



Monday 18th December 2017

Dear Parent/Carer

**Updates and arrangements for the end of term 2017 and the start of term 2018**

With the Christmas break soon to be upon us, I would like to take a few minutes of your time to explain the arrangements for the end of term, for returning in January and to give you some information.

**Wednesday 20th December 2017**

- The last day of term for all students will be Wednesday 20th December. Attendance is compulsory.
- Students are to be in full uniform but can wear a Christmas jumper under their blazer. We are asking students who take part to pay £1 to their tutor on the day, this will go to your son's House charity.
- The day will finish at approximately 1pm, with students being dismissed following their House Assembly.

**Wednesday 3rd January 2018**

- All students to return to school at the normal time - 8.30 on site please.
- For Period 1, students should report to their tutor bases where they will be given new planners and timetables. Equipment and uniform will be checked and information about the new term will be shared. Assemblies will take place during the first day back as well.

**Information**

We take our students travel to and from the academy very seriously and you will have received a letter from Mr Barsby regarding our bike safety announcement (this can be found on our website). The regulations will come into effect on the first day back to the academy.

Please ensure your son returns for the Spring Term with the equipment he needs for lessons.

Essential items:

<p>Clear pencil case (for exam purposes) with:</p> <ul style="list-style-type: none"> <li>• selection of coloured pens i.e. blue, black, red, green</li> <li>• pencils and coloured pencils</li> <li>• eraser</li> <li>• ruler</li> <li>• pencil sharpener</li> </ul>	<p>Suitably sized school bag to carry A4 sized books and study and revision guides</p> <ul style="list-style-type: none"> <li>• School planner (supplied by the Academy) - £1 to replace.</li> <li>• Scientific calculator</li> <li>• Pair of compasses</li> <li>• Protractor</li> </ul>
---	--

If he does not come to school properly equipped, your son's form tutor will contact you and if this is not rectified within a reasonable time, you can expect your son to be sanctioned. The bare essentials for each day are: blue/black pen; pencil; ruler and green pen.

Thank you for your courtesy with our safeguarding arrangements for the single-entry point to the academy. These have worked well and will continue into the new year.

To support the neighbours, please continue to drop your son off slightly further down the road and let him stretch his legs and walk up from where the shops are.

Sixth form parking - please continue to park further down the road where parking is available and the road is wider. Please remember to look across the road carefully and ensure that our local residents are able to get in and out of their property in their cars with ease.

We have introduced stronger cover arrangements at the academy. On occasion, our staff are unwell and cannot teach their lessons and sometimes our staff attend professional development training. Where this happens with a lesson that your son has we will bring him to the dining hall to work so that he can be supported by a senior member of staff to continue with the work set and have good supervised study. We have trialled this during the final weeks of term and it has gone exceptionally well. Students have been able to complete their work well under the guidance of senior staff.

Please support us with your son's attendance to the academy. As you will be aware, attendance is very closely linked to positive outcomes for students. If your son's attendance drops below 95%, he is likely to drop one whole grade in his final outcomes. Every 5% drop in attendance can be linked to a drop by a whole grade. I am taking an exceptionally firm line with attendance this coming year. Where families are not meeting the expectation that their son is in the academy for at least 95% of the time, protocols will be implemented to support and then direct families to improve attendance. Every student must have the best opportunity to achieve his personal best and I want to be clear that I will follow the law very closely, which might result in a fine if attendance expectations are not met. Family holidays will not be authorised during term-time, all absence without proper medical evidence will be challenged as will any prolonged or patterns of absence. I am sure that you will agree that as parents it is imperative that your son is at school every day possible. If he is too unwell to attend the academy, please seek medical advice.

Finally, I am delighted to inform you that in the new year I intend to issue all students with high quality study/revision guides for the subjects that they are studying. These will be used regularly in lessons to support learning; homework will at times be set from them. Your son will need to carry them to lessons every day that they have that lesson and I urge you to encourage him to both look after and use these guides to enhance his understanding of the subject. Replacements will cost upwards of £5 per guide. A suitably sized bag will be essential to carry these and their books daily.

I very much look forward to welcoming your son back to the Academy at 8.30am on Wednesday 3rd January 2018 in full uniform and with the correct equipment!

Wishing you a peaceful Christmas break and a healthy and happy 2018.

Yours faithfully



Stephanie Newman  
**PRINCIPAL**