

SGL/LF

14<sup>th</sup> July, 2017

Dear Parent/Carer

I would like to take this opportunity to inform you of the end of term arrangements. On Thursday 20<sup>th</sup> July students will have a whole school assembly at midday following which they will be dismissed (approximately 12.25 pm). Please note they will be able to purchase lunch during the break time. We have asked that all lockers are emptied and padlocks removed so that they can be cleaned over the summer holidays.

I would now like to share some key information in preparation for the new academic year.

This last year has been a very successful one for our students, staff and the parents at the Academy, particularly achieving 'Good' following our recent Ofsted inspection and being recognised for the progress we have made. We will continue to refine things as we move forward this year in order to further raise standards and expectations in every area. I greatly appreciate your ongoing support as we continue to strive to bring out the 'Best in Everyone'.

**Uniform** - From September, our uniform must be worn by all students:

- Grey jumper or cardigan with Central Academy logo
- Charcoal grey trousers or skirt – must be tailored (no 'skinny' jeans, leggings or lycra/jersey skirts)
- White shirt or blouse – tucked in and top button must be fastened
- Clip on grey/red tie

**All students must wear BLACK FORMAL POLISHABLE SHOES. (No trainers, trainer type shoes or sports brands Adidas, Nike, Puma etc.)**

**Behaviour Management** – Our 'Binary Behaviour' will remain in place for September. This is based on the following principles:

- Every student has the right to learn in a disruption free classroom
- Teachers have the right to teach in a disruption free classroom
- Students are either in lessons learning or they are not

In order to ensure that this happens, we have our Academic and Pastoral Support Centre (APSC), which will accommodate those students who disrupt learning.

In summary, students will be given ONE warning to change their behaviour in the classroom and if they do not respond appropriately, then they will be removed and sent to the APSC until 3.30 pm on that day and until the end of the same lesson the following day. Repeat offenders will be placed on intervention programmes. This is a positive process and will have a positive impact on behaviour, progress and individual student success. Refusal to follow instructions will result in fixed term exclusions, as we expect students to be compliant on the first time of asking.

Lessons will be exciting and inspiring with a greater emphasis on the progress of all students, in every class.

Needless to say, if you have any questions or concerns then do not wait until there is a parents/carers information evening, please get in touch and let us work together to give everyone in the community the best possible experience of school.

**Attendance** - Good attendance leads to good outcomes. We will continue to provide support to all our families in terms of attendance and we also will apply the appropriate sanctions if our efforts and support are not being acted upon. **Please ensure both dental and medical appointments are made out of school time.**

**Travelling to and from the Academy** – Students are representing the Academy while wearing the uniform. We expect students to conduct themselves in a positive manner. Students cycling need to do so sensibly and maturely. We may refuse to allow a student to cycle to the Academy if we deem them to be unsafe.

**Community** - An Academy is only as good as its community. We want to ensure that you are involved in all we do and information regarding our Parent Forum will be shared with you shortly. We will continue to issue monthly newsletters and keep you informed wherever possible. Please visit our website which we will ensure is updated regularly.

## First Day – Tuesday 5th September, 2017

Please ensure that your child is on time (prior to **8.30 am**) and ready to learn. All students will have tutor time/assembly during periods 1/2 with lessons beginning period 3.

We would remind you of the following basics:-

- Breakfast – is the most important meal of the day, we have a breakfast club at 8.00 – 8.30 am.
- The Academy day begins at 8.33 am. Anyone arriving after this time will be detained until 3.45 pm without advance notice being given.
- Students who arrive late to lessons will be given a warning and their name written on the board.
- All students will be given a planner on their first day. If they lose it, then they must pay to replace it (£2).
- ID cards – students in Years 8-11 must bring their cards with them; students in Year 7 will be given new cards, which are used to purchase food. Lost cards must be paid for (£5).
- Ties must be worn at all times, if forgotten, we will loan them once, then a new one must be purchased (£4).
- Piercings and jewellery – none.
- Make up – must be subtle.
- Equipment – as a minimum a pen, pencil, rubber, ruler and some reading material (ideally a good book that will be read throughout various lessons each week). If a student forgets equipment they will be detained until 3.45 pm without advance notice being given.

The Academy day is six lessons per day, each lesson is 50 minutes. Timings are available on the website.

**Food and Drink** - We encourage students to follow a healthy and balanced diet. Food is provided at 8 am, 10.20 am and 12.25 pm by Caterlink, which complies with the government's healthy schools guidelines. Students may bring their own food into the Academy, but we hope that they consider the nutritional value of this. We do not allow sugary/high caffeine or sports drinks to be brought into or consumed in the Academy and these will be taken from students if discovered. **Remember we are going cashless next year and so students will need to have their meal cards loaded prior to coming into school.**

**Mobile Phones** - Ideally these should not be brought to the Academy. If they are, this will be at the student's own personal risk; they must not be seen or heard during the lessons or around the Academy. They can be securely stored in a locker, which will require a padlock.

If students are caught using their phones inside the building the phone could be confiscated and placed in the safe in Reception. An adult will be required to come in and collect it; mobile phones will not be re-issued to students.

**SIMS Data Collection Sheets** – Please ensure that these are completed and returned to Reception on or before 5<sup>th</sup> September for all students, including where details remain unchanged.

I hope this provides you with clear guidelines and a sense of our expectations, again we would like to thank you for your ongoing support as this is key to our continued success. Together we can ensure the best experience for everyone and that your son/daughter will be able to follow their ambitions and aspirations for the future.

Our team look forward to working closely with you over the coming years.

Yours sincerely



**Stephen Gilby**  
Principal

Enc: SIMS data collection sheets for Y7-10 students