

14th July 2014

Dear Parent/Carer

As we approach the end of the 2013/14 academic year I would like to take the opportunity to wish you and your family an enjoyable and restful summer break.

Can I also please draw your attention to the important information below which is relevant to all students and their families.

End Term – July 2014

- Friday 18th July – last day of term for students - finish time of 2.30pm. There will be no enrichment activities on that day.

New Term – September 2014

- Tuesday 2nd September – INSET/admin day – academy is closed to students.
- Wednesday 3rd September - the academy re-opens for **Year 7 students only**. Students need to be in the academy for 8.15am.
- Thursday 4th September - the academy is open to **ALL students** – students are expected to be in the academy by 8.15am.

Attendance

We are committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Outwood Academy Portland, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all our students.

Illness

If your son/daughter is to be absent, please call the hotline on 01909 471020 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 to the priority contacts on our database. If we still receive no response, an unauthorised mark will be entered in the register. Unauthorised marks could lead to a Penalty Notice (fine) being issued.

Holidays

The academy has the right to serve a Fixed Penalty Notice on parents/carers who insist on taking their children out of school for holidays. Fixed Penalties require each parent to pay a fine of £60 per child 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 prosecution in the Magistrates Court for failure to ensure regular school attendance.

Punctuality

Students are expected to be at the academy at 8.15am every day and the movement bell sounds at 8.20am. Students should be in lessons, ready to learn at 8.25am. If students arrive after 8.25am they will be issued with a detention the same day. If your son/daughter has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when students arrive at the academy, a late detention will be issued.

Year 11s

Year 11 students must have a minimum of 92% attendance at the beginning of June 2015 to attend their Prom.

Equipment

We also need to ensure all students are ready and prepared for learning. To this end we expect EVERY student to come to school with a bag, planner, pen, pencil and ruler. To support our students in doing this they were all provided with a planner, a complimentary pen, pencil and ruler on the 30th June when the new timetable rolled over. We would ask that you support us in ensuring your child has an appropriate bag to carry this essential equipment to and from the academy.

Parents' Voice

Parents' Voice is a route for parents to have an influence on the running of the academy and to work with the staff and students to see what we can achieve together to help make Outwood Academy Portland world class. All parents are welcome to join us at any of the meetings, please do not feel you have to attend every meeting; just come along to those you can make. This is your opportunity to raise concerns, or to share ideas with members of the Senior Leadership Team. Meetings will begin at 4pm and take place once every half term. Dates and venues will be confirmed in September.

Dr Smith

Dr Smith is now Associate Executive Principal at Outwood Academy Valley and Outwood Post 16 Centre as well as here at Outwood Academy Portland. We are confident that this change will allow us to continue to improve the standard of education that every child in Worksop receives.

We wish you and your family a very happy, safe and relaxing summer.

Yours sincerely



Mrs C Parker
Associate Assistant Principal