the new academic year.

I will start by reflecting on what has been achieved this year, though I believe none of this would have been possible without the continued and unwavering support of parents/carers and the wider community, for which I would like to thank you.

The Year 7s made a great start to their time at the academy; many have acted as Student Ambassadors at events throughout the year. Our Year 8s donned traditional caps and gowns for their Key Stage 3 Graduation ceremonies earlier this month before going on to enjoy a fun filled two day residential to Kingswood. Year 9 students have made an excellent start to their GCSE courses, showing the maturity and commitment expected of key stage 4 students. Earlier in the year, they were involved in the Ryman National Enterprise Challenge with six of our budding entrepreneurs going on to represent the academy at the national finals. Students in Years 9 and 10 have benefitted from our involvement with the HeppSY+ programme through taking part in a variety of workshops and trips to the city's universities.

Forging strong links with our community is important and we continue to build on this through our termly community lunches prepared by our talented Year 10 Catering students supported by Miss Rodgers and Mr Colliver.

The diligence and maturity shown by this year's Year 11 students has been outstanding and we very much look forward to celebrating their achievements on Results Day. On behalf of all of the academy's staff, I would like to wish them every success for the future.

We welcomed our Year 6 (soon to be Year 7) students on transition for four busy and exciting days and look forward to seeing them for their first day in September.

There have been many other incredible highlights throughout the year including: Movement Evening, the first OGAT Family of Schools Elite Games and the OGAT Arts Showcase at the York Barbican. Our students really have done themselves and the academy proud!

It has not been possible to share all of this year's special moments within this letter but I urge you to look at the academy's website for my reflections on what has been an incredible year and on the academy's Twitter page for daily updates. I am sure you will join me in thanking staff for their commitment, dedication and support throughout these events and over the last year as a whole.

You should have now received your child's final Praising Stars report for this academic year. Please spend time with your child discussing the positives of the report as well as agreeing

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targets for them to achieve next year. Should you have any concerns, please contact your child's Learning Manager.

As we prepare for the new academic year, I feel it an opportune time to remind you of our expectations. Please take the time to support your son/daughter to ensure these standards continue to be met next year.

### **Uniform**

All students are required to wear the academy uniform. It must not be altered in any way including: folding skirts, reducing the width of trousers, rolling blazer sleeves or adding badges. Girls who choose to wear the skirt must wear a minimum of 40 denier tights. Uniform should be purchased from the academy's supplier, Trutex with the exception of shirts. These must be plain white, long or short sleeved, with a stiff collar and be long enough to tuck into skirts and trousers, as is a requirement of the uniform policy.

School shoes must be plain black and free from embellishments and decorations. No trainer like shoes, boots, pumps or canvas shoes (including Vans) will be allowed. Heels should be no higher than 2.5cm.

Where students do not wear academy uniform or shoes compliant with the uniform policy, loan uniform/shoes will be offered and it is expected that students will change into them. Should a student refuse to do so, this may result in a fixed term exclusion for refusing to follow a reasonable request.

Only PE kit purchased through Trutex will be permitted, with the exception of tracksuit bottoms which must be plain black. Students without full PE kit, even where they are excused from participating, will be issued with a detention. Further details about PE kit and uniform can be found on the academy's website and in the student planner.

Hairstyles should be sensible and colours should be natural. All hair accessories should be discreet; no bandanas or scarves (unless for religious reasons) should be worn. Students will be expected to have natural nails without coloured polish or nail extensions. No jewellery, with the exception of a wrist watch, is allowed. Smart watches including wristbands with a step counting function (eg. Fitbits) must not be worn. Where your child chooses to bring their mobile phone to school, it must be switched off and stored in their bag once inside the academy. Mobile phones which are seen or make a sound, will be confiscated and must be collected by an adult from the Student Information Desk at the end of the school day.

### **Attendance & Punctuality**

The academy is committed to maximising educational opportunities and achievements for all students. In order for them to gain the most from their time at the academy, it is vital that all students have excellent levels of attendance and punctuality. We ask that all students strive for 100% attendance but expect, as a minimum, students' attendance to remain above 96%. Should a student's attendance fall below this, the Attendance Team will be in touch with you.

Students are expected to be at the academy at 8:15am every day. The movement bell sounds at 8:20am in anticipation of the start of period one at 8:25am. By this time it is expected that all students will be seated in lesson, ready to learn. Students who cross the purple line at the

front of the academy after 8:25am are late and will be issued with a detention. Where a student has to attend a medical appointment at the start of the school day, when that student then arrives in school, please ensure an appointment card is shown to the Receptionist when signing in. Where a card isn't produced when a student arrives late, a detention will be issued.

Where a student will be absent due to illness, please contact the academy on 0114 235 8120 selecting option two on each day of the absence to provide a reason (the telephone system allows callers to leave a message 24 hours a day). If we do not hear from you, an absence text message will be sent. This is a safeguarding measure. Where a response is not received, an unauthorised mark will be entered in the register.

Where a student has been absent due to illness on three separate occasions within one academic year, further absence due to illness will be unauthorised without medical evidence (eg. GP appointment card, appointment confirmation text or prescription). Unauthorised marks could lead to the issuing of a Penalty Notice (fine). Where a student has an ongoing medical condition, evidence of this must be provided and we would urge you to contact the academy's Health Lead, Mrs Bullimore, to discuss how we can support the student to access the academy and any health needs we need to be aware of.

There are only 190 schools days per year leaving 175 days for holidays, family gatherings and days out. Please do not remove your child from their education for the purpose of a holiday. If you do, we will formally request that the local authority serve you with a Fixed Penalty Notice of £60 for each parent or where necessary, a Magistrates' Court appearance. The fine is to be paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale will result in a summons to appear before the Magistrates' Court. Term time holidays will not be authorised. If you do intend to take your child out of school, written notice is required four weeks in advance.

### **Planners**

Students must have their planner with them every day. It should be shown to staff on the gate as they enter the building. Defacing or damaging the planner in any way is not acceptable and a detention will be issued. Defaced planners will be confiscated and a replacement must be purchased at the cost of £4. Every day a student is without their planner, a detention will be issued.

May I take this final opportunity to remind you that the academy will close to students for the summer at 2:30pm on Friday, 20 July 2018 and will re-open to new Year 7 students on Tuesday, 4 September 2018 with all other year groups returning the following day, Wednesday, 5 September 2018. A copy of the full academy calendar can be found on the website.

Summer holidays are a special time for families and a chance for our young people to relax, recharge and have fun. Whatever you have planned, home or away, I wish you a very happy and a very safe summer on behalf of all of the staff at Outwood Academy City.

Yours faithfully,



Mr A Downing  
**Principal**