

GLB/LFA

20<sup>th</sup> December, 2018

Dear Parent/Carer

Following the Christmas holidays please ensure that your child is reminded of the following:-

### **Standards and Expectations**

We are a school that the community can be proud of because we have 'disruption free classrooms' where each and every one of our students achieves well and makes strong academic progress. If a student is disrupting the learning of their class they will be sent to the Academic Pastoral Support Centre for a period of six lessons plus social time; their school day will finish at 3.30 pm. Parents/carers will be informed by text message.

### **Equipment and Uniform**

At Central Academy coming to school ready to learn is the starting point of each day. Being ready to learn means that the correct books and equipment must be in bags and homework must be completed in readiness for the lessons that day. Students must have a pen, pencil, planner, ID card and reading book in their school bag.

The Central Academy uniform, which sets our students apart from others, must be clean, smart and correctly worn so that there are no distractions to the learning process. This includes grey tailored trousers or skirt (no black or no stretchy fabrics) and black polishable formal shoes.

Staff will be checking all equipment and uniform each day (jewellery, trainers, piercings or unnatural hair colours, false nails, gels or acrylics are not permitted.) We thank you for your continued support with this.

Energy or sports drinks, family size bars of chocolate, sharing bags of crisps are not allowed in school.

### **The Importance of Excellent Attendance and Punctuality**

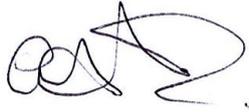
It is no surprise that students who have excellent attendance and punctuality make far better progress and achieve better grades. There is an expectation that your child will have 100% attendance barring serious illness. For example, even **95% attendance equates on average to a child missing half a day of school every two weeks**. This is roughly 10 days missed over an academic year; a significant amount of learning time lost. Therefore, every student should aim for 100% attendance as this means they do not miss any learning. We ask for your support in ensuring that your child attends school every day and they arrive on time for the start of the school day by 8.33 am.

Whilst the Academy accepts that there are rare times when absence from school cannot be avoided, these occasions must be kept to a minimum. In line with the national directive, **the Academy will not authorise holidays in term time**. Where attendance drops below an acceptable threshold, parents will

receive **penalty notices and may be asked to attend court to explain their child's absences.** We make no apologies for this hard line approach: high attendance is a key factor in relation to your child making progress at school and it is our duty to safeguard our students' learning. Please support your child by making sure that they attend school every day.

I would like to take this opportunity to thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mrs Locke', with a large, stylized flourish at the end.

**Mrs Locke**  
**Vice Principal**