

17th July 2019

Dear Parents/Carers

Expectations at Outwood Academy Portland

As we reach the end of another academic year I would like to thank parents and students for what has been an amazing year at Outwood Academy Portland. To ensure a successful start to 2019/20, please read the following information to ensure you and your son/daughter are fully aware of expectations from September.

UNIFORM

All students are required to wear the 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 wearing a bobble in them. 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 must be plain black with no embellishments, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a polishable material.** Students will not be reminded of our uniform policy and will be issued with an SLT detention if it is not adhered to at all times.

ATTENDANCE

We are committed to maximising educational opportunities and achievement for all students. For students to gain the most from their time at Outwood Academy Portland, it is vital that they have excellent levels of attendance and punctuality. We expect all students to remain over 96% attendance – if your child's attendance falls below 96%, our attendance team will be in touch with you. We would ask that our students strive for 100% attendance! Students arriving after Period 1, without prior consent or without medical evidence will be coded as "U" in the register. This means that they have arrived after registration has closed. **Having U codes in the register could provide grounds for prosecution as it is an unauthorised absence code and affects student's attendance.**

ILLNESS

If your son or daughter is absent, please call the hotline on 01909 471020, or text a message to the mobile number: 07860 034 385 preferably before 9.00am on each day of absence giving details for absence. If we do not hear from you, a truancy text message will be sent, if we still receive no response, an unauthorised mark will be entered in the register. We will authorise up to 2 consecutive days illness without medical evidence, if your child is absent for more than 2 days, medical evidence is required. If your child has been absent due to illness on three separate occasions within one academic year, illness will no longer be authorised unless you provide medical evidence (Doctor's appointment card or copy prescription). Unauthorised marks could lead to a Penalty Notice (fine) being issued. If your son/daughter has an ongoing medical condition, evidence of this must be provided.

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 adult) 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 - the movement bell sounds at 8.20am and students should be in lessons at 8.25am. If students arrive after 8.25am they will be issued with a detention. If your son or daughter has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the academy, a late detention will be issued at the purple line at the gate.

PLANNERS

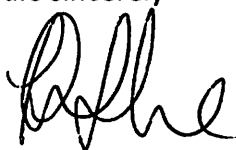
Students must have their planners every day. These are to be shown in every classroom at each lesson. Graffiti/drawing on planners is not acceptable and a detention will be issued to any student who has defaced their planner in any way. If defaced, the planner will be confiscated and a new one must be purchased by parents at a cost of £4.00. Each day without a planner will incur a detention.

HAIR STYLES

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 hairstyles. Hair accessories should be discreet, no scarves or bandanas (unless for religious reasons).

We will be expecting all students to attend the academy in the new school year from Thursday 5th September 2019. I would like to thank you for your continued support and wish you a long relaxing break.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Swinscoe', written in a cursive style.

Mr Gavin Swinscoe
Principal