

Ref: ABR/TKE/Parent/133P

July 2023

Dear Parents/Carers

As we approach the end of another amazing year at Outwood Academy Brumby, I would like to take this opportunity to thank students, parents/carers and staff for their support and commitment to the academy. This year has seen the return of some events not seen for many years including Sports Day and the Duke of Edinburgh Award program and I am already excited as to what 2023/2024 will bring.

As you are already aware, the academy has very high expectations of all our students in terms of behaviour, uniform and effort. These high expectations form the foundations to get the best possible outcomes for all of our students. Therefore, please may I remind you of the expectations of the school in this letter and to share some important information for your child's return to school on **Tuesday 5th September 2023**.

EXPECTATIONS

Students are required to bring with them the basic equipment of a bag, pen, pencil, ruler and their student planner, all students will receive a new planner in September. If a student does not have their planner they will receive a sanction. These are to be placed on their desk in each lesson, utilising the red/amber/green traffic light system. Graffiti and drawing on planners is not acceptable. Students are not permitted to use their own electronic equipment on site, including phones and smart watches. Mobile phones must be switched off and kept in the bottom of their bag. If a phone is seen or heard then it must be handed over to a member of staff and a sanction will be issued. The parent/carer will then have to collect the phone from school. Should there be the need for you to contact your child during the course of the school day, please ring reception on 01724 708060 and leave a message with the receptionist who will get your message to your child.

UNIFORM

The Academy uniform should be worn by all students and not be altered in any way, for example, adding clips, badges or stickers. Skirts must not be adapted; this includes folding them over at the top or wearing a bobble in them to reduce the length. Trousers must not be "taken in" to reduce the width of the leg. Both skirts and trousers should be tailored and stretch material is not permitted. If you are unsure if a skirt or trousers meets the uniform requirements, please leave the tags in and it can be checked by a member of the Senior Leadership Team. Blazer sleeves must not be rolled up. Girl's tights must be a minimum of 40 Denier. Please click here for the full [Uniform Guide](#).

School shoes must be plain black, no gold buckles, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a polishable material and have no visible branding (for Vivienne westwood shoes etc).

Hair styles should be sensible and colours should be natural. No students will be allowed into lessons with unnatural hair colour. No patterns should be shaved into hairstyles. Hair accessories should be discreet, no scarves or bandanas (unless for religious reasons). 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. False eyelashes, false nails and nail polish are not permitted. Makeup may only be worn discreetly.

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 Brumby, it is vital that they have excellent levels of attendance and punctuality. We would ask that our students strive for 100% attendance, however, should your child's attendance fall below 96% our attendance team will begin attendance intervention procedures with you. Students arriving after 9:25am, without prior consent or without medical evidence will be coded as "U" in the [Outwood Grange Academies Trust](#), a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

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.**

PUNCTUALITY

Students are expected to be at the academy at 8:15am every day. The bell to move to lesson 1 is at 8:20am and students are expected to be in lessons, learning by 8:25am. Any students who are late to the academy will be issued a sanction. If your child has a medical appointment at the start of the school day, please let the Academy know in advance and provide some evidence, for example an appointment card or letter.

ILLNESS

If your child is absent, please call the academy on each day of their absence before 9:00am, and state the reasons for their non-attendance. If we do not hear from you, a truancy text message will be sent and calls will also be made home by the Attendance Team. Following these actions, should we still receive no response from you, an unauthorised mark will be entered in the register for your child. We are able to authorise up to 2 consecutive days of illness without medical evidence, however, should your child be absent for more than 2 days we must receive medical evidence for your child's file. After three separate occasions within one academic year, absences due to illness will no longer be authorised, unless you provide medical evidence (Doctor's appointment card or a copy of the prescription). Unauthorised marks may lead to a Penalty Notice (fine) being issued. If your child 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 a 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 week) 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.

DATA COLLECTION

I am sure you realise the importance of the Academy being able to contact parents/carers in the unlikely event of an emergency, therefore we ask that you please complete the Data Collection form by using the following link: [Data Collection Form](#). If you are not able to complete the form online please contact us for a printed copy to be sent home to you.

PARENT PORTAL

We are excited to share our newly launched Parent Portal with you, where parents/carers can access information relating to their child's attendance, praise, consequences, Praising Stars reports and timetables. Access to the Parent Portal can be found on the following link: [Parent Portal](#). Should you have any questions or concerns, please complete the 'contact us' form, available on the website: www.Brumby.outwood.com. Please note that other useful information can also be found on the school website including letters and updates, term dates and you can also see what your child is learning under 'Subject Overviews'.

FIRST DAY

On Tuesday 5th September all students should arrive at 8:15am, Y7 students will attend an assembly in the Main Hall and all other students will go to VMG to receive their new timetable and their planners.

I wish to end this letter by thanking you for your continued support and I hope you have a most enjoyable Summer break. I'm really looking forward to continuing to work with you all in September, to our students returning in September feeling well prepared and refreshed for the next academic year and to welcoming our new year 7 students.

Yours faithfully



Amber Bradley
Head of School