

Dear Parent/Carer

Last day of term arrangements

As we draw near to the summer holidays, we would like to wish you and your family a wonderful summer holiday.

The last day of term will be Thursday 20th July and school will finish at 12.20pm.

Packed lunches will be provided for all students eligible for a free school meal from 12:20-12:30pm in the dining room.

Arrangements for the Autumn Term: Important Information

Our primary concern is the safety, happiness and success of your child. The establishment of a strong culture of discipline based on mutual respect is key to the success of the Academy and we will have a relentless focus on developing an environment of high expectations for all. This means there will be some changes in September and I ask now for your support to ensure we get the very best out of every child at The Albion Academy. A strong partnership with parents will be fundamental to our future success and I look forward to developing a strong working relationship with you.

Behaviour Policy

A new behaviour code will be launched in September to all students. Parents can find details of this in the new student planner and on our website in September.

Student Planner

The student planner is an integral part of the behaviour system and a key tool for home-school communication. It is essential that students have a planner on them at all times. Failure to do so will result in an afterschool detention.

Mobile Phones

We recognise that parents may wish their children to have mobile phones for use in cases of emergency **on the way to or from school**. However, they are not necessary in school and are not permitted for use on site. Mobiles phones can be used inappropriately and are potentially targets for theft and bullying. We remind parents that it is inappropriate for you to try to contact your child during school time. If there is an emergency, please contact student services who will ensure that the appropriate staff are informed.

If mobile phones or headphones are seen during the school day they will be confiscated and parents informed with regard to the collection of the phone. If a phone is used to take photographs within school and these photographs are placed on a social networking site, further disciplinary action will be taken.

Outdoor Clothing

No items of outdoor clothing should be worn anywhere inside the school building, including the dining room. If they are, the same sanctions for mobile phones will apply.

Communication

Over the summer we will be reviewing our communication systems including our website and in September we will provide all parents with key staff contact details for your child.

Uniform

As we approach the summer holidays and parents are considering purchasing new uniform, please be mindful of the following guidelines:

- Please ensure your child is fully prepared to attend school each day on time and in the correct uniform, with a suitable sized bag, planner and equipment.
- Our uniform policy applies to all students. Exceptions will only be made where there is a certified medical reason from a professional.
- Sometimes, problems with uniform can occur, please contact the Year Manager and let them know. The school will then assist the student in borrowing an item from the uniform store.
- Please note that some retailers badge some of their clothing as 'school uniform'; but it does not meet our expectations.

The required uniform is as follows:

- Plain leather style shoes. Trainers, canvas shoes and high heels are not permitted.
- Plain black trousers or school regulation skirt that are either loose or tailored fit. These should not be tight fitted, a denim material, have logos, patterns or zips on them.
- A school tie which is fastened and a sensible length (7 stripes showing).
- A plain white, collared shirt that has a fastening top button.
- A school blazer with the school logo on.
- Make-up or jewellery are not permitted. (This includes nail varnish, false nails or eyelashes, body piercings or facial piercings)
- Pupils may wear a wrist watch.
- Very short hair is acceptable but extreme and/or unnatural colours, or street culture styles such as tram lines are not appropriate for a learning environment and will not be permitted.

Any students that are deemed to have missing uniform, incorrect uniform, inappropriate haircuts or styles, have piercings or jewellery on, will be refused admission to normal lessons. This is likely to be 'isolation' in the Behaviour Support Unit. Refusal to go in isolation will result in a Fixed Term Exclusion, followed by isolation on their return to school.

We trust you understand our insistence in having the highest of standards and expectations of uniform for all our students.

Attendance

At The Albion Academy we expect all students to have at least 97% attendance. We expect all students to attend every day and arrive on time; to be punctual to all lessons; and to give messages from parents with regards to absence to Form Tutors. We also expect Parents/carers to ensure that your child understands the importance of good attendance and as such I would like to remind you of the following:

- It is a legal requirement to ensure your child attends regularly and punctually every day the school is open unless they are too ill to do so.
- You need to:
 - immediately inform the School if your child is unable to attend, the reason for absence and expected date of return (before 8.00 am)
 - confirm the reason in writing on your child's return. A space for absence notes is provided in the Student Planner.

- If no indication of a return date has been given, parents/carers should contact the School on each day of absence.
- Avoid keeping your child away from the School for any reason other than illness. Routine dental/medical appointments need to be made outside of school hours.
- Parents do not have the right to take their child out of school during term time so do not arrange holidays during term time.

We cannot grant any request for holidays during term time. Government legislation (Section 443/444 of the Education Act 1996) stipulates guidelines that all schools must follow, only authorising student absence under specific exceptional circumstances. As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge.

- Parents/Carers who take their children out of school during term time without authorisation or outside an agreed date risk being issued with a penalty fine or being prosecuted by the LA. If a leave of absence has been granted, under extenuating circumstances, then failure to return to school by the agreed date can lead to loss of the school place.
- If you chose to take your child out of school on holiday during school time you are likely to be fined by the LA. This is £60 per parent per child and may rise to £120 per parent per child if you fail to pay within 21 days.
- If you fail to pay the fine after 28 days, you may be prosecuted for your child's absence. This can lead to a fine of up to £2500, a community service order or even a jail sentence of up to 3 months. You will also receive a parenting order from the court and may have to attend parenting classes.
- It is also vital that your child attends school on time; if a child arrives after registration has closed (9.00am) this will be recorded as an unauthorised absence. If this persists legal action in the form of Penalty Notice or Prosecution under section 444(1) of the Education Act 1996 may follow.
- A student becomes a persistent absentee when their attendance drops below 90% at any point during the academic year. This is detrimental to a student's education and their prospects upon leaving school. If your child's attendance drops below 90% they will be missing at least 4 weeks an academic year and missing over ½ a year over 5 years.

We wish you all a restful and enjoyable summer holiday and look forward to welcoming your child back at the following times in September.

Tuesday September 5th

Year 7 pupils- 8.30am

Wednesday September 6th

Year 11 pupils- 8.30am

Year 8, 9, 10 pupils – 9.00am

Yours sincerely



Karl Mackey
Principal
The Albion Academy