

Our ref: SGA/AKE

Wednesday 19th July 2023

Dear Parent/Carer,

### **Year 7 - Welcome to Outwood Academy Portland!**

We are looking forward to welcoming your child to Outwood Academy Portland in September. We would like to take this opportunity to share with you some important information/reminders before your child starts at Outwood Academy Portland with us.

Outwood Academy Portland's vision is created around a school culture where students are happy every day and flourishing in their learning. The Trust mission statement has been instrumental in ensuring Outwood Academy Portland has its own identity, whilst never wavering from 'students first, raising standards and transforming lives'. Our mission statement communicates the purpose of Outwood Academy Portland and our core values reflect the school's principles and ethos; they are what we base all decisions on and abide by every day.

#### Mission Statement

"Through expert teaching and pastoral care, the academy ensures that students flourish in a happy school. Students become the very best versions of themselves and strive to reach their full potential. Students have a lasting positive impact on their family, their community and the world".

#### Values

*Kindness* - We are compassionate. We are respectful, polite and courteous at all times. We treat others as we expect to be treated. We are motivators and exemplify positive attitudes.

*Pride* - We give our best every day and we are deeply proud of our achievements. We are honest and take responsibility for our actions. We show integrity and have the courage to do the right thing.

*Resilience* - We understand that success comes through hard work. We are ambitious and remain positive so that we have the strength to persevere. We don't give up. We do what it takes for as long as it takes.

### **Important information for the return in September**

#### **Tuesday 5th September**

Year 7 will return to school on Tuesday 5th September. Students should aim to arrive at school for 8.15am where they will be directed to their 'morning meet and greet zone'. Students will then be informed of where and how to line up ready to enter the school building. Students will need to attend wearing their full school uniform. The plan for the day is as follows:

Year 7	Period 1 - Main hall Period 2 - Tutor rooms Tutor Time - Tutor rooms Period 3 onwards - ACE programme <b>(Academy Conduct and Expectations)</b>
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### Wednesday 6th September

All other Year groups (Year 8, 9, 10 and 11) will return on Wednesday 6th September. All students will be issued their timetable and a new planner during tutor time Period 1. Students will then follow their normal timetable for the rest of the day. Each Year Group will have a welcome back assembly in the main hall.

### Lunch Arrangements and Squid Account

The Academy uses an electronic payment system for school lunches. However, this will take time to set up over the first week of school, therefore your child will be able to purchase their lunch using cash until they are registered on the system. No change is given, the money stays on the student's accounts for later use.

Students will be given the relevant information about account numbers and pin numbers for the new Squid accounts in September, there will be guidance with this for how parents set up their child's Squid account.

If your child had a previous Squid account in their primary school, parents will need to close this account as the accounts do not transfer over to the new school, the numbers are different, any refunds need to be collected from the previous school or through Squid.

If your child is entitled to Free School Meals:

The price of a Free School Meal (FSM) is £2.47, this is automatically added to their accounts around 10.00am. The FSM allowance allows a student to select the main meal of the day, the pudding of the day and a small bottle of water. This is the Meal Deal. Other products can be purchased but if the child wants to spend more than £2.40 they need to have additional money on their accounts. A daily spending limit can be added with the permission or instruction from the parent/guardian. The free school meal money does not accumulate. If students do not spend it that day, (all or partial), the system clears it and adds it again the following day.

### Uniform Collection

Trutex will attend the Academy on Thursday 27th July to distribute the uniform bundles for each student. This distribution will be carried out by alphabetical time slots throughout the collection day.

If you cannot attend the collection event, please ask a relative or friend to collect on your behalf. We ask if just one person can attend to collect this uniform bundle where possible to avoid overcrowding in a small area.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot <i>(First letter of students surname)</i>
Thursday 27th July 2023	10am-10.30am	A, P & Q
	10.30am-11.10am	B
	11.10am-11.30am	C
	11.30am-11.50am	D & L
	11.50am-12.10pm	E & K
	12.10pm-12.30pm	F & G
	12.30pm-1pm	H & I
	1pm-1.20pm	J, O & Y
	1.20pm-1.50pm	M
	1.50pm-2.10pm	N & R
	2.10pm-2.40pm	S & Z
	2.40pm-3.10pm	T, U, V, W & X

Trutex will also attend the Academy on Friday 4th August and Monday 7th August to provide an exchange event for the uniform bundle collected. This will be carried out by alphabetical time slots throughout the exchange day. If you cannot attend the exchange event, please ask a relative or friend to collect on your behalf. We ask if just one parent/carer and the student can attend the exchange event to avoid overcrowding in a small area.

Items returned for exchange must be in a re-sellable condition; please keep any hangers/packaging of the items you want to exchange. Due to hygiene reasons, socks cannot be exchanged if tried on (the shoes size is displayed on the packaging).

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Friday 4th August 2023	10.30am-11.30am	A, P & Q
	11.30am-12.30pm	B
	12.30pm-1.15pm	C
	1.15pm-1.45pm	D & L
	1.45pm-2.15pm	E & K
	2.15pm-2.45pm	F & G
Monday 7th August 2023	10am-10.45am	H & I
	10.45am-11.15am	J, O & Y
	11.15am-12pm	M
	12pm-12.30pm	N & R
	12.30pm-1.15pm	S & Z
	1.15pm-2pm	T, U, V, W & X

If you do not collect your child's free uniform pack on the designated dates, these can be collected from the school office after 1pm, please bear in mind that the academy does not hold a significant amount of spare uniform in the event that this does not fit your child.

### Uniform Expectations

It is important for the school and pupils that the way pupils present themselves is positive and acceptable and is in keeping with a disciplined and well-ordered establishment. It is expected that all pupils will come to school every day in a neat, clean uniform, giving the message that our pupils take pride in belonging to their school. The support of families is essential to this process.

A smart uniform improves discipline, self-esteem and self-respect. Uniform focuses attention upon learning and away from distractions. So that all pupils have a sense of pride in their appearance, we ask that the uniform is worn appropriately and in its entirety as described below.

Pupils not adhering to the uniform code will be supported in ensuring they do not face discrimination because of this. Pupils arriving to school in incorrect uniform will be supported to rectify this by loaning items of uniform from the school. This must be done before 8.15am via our student reception. Parents will be informed that this has taken place so they can assist with ensuring the correct uniform is worn in future. On occasions, where medical conditions are evidenced to the school, reasonable adjustments may be made, and should parents require support in sourcing uniform items, please advise the relevant learning manager.

### Required Uniform

- School or plain white, long or short sleeved, shirt with a stiff collar
- School trousers, skirt (this must be a box skirt - not tight fitting) or tunic dress - black (stretchy tube/lycra stretch skirts are not allowed)
- School clip-on tie

- School jacket - black
- Plain black socks (with trousers only) or 40 denier plain black tights (with skirts)
- Plain black shoes - no trainers, boots, pumps or canvas shoes will be allowed

### Optional Uniform

- Plain black V neck or school V neck jumper - sleeves need to be full length.

### Shirts, Jumpers and Jackets

- Jackets must be worn with the sleeves down
- Sleeves on shirts, jumpers or jackets must not be rolled up at any time
- Shirts must be tucked in
- Only badges agreed by the school may be worn on jackets. Other badges, e.g. charity
- badges, must only be on outdoor coats or bags
- Consequences can/will be issued for any uniform misdemeanour

### School Shoes



### Ties

Ties must not be defaced with writing or by pulling threads. Pupils will be asked to buy a new tie if they are damaged in this way.

### Tights

Tights must be plain black, opaque (not patterned) and a minimum of 40 denier. Nothing else should be worn on top or under the tights such as additional socks.

### Outdoor coats

Outdoor coats should be fit for purpose and have no large logos. Please note that hoodies, fur, denim and studded leather jackets are not allowed. We also recommend that children who walk, scoot or cycle to school wear an item with high visibility, particularly in the darker winter months.

### Bags

Students require a school bag which is large enough to fit a school planner and A4 Workbooks. Students must bring their bag to school every day.

### Required PE Uniform

- Plain Purple or school polo top
- Purple/black school games top
- Black plain shorts

- Plain black knee length games socks
- Trainers - Non-marking sole with a good grip and with laces/velcro, providing support to ankle & foot

### **Nail Polish**

Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.

### **Jewellery and Make-Up**

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smart watches are not allowed in the school. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time.

Noticeable make-up is not allowed, any make-up must be discreet. The decision as to what qualifies as discreet rests with the Principal and Executive Principal of the individual school.

False eyelashes are not to be worn and henna is not allowed.

### **Hair**

Hairstyles and colour should be sensible and not cause distraction. Please check with your child's Learning Manager before considering any dramatic changes to style or colour. No offensive patterns should be shaved into hairstyles. No scarves or bandanas are allowed (unless for religious reasons). Hair accessories can only be worn in the hair and must be black or school purple.

### **Religious Dress**

We recognise that some students may wish to wear distinctive garments for religious reasons. However, the school reserves the right to determine the religious garments and symbols that will be allowed after consultation with the representatives of parents/carers and local leaders of the relevant religious groups. No dress will be allowed that covers any part of the face from forehead to chin in the interests of safety. It is vital that the school staff have full visibility of students' faces and can recognise at all times who is in school. Should parents/carers require their child to wear a specifically religious garment or symbol, they should contact the school who, after consultation, will contact the parent/carer with a decision.

Current guidelines permit the following:

- Religious head covering may be worn but must be plain, as well as of an agreed colour to be fixed upon by the school. In most cases, the standard colour would include black, purple or white, although exceptions may be made in consultation with the school. In addition, clips and pins to hold the covering in place should be plain and undecorated.

The full uniform policy can be found on our school website.

### **Equipment**

Students are expected to bring the following equipment to school every day:

- Pencil Case
- X2 black pens
- X1 red pen
- X1 pencil
- X1 ruler
- Reading book
- Planner

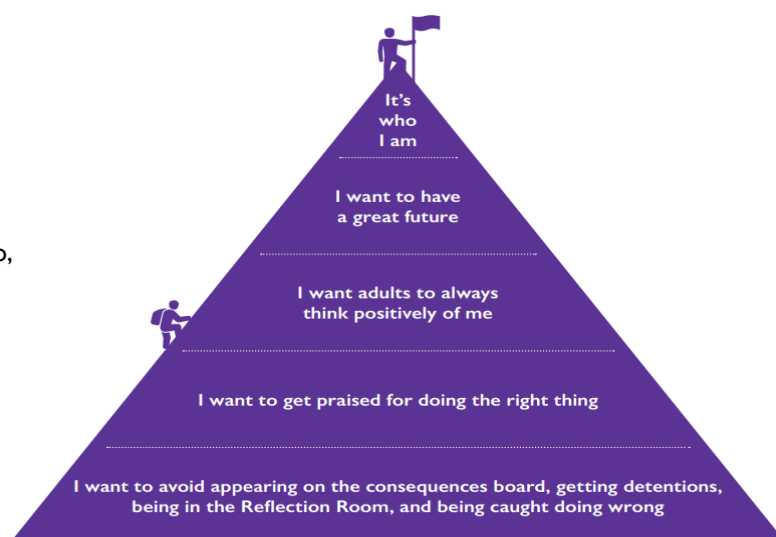
## Positive Discipline for Learning

Our key aim is to create a positive and happy ethos and culture where our students behave well, have good manners, develop age appropriate self-discipline, engage positively with their learning and show integrity in their words and actions. We want all young people to value their education, and be safe, responsible and respectful to everyone in our shared community.

To achieve this, we focus on:

1. Building positive relationships between students, parents/carers and staff.
2. Promoting harmony in every interaction and, where our young people fall below our high expectations, using this to provide a positive educational experience
3. Focusing positive framing and using praise as a vehicle to recognise and encourage integrity, politeness and kindness.

We use the visual representation of the OGAT Pyramid to illustrate how during their time with us, our students can strive to be top of the pyramid. This supports them to develop their positive citizenship. We want our students to do this not only because they have to, but because they want to, to develop their maturity to do the right thing. We celebrate and recognise the many occasions each week where students reach the “top of the pyramid” conducting themselves with integrity and maturity. We want all of our students to reach high and aim for the top of the pyramid.



## Roles and Responsibilities

### All staff will:

- Expect the highest standards of behaviour and good manners from students.
- Teach and model to students how to be safe, be respectful and be responsible in the same way that a good parent would do so.
- Work to be an expert in classroom management.
- Rehearse strategies for dealing with low level disruption so that we become skilled in de-escalating conflict.
- Speak to students respectfully, calmly and always be prepared to listen.
- Praise, reward and celebrate students consistently for their achievements.
- Challenge misbehaviour from students consistently and apply the academy rules.
- Engage with students to restore relationships wherever needed.
- Avoid stereotyped or preconceived judgements about students.
- Celebrate cultural diversity within our community.
- Communicate regularly with parents/carers and update them on areas of celebration and concern.

### All students will:

- Behave safely, responsibly and respectfully showing consideration for themselves and others both in and outside school.
- Commit to developing your maturity and good citizenship to be top of the pyramid.
- Follow academy rules, comply with academy procedures and understand why we have them.
- Work positively with all adults and each other.
- Have pride in yourself, your work and your school.
- Wear your academy uniform and wear it properly at all times.

All parents will:

- Work with the academy to encourage safety, responsibility, respect, and good behaviour from their children.
- Inform the academy of any information which may affect their child's ability to thrive and behave appropriately.
- Support the academy's policy on rewards and sanctions.
- Attend meetings with staff to discuss their child.
- Acknowledge that their child may make mistakes and trust that the academy like them wants the best for their child.
- Engage in support mechanisms to help their child develop their behaviour.
- Ensure that their child arrives at school wearing the correct uniform and wearing it properly.
- Ensure that their child is fully equipped to learn with the correct stationery and PE kit when needed.
- Regularly check their child's planner and the OGAT parent portal (once available).
- Use the Praising Stars report that you receive for your child to discuss their effort in each of their subjects.
- Ensure their communication with the school and its staff models the polite respectful approach we promote in school for their children

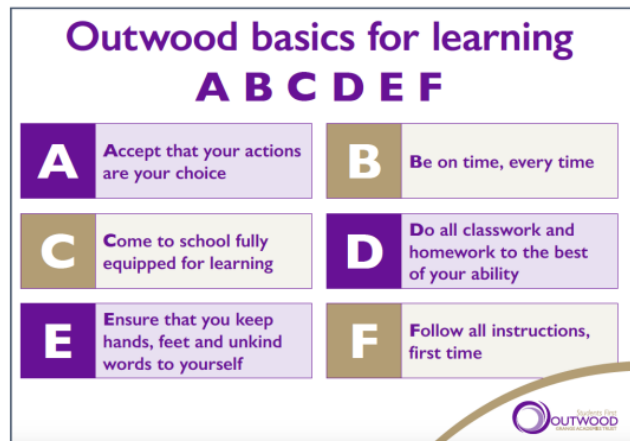
**S.T.E.P.S**

We expect all members of the academy community to be respectful at all times. Learning and exhibiting good manners is an essential part of growing up and will help our students in all of their future endeavours. We expect students to speak politely and respectfully to adults and to their peers. We expect students to be respectful of the hard work that goes into creating a great learning environment for them to study in by ensuring they do not litter, graffiti or cause any damage to academy property. We encourage all students to be respectful of our uniform expectations and to wear their uniform correctly at all times. Rudeness towards adults will not be tolerated and students should expect that any rudeness is addressed providing a learning and development opportunity to be top of the pyramid. Students are expected not just to comply with academy rules, but to comply with politeness and respect. Our rules and expectations build our students' good citizenship and personal development to be top of the pyramid.



**Outwood Basics for Learning**

As part of learning to be a responsible citizen of the future, we expect our students to take responsibility and show self-discipline and good self-organisation. This includes being on time to the academy and to lessons, completing homework, preparing at home for assessments and coming to school fully equipped to learn with a school bag, planner, pencil case and basic stationery items. To support this, most academies provide stationery items for students to purchase at a small cost. Planners are an important part of everyday learning and organisation. They have sections each week for



“to do” lists which help students to learn the key skills of organisation and prioritisation and contain useful resources for their lessons.

There is an expectation that students demonstrate their maturity and ability to take responsibility for the consequences of their own actions and understand how their actions might affect others in our academy community. We encourage parents to recognise that their child may get things wrong and to not make excuses for or condone their poor behaviour.

Another letter will be sent to parents and carers in the Autumn term explaining the full consequence system in detail. In the meantime, the full Positive Discipline for Learning Policy can be found on the academy website.

### **Empowering Routines**

There is a great deal of evidence that students thrive and learn well in an environment where routines for learning and conduct are an embedded part of the culture. To this end, academies will have routines for the following:

- Entering lessons and starting learning promptly
- Dismissal from lessons
- Signalling for teacher attention (including ensuring that students sit up straight and track the teacher)
- Form Time
- Assembly expectations
- Break and Lunch time routines
- Fire evacuation and assembly routines

These routines empower learning and support safe movement of large numbers of students. They remove the cognitive load from students having to remember the different routines and expectations of the many specialist staff whose lessons they visit daily. They also support many of our SEND students who may need routine and structure. As such, our staff regularly practise, rehearse and refine these routines.

At Outwood Academy Portland we are proud to hold ‘morning meet and greets’ as students enter the academy. Please see important information below:

All students will benefit from a strong start to the day, ensuring they are calm and ready for learning. Students need to be greeted in the morning by a member of staff, they need to have their uniform and equipment checked to ensure there is no learning time lost during lessons. At Outwood Academy Portland, our morning routine ensures students can be walked to lessons in a calm manner.

- Students are reminded of our vision and values every morning
- Students start the day inspired by strong leaders/teachers
- Students are greeted with positivity, which puts them in the right frame of mind to start their day
- Students are informed of any key messages about their day - they all get the same message
- Students have their uniform and equipment checked
- Students are walked to their lesson, ensuring all students arrive on time and no learning time is lost
- Corridors are calm and quiet
- Lessons start promptly
- Department teams are able to create a sense of community with their students before Period 1

Each morning, students will hear the morning meet and greet bell at 8.15am. They will be reminded to walk quickly and quietly to their line-up ‘zone’. Students will be greeted by their Period 1 teacher who will be standing at the front of their subject ‘zone’. Students will get into a single file line quickly, in front of their teacher and ensure that their planner and pencil case is out of their bags and that they are holding them. This is a good time for students to take off their coats if the weather is appropriate.



At 8.20am Morning Briefing will begin. SLT will raise their hand - all students and staff will be silent. They will be addressed by SLT. Students will be reminded to actively listen and track the teacher who is talking.

At 8.25am students will be dismissed to learning by SLT. Period 1 teachers will walk their students to their lesson in a single file line, in silence.

### **Free School Meals**

We want to make sure as many eligible pupils as possible are claiming their free school meals. The academy will also receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

Your child might be eligible if you access:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

To find out more information or apply for Free School Meals for your child please visit the website link below:  
<https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk#:~:text=Free%20school%20meals%20are%20available,your%20most%20recent%20assessment%20periods>

We appreciate there is a lot of information within this letter, but hope that you have found the information useful to ensure your child has a successful start to the academic year. If you have any questions, please contact your child's Learning Manager, Miss Kelly, via email at [a.kelly@portland.outwood.com](mailto:a.kelly@portland.outwood.com), or call on 01909 471010 ext 209.

We can't wait to see what the next academic year brings and look forward to welcoming your child to Outwood Academy Portland in September. We look forward to working with you and your child and continuing our mission to excellence together.

Kind regards,



**Danielle Sheehan**  
**Principal**



Meet the Teacher



# Miss Kelly

Learning Manager



## About Me

Welcome to Outwood Academy Portland!  
I'm Miss Kelly, I will be your Learning Manager whilst you're here at OAP. My job is to look after you and help you with any problems you may have. You can find me on Green corridor during lesson changeover, in the Dining Hall at breaks & dinner times, and in the Learning Manager's Office!

## Fun Facts

- \* If you hadn't already guessed, I like pink!
- \* I have a fur nephew, Reggie, who is like my baby
- \* I like reading, listening to music and meeting friends

## Contact Me

 [a.kelly@portland.outwood.com](mailto:a.kelly@portland.outwood.com)  
 01909 471010 ext 209

*"Your attitude determines  
your direction"*

