

26th July 2022

Dear Parent/Carer

We hope you have enjoyed the end of Year 6 Primary School celebrations and are looking forward to your child starting a new chapter of their education with us in September. To support their first day we would like to inform you of arrangements for **Friday, 2nd September 2022**, and a reminder about expectations.

As we offer a biometric payment system for food and drink, it can take a day or two to get biometrics and the account activated. Please send your child with a packed lunch or cash to pay for any food and drink at break and lunchtime. Change will be given by the catering team but we kindly ask you to send coins rather than notes where possible. Please use this link to see a [price list](#) to support you in making choices on how much money to send with your child. If you are in receipt of free school meals, lunch will be provided and your child will be issued with a voucher to swap for a meal at lunch time.

The First School Day

We look forward to welcoming our **Year 7 and Year 11** students on Friday 2nd September 2022. Y7 students will arrive via student entrances on Valley Road and register in the atrium where they will be informed of their new Vertical Mentor Group - VMG and continent. At 8.25am Y7s will have an assembly in the main hall, followed by time with their VMG tutor where they will receive their academic planner, timetable and a tour of the building. They will follow their new timetable from 10.25am.

The School Day

Time	Period	Comments/Actions
07:45 - 08:15	Before School	Students arrive at the Academy through either student services or the back gates
08:25 - 09:25	Period 1	Following their academy timetable
09:25 - 10:25	Period 2	Following their academy timetable
10:25 -11:00	Break/Tutor	Tutors will be in vertical mentoring groups with a mixture of students from Year 7 to Year 11. Each group will be assigned a country to represent and organised into continents. Africa, Americas. Asia, Australasia, Europe
11:00 - 12:00	Period 3	Following their academy timetable
12:00 - 13:30	Period 4	Following their academy timetable Y7 lunch – 12.30pm to 1.00pm
13:30 - 14:30	Period 5	Following their academy timetable. Students to leave the academy via back gates or Student Services on Valley Road at 2.30pm
14:30 - 15:30	Enrichment	As part of our elective curriculum we offer multiple enrichment opportunities afterschool between 2.30pm and 3.30pm. These will begin Monday 12th September .

To ensure we can begin in September, well prepared, refreshed and ready to learn, please can I ask for your support in ensuring that your child adheres to the following:-

Expectations

The overarching aim of our Behaviour Policy is to promote positive behaviour, to ensure our students can grow into safe, polite and responsible adults and to allow them to learn in a calm environment. We want our students to be respectful of themselves and of each other, not because they have to but because they want to, and we hope that they become mature enough to know how to do the right thing.

Uniform (you can find our Uniform Policy [here](#))

A polite reminder to collect uniform bundles on **Tuesday 16th August** in your allocated slot. If you are unable to attend please send a representative on your behalf with a signed letter.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Tuesday 16th August 2022	10.30am-10.45am	A & J
	10.45am-11.10am	B
	11.10am-11.30am	C
	11.30am-11.50am	D, E & I
	11.50am-12.10pm	F & T
	12.10pm-12.30pm	G
	12.30pm-12.55pm	H
	12.55pm-1.15pm	K & L
	1.45pm-2.05pm	M
	2.05pm-2.25pm	N, O, U, V, X, Y & Z
	2.25pm-2.45pm	P
	2.45pm-3.05pm	Q & R
	3.05pm-3.30pm	S
	3.30pm-4pm	W

If you need to exchange any uniform you may do so at the following times.

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Tuesday 23rd August 2022	11am-11.30am	A & J
	11.30am-12pm	B
	12pm-12.30pm	C
	12.30pm-1pm	D, E & I
	1.15pm-1.45pm	F & T
	1.45pm-2.15pm	G
	2.15pm-2.50pm	H
Wednesday 24th August 2022	10am-10.30am	K & L
	10.30am-11am	M
	11am-11.30am	N, O, U, V, X, Y & Z
	11.30am-12pm	P
	12.15pm-12.45pm	Q & R
	12.45pm-1.20pm	S
	1.20pm-2.05pm	W

Uniform Reminders (you can find our Uniform Policy [here](#))

Uniform standards are very important for the Academy and I would like to take this opportunity to thank you in advance for supporting us in ensuring that our students look as smart as possible. As always though, it is worth remembering the following:

- Jewellery is not permitted. If students are thinking about having piercings, this must be done at the start of the summer holidays, as no student will be allowed to wear earrings or any other jewellery at any time.
- Nails, makeup and false eyelashes – False eyelashes, false nails and nail polish are not permitted. Makeup may only be worn discreetly; students will be supported to remove excessive makeup.
- Our Shoe Policy is clear and is explained in our Academy Planner, shoes must be plain black and free of embellishments. Gold logos, edging, big bows and other small splashes of colour are a breach of the policy.
- Socks must be plain black and tights must be at least 40 denier.
- Shirts should be of good quality and long enough to tuck into skirts or trousers as this is a requirement of the uniform policy. The shirt must be plain white and have a stiff collar.
- Skirts must not be rolled up at the waist or ‘bobbled’ at the back or side. It is also important to note that the skirt is designed to be worn on the hips, not pulled up to almost chest height.
- Hairstyles and hair colour must be sensible and of a natural colour (check with your child’s Learning Manager before considering dramatic changes if you are unsure), bobbles/bands must be black or purple, and should not be worn on wrists when not in use.
- Outdoor coats must be worn over blazers and removed upon entry to the Academy. Please note that hoodies, fur, denim and studded leather jackets are not allowed.
- Mobile phones must be switched off and kept in the bottom of the bag. If a phone is seen or heard then it must be handed over to a member of staff and a C4 detention will be issued. The parent/carers will then have to collect the phone from school.
- Smart watches are not allowed to be worn in the Academy.

Equipment

Students must come equipped for school every day with their own school bag and must have their planner, a pen, a pencil and ruler (ideally in a pencil case) together with a scientific calculator. This is to ensure that they are well prepared for their lessons. Your child will be provided with a whiteboard and pen and it will be their responsibility to ensure they have it for every lesson. If you are struggling with this, please contact your child’s Learning Manager.

Attendance Punctuality

We need your support in ensuring your child attends the Academy every day. Now, more than ever, attendance is the key to ensuring students access the exciting lessons we have planned to increase their life chances. Please be mindful that all holidays will be classed as unauthorised absence, if taken during term time. Only in extremely exceptional circumstances will a holiday be authorised. It is our duty to refer cases to the Local Authority when a student goes on holiday during term time and the Local Authority may well issue a fixed penalty notice to parents and carers. We will, as always, continue to support all students and will meet their individual needs, please contact the Academy to discuss any issues you may have around the attendance of your child.

Punctuality

We believe that our students should be punctual and should arrive on site no later than 8:15am, allowing them to be seated in the classroom for a prompt start to Period 1 which begins at 8:25am. This will help prepare them for arriving on time for work in the future. Students who do not arrive on time will be issued with a C4 detention.

We would like to wish you and your families a wonderful, restful summer break; make plenty of memories. We cannot wait to welcome your children into the Outwood Academy Valley community on **Friday, 2nd September 2022**.

Yours faithfully,

Emma Farrarelli

Emma Ferrarelli
Associate Vice Principal