

21st July 2017

Our Ref: AMC.KH.2412

Your Ref:

Dear Parent/Carer,

Re: Attendance & Standards

I would like to take this opportunity to introduce myself as the new Vice Principal, responsible for Behaviour and Attendance. I am pleased and proud to be working with you all in ensuring your son or daughter achieves the very best outcomes that they are capable of. To ensure this, we will be making some slight changes to our expectations around punctuality and uniform.

Uniform:

There have been a number of interpretations of what is and is not acceptable uniform and we believe it is time to clarify our expectations for students and parents over what uniform is, and is not, acceptable. The biggest changes are around the following expectations:

- **All students will be expected to wear formal, polishable shoes**
- **All students will be expected to have their shirts tucked in at all times**
- **All students will be expected to wear their blazer at all times**
- **No outdoor coats are to be worn in the building**

Uniform Expectations:

- RSA Academy Blazer with school badge
- RSA Academy school tie with House colour
- White shirt or blouse (plain blouse), no 'open neck'
- Smart, black, full length tailored trousers (no denim or leggings). **Trousers must have a zip and button fastening** or smart, black, tailored knee length skirt
- Thick, plain black or grey socks or plain flesh-coloured tights
- Polishable plain black sensible shoes (preferably with laces), no boots, no patterns, stripes or logos, no pumps, trainers or leisure shoes
- Plain black coat (**no bigger than credit card sized logo**)

Sports/Dance Kit:

- RSA Academy rugby shirt and/or RSA Academy polo shirt
- Black rugby socks with gold stripe turnover
- Black shorts
- Plain black tracksuit bottoms (optional) or plain black leggings
- Training shoes or football boots as appropriate

See Academy website for picture examples of acceptable uniform

The following points of clarification should be noted:

- Students are allowed to wear a maximum of one pair of small, plain stud earrings in the lobe of the ears and a wrist watch.
- No make-up or facial piercings of any description.
- No Nail polish or false nails
- Clothing should be clean, tidy and neat - all shirts must be tucked in and top buttons fastened.
- Sandals, of any type and backless shoes **are not** to be worn.
- Items other than those listed in the uniform list **are not to** be worn.
- Hair should be neat, tidy and safe with no extremes of fashion – tramlines and/or patterns are not allowed. Where hair is coloured, it should be natural shades only.
- School bags should be either the Academy bag or, should a larger one be required, it must be plain with no obvious logos or markings.
- Baseball caps should not be worn on the Academy site.

We understand that some parents may ask how wearing shoes or tucking in a shirt will impact on learning. Our response to this is clear: having 'rules' makes life easier for everyone and it creates a safer environment. Avoiding extremes of footwear and tucking in a shirt mean that all students look smart and professional. This impacts on the reputation of the academy and the students. If our school reputation is good, students are more likely to get college or work placements in future. Having rules means that boundaries are in place and it teaches students that life and work involve boundaries for all of us.

From **Wednesday 6th September 2017**, when students return to the academy after the summer break, any students who do not adhere to the rules will **be sent home** or remain off timetable until their uniform meets our school policy.

Punctuality:

We would like to thank all parents and carers for supporting our drive to improve punctuality. Very few students are now arriving later than 8.30am.

From Thursday 7th September 2017 we will operate a new system of detentions for all students who arrive late, in order to ensure that the Academy day is able to start promptly at 8.30am we are asking that **all students** arrive on site by **8.25am each morning**.

All students that arrive after this time will be expected to attend a detention for 20 minutes at lunchtime. Any student who fails to attend at lunchtime will be kept for an hour at the end of that same day. We will notify you if your child has arrived late to school or is required to attend detention after school.

Please reinforce with your son/daughter the need to be in school by **8.25am**. Any student arriving through the school gate after this time will be deemed to be late. This slight adjustment in time is to enable them to have arrived at their Tutor Room, ready to begin their learning at 8.30am.



We believe firmly that if our students are smartly dressed in a uniform consistent with Academy policy and arrive on time, they will be prepared for learning in the classroom. By working together we can ensure the best possible start to every day for all of our students and make sure we maximise their learning opportunities.

Please do not hesitate to contact me should you have any queries in respect of the above arrangements and I thank you in advance for your support.

Last day of term arrangements, Tuesday 25th July:

Please remember that school will finish at 12.10pm on the last day of term. Please can you ensure that suitable arrangements are made for your child to get home safely. Students will be able to purchase hot food or sandwiches at break time only.

First days of term arrangements, Wednesday 6th and Thursday 7th September:

Due to the opening of the new building we will be staggering the entry of students into school to ensure a smooth start to the academic year. Students need to arrive on the days and for the times below, in full uniform.

Wednesday 6th September

8.25am: Years 7, 8, 11 and 13 return to the Academy

Upon arrival:

Year 7: Line up on the new playground (staff will be around to direct students)

Year 8: Line up on the MUGA and Tutors

Year 11: Straight to Tutor Room

Year 13: Straight to Tutor Room

All students will be in normal lessons from period 2 onwards and will need to bring all of their equipment including their PE kit.

Thursday 7th September

8.25 am: Years 9 and 10 return to the Academy

Upon arrival:

Year 9: Straight to Tutor Room

Year 10: Straight to Tutor Room

New timings of school day:

A reminder that the school day will start at 8.30am and finish at 3.00pm every day. There will be five, 1 hour lessons per day separated by a morning break and lunch. Monday to Thursday, all students will be offered an enrichment activity from 3.00pm until 4.00pm (this will be called session 6); this is so that we can continue to offer our students a wider school experience. Cadets, D of E, Production, Music and Sports Clubs will be amongst the offer at this time, some of these activities will require students to attend more than 1 session per week. **Session 6 will be compulsory for all year 11, Monday to Thursday, as they are in their final year of GCSE study.** Year 7 will also have a compulsory session 6 every Monday to ensure we embed them fully into the ethos of the school.

Yours sincerely,



Mr A McLean
Vice Principal

