

11 September 2024

Dear Parents and Carers

I write to you after a wonderful first week back at the academy. Thank you so much for ensuring that your child was here, on time, and looking immaculate in their uniform. It was great to see so many smiling faces and students ready to learn. We have given out over 5000 praise points since we have returned which shows just how well our young people are doing.

As parents and carers, you can see all the praise comments that your child receives on our Parent Portal. Here, you will also be able to see your child's attendance, any sanctions they have received and when they are due to sit them, and their timetable.

Many of our parents are already on our portal. If not, please visit [Outwood Portal](#) to sign-in:

1. Enter your email address
2. Check your inbox for a special "magic link"
3. Tap on the link to sign-in! Magic links usually arrive very quickly but can take a few moments at busy times. If one does not arrive after a few minutes, please check your spam folder in the first instance.

Parental access to the Portal is via the email address we hold on your child's record. If you need to check that the information we have for you is correct, please contact Reception on the above number. Please note, only parents/carers with parental responsibility will be able to access the Portal.

## Attendance

Attendance was great last week - thank you. Just a reminder that the government has introduced new attendance rules which are now in effect. [Further Attendance information.](#)

Attendance fines are now issued for 5 or more consecutive days of term time leave AND / OR 10 sessions of unauthorised absence in 10 weeks. 1 full day at school is 2 sessions, so missing a day is missing 2 sessions.

The changes also mean that we have to close our registers now at 8:55am, so any student who arrives after this time will have to be recorded as (U), and as missing the morning session. So 10 episodes of lateness could result in a fixed penalty notice for attendance. This is a significant change to previously, so it is really important that all of our young people get here on time.

## Communication

It's really important that the academy and parents work closely together to ensure the best outcomes for our young people, so I wanted to introduce you to, or remind you of, the many existing methods of communication we have in place. As an academy, we deal with hundreds of

elements of communication on a daily basis so, depending on urgency, we have a range of options available.

## **Email**

The vast majority of our staff are student facing throughout the day. Therefore, the most convenient way to communicate is via email. If you know the name of the staff member you are trying to contact you can email them directly by using their first initial and surname in the following email format [initial.surname@hindley.outwood.com](mailto:initial.surname@hindley.outwood.com). Alternatively, you can email [enquiries@hindley.outwood.com](mailto:enquiries@hindley.outwood.com) and the reception will forward it to the most appropriate person, but emailing the staff member directly is likely to receive a quicker response.

We aim to respond to all communication received in this format within 3 working days but please bear in mind that this may vary if a staff member is absent.

If the issue is pastoral, please contact your child's Form Tutor in the first instance. If the matter is academic, please contact the relevant class teacher.

In addition, each year group has a Learning Manager, another key point of contact for your child:

- Year 7- Mrs J Grundy - [j.grundy@hindley.outwood.com](mailto:j.grundy@hindley.outwood.com)
- Year 8- Mr C Hale - [c.hale@hindley.outwood.com](mailto:c.hale@hindley.outwood.com)
- Year 9- Mr K Whelan - [k.whelan@hindley.outwood.com](mailto:k.whelan@hindley.outwood.com)
- Year 10- Mr M Brown - [m.brown@hindley.outwood.com](mailto:m.brown@hindley.outwood.com)
- Year 11- Mrs B Ormrod- [b.ormrod@hindley.outwood.com](mailto:b.ormrod@hindley.outwood.com)

Our SENDCO, Mr Holden's email address is [p.holden@hindley.outwood.com](mailto:p.holden@hindley.outwood.com) Mr Holden is the point of contact should you have any questions regarding your child's additional educational needs. If your child has an Education, Health and Care Plan (EHCP), your point of contact is Ms Carney, [l.carney@hindley.outwood.com](mailto:l.carney@hindley.outwood.com) our SEND officer.

## **Social Media**

Information about school activities and parental messages are regularly posted on our X (formerly Twitter) account, @OutwoodHindley and Instagram @outwoodhindley. We are immensely proud of our students' achievements and enjoy showcasing their exceptional work via social media too.

## **Written Communication**

We use text messages as a quick way to share information including reminders about key events and links to parental letters. Please note, all text messages will be sent to the first named contact on your child's record. Parental letters are published on the school's website, under the section titled 'Updates from the Academy'.

## **Telephone Contact**

When you call school, you will be offered a menu of the most frequent extension numbers e.g. Attendance. If you don't know the extension number of the colleague you are trying to contact, please hold and your call will be answered by Reception. Please note our Reception is only manned

by one member of staff, so please only call school if your enquiry is urgent, and an email is not appropriate.

### **Student Planner**

We work hard to ensure that the planner involves lots of information that is useful to not only students but also to their parents/carers. If you have not already done so, please have a look at your child's planner. This may contain messages from staff, should contain all your child's homework, and, as a result, should be kept neat, tidy, organised and free from graffiti. Please check your child's planner regularly to ensure this is the case.

### **What we teach your child**

There is a vast amount of information on our website. You can find out more about what we teach in each subject via the Subject Overview pages (found under the Curriculum tab) [Subject Overviews - Outwood Academy Hindley](#)

### **Your child's progress**

Praising Stars reports provide you with information on how your child is getting on in all of their subjects. Each report will include effort and attainment grades, along with any homework or attendance concerns and requests by teachers to see you at Parents' Evenings.

Thank you again for your ongoing support.

Yours faithfully,



J Norman  
Principal