

18th July 2022

Dear Parents/Carers

I would like to firstly thank all parents, carers and wider family members and their friends for supporting our young people and our Academy. I would also like to thank you for the many lovely comments received verbally on the phone, by email and social media thanking us for our work with our young people, this means a lot to our staff family. We have had a fantastic academic year. One that has presented us with challenges but one which has also allowed us to develop together and continue to thrive.

It has been wonderful this half term to welcome parents back into the Academy. We have thoroughly enjoyed celebrating with you during our prom, prom breakfast, graduation, bikefest and our transition events. Our school remains at the heart of our community.

Together we continue to drive standards and progress for all students, as well as educating our young people about:

***Be safe, be respectful, be responsible.***

I know that you will support me in ensuring that your children follow these rules which are the essential foundations for our whole behaviour policy. The overarching aim of our behaviour policy is to promote positive behaviour, to ensure our students grow into safe, respectful and responsible citizens and to allow them to learn in a calm and purposeful environment.

To support a calm and purposeful arrival in the academy, we have the following in place:

- Y7 arrive via LI Atrium doors. SLT to guide and support from the front of the building. Line up in forms on arrival.
- Y8 back atrium doors. Line up in forms on arrival.
- Y9 main reception doors.
- Y10 and Y11 KS4 door

Year groups remain in allocated areas for form time to enable Learning Managers and SLT links to visit forms, ensuring a positive start to the day.

## September - Return dates

	Date to Return	Arrival Time	Students <b>MUST</b> use the allocated entrance and exit for the academy
<b>Year 7</b>	<b>Monday 5th Sep</b>	8:10 - 8:20am	Atrium door
Year 8	Tuesday 6th Sep	8:10 - 8:20am	Back door dining hall
Year 9	Tuesday 6th Sep	8:10 - 8:20am	Main reception
Year 10	Tuesday 6th Sep	8:10 - 8:20am	KS4 door
<b>Year 11</b>	<b>Monday 5th Sep</b>	8:10 - 8:20am	KS4 door

## Student Uniform and Resources

Please ensure all students have their bag (large enough for an A4 folder). Students will receive their planner on their first day back which then **must** be brought into the academy every day and presented at arrival to the door every morning. This is used as a teaching resource and also for recording praise and rewards.

All students must wear full uniform, please ensure that new uniform where required is purchased in plenty of time. I know that during the holiday period many students may change their hair colour and grow accustomed to wearing nails and make-up, therefore, I would like to take this opportunity to remind you of our uniform expectations for our return:

- Full Academy uniform is expected at all times including uniform for PE
- Plain black socks when wearing trousers
- Plain black tights (at least 40 denier) when wearing a skirt
- Plain black, below the ankle, polishable, sensible school shoes free from embellishments and decorations (no canvas / plastic / trainers / boots, etc) please see our [Uniform Policy](#) for further clarity
- No jewellery except a wristwatch
- Make-up must be very discrete, eyebrows of normal shape and colour, fake eyelashes are not allowed and students will be expected to remove them
- No nail varnish or false nails, hair must be a natural colour and style
- Chewing gum, fizzy pop (including energy drinks), big bags of sweets and crisps etc are **NOT** allowed anywhere on site. We are aiming to be a healthy eating site. Students may wish to bring a refillable water bottle – there are water stations around the Academy where free fresh water can be accessed. Please note that students **MUST** have a water bottle to be able to use these water dispensers.
- We are a **no mobile phone site**, phones are not allowed anywhere on the academy site. If your child chooses to bring in a phone, it must be switched off and in their bag. We are not liable for any breakages or theft. If a phone is seen by a member of staff or heard then this will be confiscated and must be collected by a parent/carer or other responsible adult.

This last half term we have had a real focus on uniform including jewellery and this will continue in September. The rolling over of skirt waistbands will continue to result in a one hour detention. Rolling over waistbands or tying up the back and sides of skirt waistbands with hair bobbles, results in them being too short and consequently inappropriate for wearing in our academy. If students are struggling with the correct fitting of skirt waistbands we will endeavour to support as much as possible.

It is essential that students also have their own basic equipment (pen, pencil, ruler, rubber, whiteboard pen, highlighter etc). We have purchased these items for students and will give everyone a pencil case fully stocked on their return, however, students are encouraged to use their own. Students must look after this equipment and bring it to the academy every day. Students can purchase an additional pencil case, with equipment, for £1 using their Ipay account, pencil cases can be collected from Reception when payment has been made. In addition, for the first half term, we are trialling students being able to purchase equipment for their pencil cases on the doors when entering the academy. All proceeds from this will go to charity with the aim being about promoting responsibility within our students. For KS4 students Y10 and Y11, it would be appreciated if your child could bring their own scientific calculator to use in lessons.

## Transport

If your child arrives by public transport, we ask all students to be reminded of our behaviour policy and ensure they **are safe, respectful, and responsible**. Unfortunately as a result of a minority of students presenting unacceptable behaviours Stagecoach made the decision this academic year to cancel one of their buses creating transport problems for our families. Though we continue to educate our young people and work closely with parents, we do ask that you speak to and educate your children about appropriate behaviour on public transport, when they are no longer on our school site.

Students will be allowed to bring their bike onto site and lock in our bike sheds, they need to bring their own bike lock to ensure safety. No electric bikes or electric scooters are allowed on site. Students must walk push-bikes in and out of our grounds to ensure the safety of other students.

## Contact with parents and carers

It can be difficult to make contact with the academy as a result of our busy phone lines. Please use the following links where we will ensure a response or a follow up call is made:

- Year 7 Learning Manager: Mrs Westerman [a.westerman2@shafton.outwood.com](mailto:a.westerman2@shafton.outwood.com)
- Year 8 Learning Manager: Mr Holmes [b.holmes@shafton.outwood.com](mailto:b.holmes@shafton.outwood.com)
- Year 9 Learning Manager: Miss Wooller [s.wooller@shafton.outwood.com](mailto:s.wooller@shafton.outwood.com)
- Year 10 Learning Manager: Mrs Sellars [k.sellars@shafton.outwood.com](mailto:k.sellars@shafton.outwood.com)
- Year 11 Learning Manager: Mr Turner [j.turner2@shafton.outwood.com](mailto:j.turner2@shafton.outwood.com)
- Safeguarding Officer: Miss Fox [s.fox@shafton.outwood.com](mailto:s.fox@shafton.outwood.com)
- SENDCo: Mrs Burgin [l.burgin@shafton.outwood.com](mailto:l.burgin@shafton.outwood.com)
- General Enquiries: [enquiries@shafton.outwood.com](mailto:enquiries@shafton.outwood.com)

## Attendance and punctuality at the academy is vitally important

Please **do not** book holidays during term time as this will be counted as an unauthorised holiday and may incur a fine. If you know that your child is going to be absent, please telephone the Academy where possible before 8:30am or email [attendance@shafton.outwood.com](mailto:attendance@shafton.outwood.com)

Our students must arrive between 8:10 and 8:20 every morning. Anyone arriving after 8:25 will enter through our late door and gain a 30 minute detention. This is because all curriculum time is essential.

**INSET Dates** (students will **not** be in the Academy on these days):

- Thursday 1 September 2022
- Friday 2 September 2022
- Friday 21 October 2022
- Friday 16 December 2022
- Friday 21 July 2023

A full list of calendar dates will be available on our website very soon. We will text you when this is available.

I wish you all a lovely summer and look forward to seeing all students return in September. Enjoy time with your families and hopefully some sunshine.

Yours faithfully,



**Alison McQueen**  
**Principal**

## Frequently Asked Questions

Question	Answer
<b>Who is the SLT link for my year group?</b>	Y7 - Mr Simpson: <a href="mailto:i.simpson@shafton.outwood.com">i.simpson@shafton.outwood.com</a> Y8 - Mr Mellor: <a href="mailto:j.mellor@shafton.outwood.com">j.mellor@shafton.outwood.com</a> Y9 - Mrs Littlewood: <a href="mailto:e.littlewood@shafton.outwood.com">e.littlewood@shafton.outwood.com</a> Y10 - Mr Jeffries: <a href="mailto:p.jeffries@shafton.outwood.com">p.jeffries@shafton.outwood.com</a> Y11 - Mr Peel: <a href="mailto:t.peel@shafton.outwood.com">t.peel@shafton.outwood.com</a>
<b>What is the number to ring if my student is absent?</b>	Please ring 01226 717730 and press 2 when prompted to do so
<b>Can my child bring a packed lunch?</b>	Yes we have a specific area that they can eat in with a packed lunch
<b>How do I put money on my child's account?</b>	Your child will receive a letter detailing how to access <a href="#">iPay</a> , the cashless payment system used by the academy.
<b>What after school clubs can my child take part in?</b>	Our enrichment programme will be added to our website and shared via social media
<b>My child has special needs, how will their needs be met?</b>	Our inclusion team will be working with you to ensure that we still meet the needs of all students. This may look different than it did previously but we will keep communicating with you to get this right. Key contacts are: <ul style="list-style-type: none"> <li>● <b>Year 7 Learning Manager:</b> Mrs Westerman <a href="mailto:a.westerman2@shafton.outwood.com">a.westerman2@shafton.outwood.com</a></li> <li>● <b>Year 8 Learning Manager:</b> Mr Holmes <a href="mailto:b.holmes@shafton.outwood.com">b.holmes@shafton.outwood.com</a></li> <li>● <b>Year 9 Learning Manager:</b> Miss Wooller <a href="mailto:s.wooller@shafton.outwood.com">s.wooller@shafton.outwood.com</a></li> <li>● <b>Year 10 Learning Manager:</b> Mrs Sellars <a href="mailto:k.sellars@shafton.outwood.com">k.sellars@shafton.outwood.com</a></li> <li>● <b>Year 11 Learning Manager:</b> Mr Turner <a href="mailto:j.turner2@shafton.outwood.com">j.turner2@shafton.outwood.com</a></li> <li>● <b>Safeguarding Officer:</b> Miss Fox <a href="mailto:s.fox@shafton.outwood.com">s.fox@shafton.outwood.com</a></li> <li>● <b>SENDCo:</b> Mrs Burgin <a href="mailto:l.burgin@shafton.outwood.com">l.burgin@shafton.outwood.com</a></li> <li>● <b>SEND Officer:</b> Mrs Allemby <a href="mailto:a.allemby@shafton.outwood.com">a.allemby@shafton.outwood.com</a></li> <li>● <b>Inclusion Coordinator:</b> Miss McCue: <a href="mailto:k.mccue@shafton.outwood.com">k.mccue@shafton.outwood.com</a></li> </ul>
<b>My child has medical needs or food allergies, who should I contact?</b>	Please contact your child's Learning Manager or Miss Robinson, our Healthcare Assistant, at <a href="mailto:l.robinson@shafton.outwood.com">l.robinson@shafton.outwood.com</a>
<b>Why is it important that my child brings their own equipment to the academy?</b>	This is really important. We want all students to be equipped and ready to learn and being prepared is an important part of this engagement. Anyone who is struggling please email enquiries and we can support them through our <a href="#">hardship fund</a> .

<b>Are rubber shoes like the 'Vivienne Westwood' style acceptable?</b>	Rubber shoes are fine as long as they have no details or embellishments, i.e. no hearts, gold or silver embellishments or other details are allowed.
<b>Are kickers with the very small logo at the side acceptable?</b>	Yes
<b>Can my child wear black trainers?</b>	No as per the policy, shoes must be worn
<b>My child wants their ears pierced. What happens now?</b>	Please do not have any piercings when your child is due at school as they will have to remove any earrings as this is part of our behaviour policy. Any piercings should be done at the start of the holiday allowing them time to heal and then be removed for our return.
<b>Can my child wear any non-Outwood uniform?</b>	A plain white shirt with a collar can be worn. This does not have to have the Outwood swirl on. A plain black V-Neck knitted jumper can also be worn. Blazers, trousers and skirts must have the Outwood logo on.
<b>Could my child loan a tie if they lose it?</b>	We have a small stock of uniform that we can loan to students until a replacement can be bought or the original item is found. This includes: ties, shoes, blazers. In addition, we have black tights to support in an emergency hygiene situation. Repeat issues with uniform can result in a sanction.