

3 July 2017

Dear Parent/Carer

Expectations at Outwood Academy City

As we reach the end of another academic year I would like to thank parents and students for what has been an amazing 11 months at Outwood Academy City. To ensure a successful start to 2017/18, please read the following information to ensure you and your son/daughter are fully aware of expectations from September. **Please pay particular attention to the Uniform section regarding shoes, this will apply from September 2017.**

UNIFORM

All students are required to wear the Academy uniform. The Academy uniform should not be altered in any way, for example by adding clips, badges or stickers. Skirts must not be adapted; this includes folding them over at the top or wearing a bobble in them. Trousers must not be “taken in” to reduce the width of the leg. Girl’s tights must be a minimum of 40 denier. Blazer sleeves must not be rolled up. Please do not purchase non-Outwood uniform and have logos sewn onto it. If students are seen with these items they will be asked to change into our loan uniform. **School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a polishable material.**

Students will not be reminded of our uniform policy and will be issued with an SLT detention if it is not adhered to at all times.

ATTENDANCE

We are committed to maximising educational opportunities and achievement for all students. For students to gain the most from their time at Outwood Academy City, it is vital that they have excellent levels of attendance and punctuality. We expect all students to remain over 96% attendance – if your child’s attendance falls below 96%, our Attendance Team will be in touch with you. We would ask that our students strive for 100% attendance!

ILLNESS

If your son/daughter is absent, please call the Academy on 0114 2358120, Option 1 before 9:00am on each day of absence giving details for absence. If we do not hear from you, a truancy text message will be sent. If we still receive no response, an unauthorised mark will be entered in the register. We will authorise up to two consecutive days illness without medical evidence, if your child is absent for more than two days, medical evidence is required. If your child has been absent due to illness on three separate occasions within one academic year, illness will no longer be authorised unless you provide medical evidence (Doctor’s appointment card or copy prescription). Unauthorised marks could lead to a Penalty Notice (fine) being issued. If your son/daughter has an ongoing medical condition, evidence of this must be provided.

HOLIDAYS

Please do not remove your child from their education for the purpose of holiday. If you do, we will formally request the Local Authority serve you with a Fixed Penalty Notice. Fixed Penalties require each parent to pay a fine of £60 (per child, per week) if 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. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays and days out.

PUNCTUALITY

Students are expected to be at the Academy at 8:15am every day – the movement bell sounds at 8:20am and students should be **in lessons at 8:25am**. Students must fully cross the purple line at the front of Student Reception. If students cross the line after 8:25am they will be issued with a detention. If your son/daughter has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the Academy, a late detention will be issued.

PLANNERS

Students must have their planners every day. These are to be shown as they enter the building. Graffiti/drawing on planners is not acceptable and a detention will be issued to any student who has defaced their planner in any way. If defaced, the planner will be confiscated and a new one must be purchased by parents. Each day without a planner will incur a detention.

HAIR STYLES

Hair styles should be sensible and colours should be natural. No students will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hairstyles. Hair accessories should be discreet, no scarves or bandanas (unless for religious reasons).

NAILS

Students will be expected to have natural nails without coloured polish.

JEWELLERY

No jewellery is allowed except a wrist watch.

PE KIT

The PE Department will be fully implementing Outwood Grange Academies Trust's policy with regards to PE kit. Only kit purchased from Trutex will be permitted, details of which can be found in the September issued Student Planner on page 19 and on the Academy's website. From September 2017, any student without the full PE kit will be issued with a detention.

I am sure you will welcome this timely reminder of our expectations at Outwood Academy City and trust you will support us and your son/daughter over the coming year. If you need any further clarity or assistance with regards this information please do not hesitate to contact the Academy. I have no doubt that, with the dedication and passion of the staff and the hard work and commitment of the students, we will transform the life chances of the young people of Sheffield. This will also require the unwavering support of parents and carers – this will truly be a team effort.

Yours faithfully



Mr A Downing
Principal