

Dear Parent/Carer,

As we reach the end of the academic year, we extend a great thanks for all your support this year, and send our wishes for a great summer.

Before we break up though, we would like to take this opportunity to share some really important information with you to ensure our return in September is a really successful one.

First Day

The return date for year 8-11 will be **Wednesday 6th of September**. The academy site will be open from 7.45 am and lessons will start at 8.25 am. We expect all students to be over the purple line by 8:15. This will ensure that all students are sat down and ready to learn at 8:25 am.

If students pass the purple line after 8:25 am, this will result in a same-day, late detention as per the new late procedures introduced at the end of this term.

Data Collection

Over the summer, you will receive an email regarding contacts for your child. If you currently do not have three contacts for your child, it is essential that you complete this form so we can update our records. This is for safeguarding purposes.

Uniform

A reminder that all students are required to wear the full 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 tying a bobble around the waistband. 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. The uniform policy can be found at <https://www.city.outwood.com/uniform>

School shoes

School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a material that can be polished.

The pictures below show common examples of shoes that are not acceptable and those that are.



If you are unsure about a shoe's compliance with the policy, please contact the Academy, where possible including an image or link to the shoe retailer's website, and a member of staff will contact you with advice.

Hairstyles, Makeup and Nails

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

Hair bobbles must not be worn on the wrist. If in doubt, please contact the Learning Manager. Noticeable makeup is not allowed and any makeup worn must be very discreet. The decision to what qualifies as discreet rests with the Principal. False eyelashes are not to be worn. Nail polish and any type of false nails (including clear gels, acrylics, extensions, shellac etc) are not allowed.

Jewellery and Smart Watches

No jewellery is allowed except a wrist watch and a medic alert necklace or bracelet. Any jewellery seen will be confiscated and will be returned at the end of the day. This includes any facial piercings, including tongue and mouth piercings. Please ensure that your child removes these before school. Smart watches are not allowed in the Academy. If a student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holidays, as no student will be allowed to wear earrings or any other jewellery at any time.

Please note: Students who are not wearing uniform in line with policy will be asked to rectify this, and will be supported to do so. No student will be allowed into lessons with incorrect uniform.

Mobile Phones

Mobile phones are not permitted to be used on the Academy premises and should one be brought to the Academy it must be turned off, and placed in the bottom of the student's bag. Please remind your child that these should not be kept in pockets. If mobile phones are seen on site, whether in pockets or not, they will be confiscated and will need to be collected by a parent or carer.

Punctuality

Students are expected to be across the purple line at the front of the Academy by 8:20 am every day. If students arrive to their lessons after 8:25, they will be issued with a detention. This means that students need to consider the time it takes to walk to their lesson in their arrival time. If your child has a medical appointment at the start of the school day, please ask for an appointment card/text. If no card/text is produced when a student arrives late at the Academy, a late detention will be issued.

Equipment

We expect our young people to be equipped to learn. Therefore, we expect all of our young people to carry a bag that can fit an A4 book in – a rucksack, or large shoulder bag. Within this, they should have a pencil case containing black and / or blue pens, a green pen, ruler, rubber and calculator. Students without the correct equipment are unable to participate effectively and we ask that you support us and them in ensuring that they are fully equipped.

Planners are a key part of equipment and should be with a student every day and shown to staff on their way into school.

I appreciate that there is a lot of information above, but rest assured, the vast majority of our students meet our uniform and punctuality expectations every day, and we thank you for this. By doing this, our staff get to focus all of their efforts of doing what we do best, and that's supporting a great future and outcomes for your child. As such, I would like to thank you for your continuous support, have a wonderful summer, and I am really looking forward to getting to know you all better next term.

If you have any questions then please don't hesitate to get in touch using the email address enquiries@city.outwood.com. And for regular updates on Academy news and events, follow us on twitter [@outwoodcity](https://twitter.com/outwoodcity) using our hashtag [#WeAreCity](https://twitter.com/WeAreCity).

Yours sincerely,



Emily Rosaman
Principal