

Dear Parent/Carer,

As we head towards the end of the academic year, we hope that the last few weeks in Year 6 have been enjoyable, with your child engaging in lots of end of year activities.

We are very much looking forward to your child joining us in September, and would like to take this opportunity to share some really important information with you before we break up for the summer.

First Day

The return date for year 7 will be **Tuesday 5th September**; the Academy site will be open from 7.45 am and lessons will start at 8.25 am. We ask that all students are on site by 8:15 am.

Students will 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 **Friday 21st July** 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>
Friday 21st July 2023	10am-10.20am	A
	10.20am-10.50am	B & U
	10.50am-11.10am	C & K
	11.10am-11.30am	D & F
	11.30am-11.50am	E & G
	11.50am-12.10pm	H & I
	12.10pm-12.30pm	J & L
	12.30pm-12.50pm	M & N
	12.50pm-1.10pm	O, P & Q
	1.10pm-1.30pm	R & T
	1.30pm-2pm	S
	2pm-2.30pm	V, W, X, Y & Z

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 on **Friday 28th July or Monday 31st July** - 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>
Friday 28th July 2023	10.30am-11am	A
	11am-11.45am	B & U
	11.45am-12.15pm	C & K
	12.15pm-12.45pm	D & F
	12.45pm-1.15pm	E & G
	1.15pm-1.45pm	H & I
Monday 31st July 2023	10am-10.30am	J & L
	10.30am-11am	M & N
	11am-11.30am	O, P & Q
	11.30am-12pm	R & T
	12pm-12.45pm	S
	12.45pm-1.30pm	V, W, X, Y & Z

If you are unable to attend the collection date then the uniform will be stored in the Academy over the summer period and can be collected any day of the week from 8.00 am to 4.00 pm. If you are unable to attend the exchange event then more details of how to exchange your items are provided in the uniform bundle.

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/q92OiDiK6tRB3msH8>

Your Unique Reference number is: **XXXXXX**

Please complete this form fully and provide **at least** three contacts for your child in priority order. This is incredibly important for safeguarding purposes.

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, 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 Tuesday 5th of 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. Please also be aware that fizzy drinks, energy drinks and canned drinks are not permitted. If they are seen on site, they will be confiscated, so please support us in ensuring that students do not bring these into school.

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 please note that bikes are left at students' 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. We have exceptionally high expectations of our uniform and expect students to wear it with pride. As a result, 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 and must not be skin-tight or stretchy.. Girl's tights must be a minimum of 40 denier. Blazer sleeves must not be rolled up. Skirts must not be 'bandage' style skirts, but must fall away from the body. If you have any queries or questions about this, please contact the Academy. Full details of 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. 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 if brought to the Academy, it must be turned off, and placed in the bottom of the student's bag, not in pockets.

Holidays

Attendance is incredibly important and we expect all students to maintain at least a 97% attendance to school. Therefore, 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 8:20 am every day. If students arrive after lessons have started, they will be issued with a detention which they will need to sit that day. 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.

I appreciate there is lots to take in, but meeting the above ensures that we maintain really high standards and we can focus all our energies into ensuring that your child receives the best education possible.

Finally, I would like to thank you in advance for your support. Our community is key to our success and we look forward to seeing you in the Academy as much as possible to help celebrate all the amazing things that our young people are doing. 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 really looking forward to meeting you all, and to a superbly successful start in September.

Yours sincerely,



Emily Rosaman
Principal