

Ref. GDZ/LAS

23 June 2023

Dear Parents/Carers

I would like to thank you for continuing to provide us with feedback on how to improve the academy on a regular basis. One area that came out from recent feedback was that some parents/carers thought that we could clarify the academy's policy on dealing with bullying incidents. I have also outlined below the various ways in which you can communicate with us.

Bullying

In line with our Anti-Bullying policy ([Anti-Bullying policy](#)); bullying is the use of aggression with the intention of hurting another person either physically or emotionally, by intimidating or demeaning others. It can occur in person and online, or both. It is usually persistent and can be overt and covert. It is a conscious attempt to hurt, threaten or frighten someone. Bullying results in pain and emotional distress to the victim.

Bullying can be, but not limited to:

- Emotional: Derogatory name calling of an insulting and/or personal nature. Demanding money, material goods or favours by means of threat or force.
- Physical: Pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference.
- Racist: racial taunts, graffiti, gestures
- Harmful Sexual Behaviour: Unwanted physical contact or sexually abusive comments
- Gender (sexist bullying)
- Sexual orientation (homophobic or biphobic bullying)
- Gender identity (transphobic bullying)
- Verbal: name-calling, sarcasm, spreading rumours, coercion teasing, abuse and threats. Ridiculing an individual.
- Cyber: Online abuse such as through email & internet chat rooms. Threats by text messaging & calls and social-media platforms. Misuse of associated technology, e.g. camera & video facilities

The staff in the academy are trained to fully implement our Anti-Bullying policy and to ensure that all bullying incidents are investigated fully and our policy is applied appropriately. We take all bullying incidents seriously and where appropriate sanctions are applied.

We will also be training more peer mentors and Anti-Bullying student ambassadors in the new academic year.

However, if you have concerns regarding bullying, please contact the Learning Managers for each year group or the Lead Learning Manager immediately.

The Learning Managers for each year group currently are:

Y7 Learning Manager - Ms Jones - o.jones@city.outwood.com

Y8 Learning Manager - Mr Cropper - t.cropper@city.outwood.com

Y9 Learning Manager - Ms Boyden - r.boyden@city.outwood.com

Y10 Learning Manager - Mrs Simpson - s.simpson@city.outwood.com

Lead Learning Manager/DDSL - Mr Colliver - j.colliver@city.outwood.com

Please use this link ([Anti-Bullying policy](#)) to access the full Anti-Bullying policy on the academy website.

Online Communication with Staff

As many of our staff are student facing throughout the day with the majority of our teachers in front of a class for 22 periods a week, the most convenient way to communicate is via email. If you know the name of the staff member you are trying to contact you can email them directly by using their first initial and surname in the following email format a.teacher@city.outwood.com

Alternatively, you can email enquiries@city.outwood.com and mark it for the attention of the relevant staff member. We aim to respond to all communication received in this format within 48 hours, but please bear in mind that this may vary if a staff member is absent for any reason.

Social Media

The school has a Twitter account with almost 4000 followers. This is where current information is shared about what has happened in school on a daily basis and also showcases the exceptional work and achievements of our students. It is also used to communicate messages to parents/carers. The account name is @OutwoodCity.

Written Communication

We use texts as a quick way to share information with you. This can be reminders about key events happening in the academy, attendance matters and links to letters. Please note that all texts will go to first named contacts on our system. We can also use the text system to email parents; if you haven't already done so please share your email address with us using this form [OAC Change of Student Information Form.docx \(1\).pdf](#)

If you need paper copies of the form, please ask your child to collect one from the Student Information Desk (SID). Copies of key letters can also be found on the website at the bottom of the home page and is titled 'Updates from the Academy'.

Telephone Contact

When you call the academy you will be given a number of options to direct you to the right area e.g. attendance. Or if you want to speak to a specific person and you know the extension number, dialling this at this point will take you directly to the appropriate department. For general enquiries during busy periods, for example first thing in the morning, please email enquiries@city.outwood.com.

Open communication is very important to us and we will always do our best to answer our phones as quickly as possible. Our staff are polite and helpful and will try their very best to deal with your enquiry as efficiently as possible. Respect is important to us, we teach our students to be respectful of others and we ask our parents/carers to treat our staff in the same way.

I hope you have found this information useful and that it goes some way to improving your view of how we communicate with you.

Yours faithfully



Mr G Dzoboku
Principal



Join us!

Due to the popularity of our school, we are recruiting for teaching and support staff.

Visit our website for more details of how to join the Outwood Family - www.outwood.com/vacancies

Scan to view our current vacancies.

