

18 July 2022

Dear Parent/Carer,

We are very much looking forward to welcoming you to your new school in September, and would like to take this opportunity to share some really important information with you, before we all break up.

First Day

As mentioned already, the return date for year 7 will be **Friday 2nd of September**, the Academy site will be open from 7.45 am and lessons will start at 8.25.

Students will then be informed of their tutor groups and taken to their tutor base to start the programme for the day. During the day students will be given their planners and timetables, have a tour of the school, receive a presentation from the Principal and spend time with their tutor, going through lots of the details that they will need to know to successfully get started at Outwood Academy City. Year 7 students will be the only year group in school for the day.

Uniform Collection

We hope that you have managed to complete your order with Trutex, if you have not managed to do so then you will be issued with a generic sized uniform bundle.

The uniform collection day is **Wednesday 3rd August** and your collection time is shown on the image below. It will be distributed from the main hall and staff will be on hand to support with distribution.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot <i>(First letter of students surname)</i>
Wednesday 3rd August 2022	11am-11.20am	A, N & O
	11.20am-11.40am	B
	11.40am-12pm	C & R
	12pm-12.20pm	D, G & I
	12.20pm-12.40pm	E & F
	12.40pm-1pm	H
	1.15pm-1.35pm	J & K
	1.35pm-1.55pm	L, P & Q
	1.55pm-2.15pm	M
	2.15pm-2.35pm	S
	2.35pm-2.55pm	T, U, V, X, Y & Z
	2.55pm-3.15pm	W

The bundle can then be taken home and tried on, and if any aspect needs changing then you will be able to bring it back time on **Wednesday 10th August**, again times are shown on the image below:

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot <i>(First letter of students surname)</i>
Wednesday 10th August 2022	10.30am-11am	A & D
	11am-11.30am	B
	11.30am-12pm	C & G
	12pm-12.30pm	E, F, I, J & N
	12.30pm-1pm	H
	1.15pm-1.45pm	K, L, P & Q
	1.45pm-2.15pm	M
	2.15pm-2.45pm	O, R, T, U, V, X, Y & Z
	2.45pm-3.15pm	S
	3.15pm-3.45pm	W

Data Collection

If you have yet to complete the data collection form then please do so on the link below.

To access this form please go to:

<https://forms.gle/q92QiDiK6tRB3msH8>

Lunch

The Academy uses an online payment system 'ipay' for lunches, trips and any additional payments that may be needed whilst your child is at school with us. We are a fully cashless school so students never have to worry about carrying cash.

We will be issuing login details when students join us in September, when you receive these please use these with the associated information leaflet to set your child's account up and place money on it. When this is done then your child will be able to purchase food from the restaurant. We will schedule time for students to complete the biometric registration process so they can begin to use the system as soon as possible.

On Friday 2 September lunch will be provided free of charge whilst we set up the system.

All dietary requirements can be catered for, but please get in touch if you have questions or concerns about the food on offer. Some students still opt to bring a packed lunch regularly, and this is absolutely fine, these students still eat with their peers in the restaurant.

Travel Arrangements

Academy bus:

Information regarding the Academy bus and the timetable can be found on the link below:

<https://www.city.outwood.com/walking-bus>

Bike sheds:

Students are welcome to ride their bikes to and from the Academy and store them in our bike sheds. Bikes must be roadworthy and we recommend that students wear a helmet, students must provide their own locks and bikes are left at their own risk and are not the responsibility of the Academy.

Public Bus:

The link below will take you to the Travel South Yorkshire guidance page, and this may help answer some questions you have.

<https://www.travelsouthyorkshire.com/en-gb/newsupdates/travel-safe>

Uniform

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. Please do not purchase non-Outwood uniform and have logo’s sewn onto it. If students are seen with these items, they will be asked to change into our loan 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. 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.

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.

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 to 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 magistrate's court. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays, days out etc.

Punctuality

Students are expected to be at the Academy at 8:15am every day. If students arrive after lessons have started, they will be issued with a detention. 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.

Finally, I would like to thank you for your continuous support. May I take this opportunity to wish both parents and students a most enjoyable summer; please stay safe and we look forward to working with you all next term.

If you have any questions then please don't hesitate to get in touch using the email address transition@city.outwood.com. And for regular updates on Academy news and events, follow us on twitter @outwoodcity

We are looking forward to a successful start in September.

Yours Sincerely



Godsway Dzoboku

Principal