

September 2019

Dear Parent/Carer

**Welcome to the new school year!**

We hope that you've all had a lovely summer break and would like to welcome your child back to the new school year and support him/her to get the most out of it, to enjoy and achieve. To be able to make the most positive start possible, to continue as we mean to go on and in order to support all students, I would like to take this opportunity to remind you of the following:

**Attendance and punctuality**

To get the most out of school and achieve their full potential, all students must strive to attend school every day and always on time at 8.15am. Please note that for arrival after 8.20am, a text message will be sent home, and for arrival after 8.25am, a same day detention for 30 minutes will be issued. Please see pages 4 & 7 of the student planner for timings of the academy day and term dates so that you can plan any appointments and holidays around these.

**Uniform, equipment & mobile phones**

Please ensure your child wears the correct uniform every day and doesn't try to adapt it in any way including narrowing trouser legs and rolling skirt tops over. Plain black shoes, (no boots, no decoration) and black socks/tights must also be worn. No jewellery or nail varnish is allowed to be worn in school. If unsure, please check pages 22 - 23 of the student planner or our website.

All students are expected to bring a bag to school every day for their planner, PE kit and basic equipment including pen, pencil and ruler. Years 7 & 8 will also need to bring a reading book every day.

Any mobile telephones found in school during the academy day will be confiscated and will only be returned to a parent/carer at the end of the academy day. If you need to contact your son daughter during the day, this can be done via the Student Information Desk (SID).

As we endeavour to keep all of our students safe and happy, please also take the time to read through pages 10 - 11 and 24 - 25 of the student planner. Inappropriate use of social media and serious breaches of academy rules may result in C5 consequences or even exclusion.

**Food & Drink**

Students may bring their own healthy packed lunches to school, but please note that no energy or fizzy drinks are permitted and we discourage all sweets and sugary drinks/foods. We encourage students to bring their own refillable water bottles. Students who buy their snacks and lunches in school should now be prepaying into their accounts using the online payment as we move to a cashless system. If you have not received or have a problem with your login details, please contact enquiries ([enquiries@cityfields.outwood.com](mailto:enquiries@cityfields.outwood.com)) online or SID Reception ext 317 as soon as possible.

May I take this opportunity to thank you for your continued support.

We are looking forward to working with you in supporting your child over the coming year.

Yours faithfully



Elizabeth Ford

Principal

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 WFI 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.