

18 July 2024

Dear Parents/Carers,

I would like to firstly thank all parents and carers who work with us every single day to support our standards and expectations. As you are aware these are high and unfortunately for some students mean that we start the day with a negative conversation instead of a positive one.

As a Trust we are having a refocus on these standards and expectations and what we expect **all** of our young people to adhere to by attending our academy. I have detailed below what this will entail, **the vast majority of these are already in place, however, the sanctioning of non-compliance will change.** These changes will start on our return in September, however we are spending time this week ensuring students are aware of these changes. I would appreciate you familiarising yourself with these carefully and discussing with your child.

## GENERAL

- Students must bring a suitable school bag with them every day. Bags must be big enough to fit an A4 folder. Students will be expected to loan an academy bag if they come without one and an appropriate sanction will be issued immediately.
- Basic equipment such as a pen, pencil, ruler and rubber should be brought every day. We ask that for safety reasons pencil sharpeners are NOT brought onto the academy site, every room has a heavy-duty sharpener for students to use. These should be in a pencil case. If possible, it would be appreciated if your child could bring their own scientific calculator.
- Skirts must be worn with tights - these should be a minimum of 40 denier.
- Jumpers are optional but must be a plain black knitted V neck jumper (but do not need to be purchased through Trutex). No other tops can be worn. The jumper is not a substitute for the blazer.
- Shirts are expected to be tucked in at all times.
- Socks should be plain black (unless there is a justified signed note in the planner explaining why). A sanction will be issued when a student arrives without these and a pair of new socks provided which must be worn. Please ensure you have plenty of plain black socks ready to be used.

## JEWELLERY and MAKEUP

- No items of jewellery are allowed (other than a watch). **Clear plastic retainers are NOT allowed.** Please note that watches of any kind are no longer permitted in examination rooms.
- Medic alert jewellery is permitted. Please discuss with the Academy Principal for each individual case. Friendship bracelets are not permitted. One charity bracelet is allowed.
- False nails / gel nails / nail polish are not allowed.
- Makeup must be discrete. If it is noticeable then it is not discrete.
- False eyelashes of any kind are not allowed.

Sometimes students tell us that they cannot remove gel nails or false eyelashes, or take out a piercing because it will heal up. These are not acceptable reasons as we have repeatedly made our policy very clear, which states that these items should not be worn in school. Any student intending to have a piercing, should do so at the very start of the summer holiday, as the jewellery will have to be removed by the time that we return in September.

### **SHOES (And medical evidence)**

- Please refer to the Trust “shoe guide” which can be found on our website [HERE](#). This is being updated over the coming weeks.
- Shoes should be plain black (leather or leather-like). Shoes with gold or silver buckles etc (eg Vivienne Westwood type) or trims are not allowed and neither are boots, pumps, trainers, jelly or canvas shoes.
- Embellishments of any kind including orbs, bows etc are not permitted.
- If your child requires a different type of footwear for medical reasons then you should arrange an appointment in school with a member of the senior leadership team where medical evidence will be required. In this event, any trainers allowed must be plain black and unbranded.

### **SKIRTS**

Skirts must be worn correctly at all times and may not be rolled up, modified or gathered in any way. There are no exceptions to this. If a skirt does not fit correctly for any reason, then it remains a parent or carers responsibility to ensure that a different size is purchased but the academy will help where it is able, for example by loaning a size that fits. Should your child need a bespoke size, for any reason, please arrange to meet with the relevant Learning Manager who will support. Where a pupil has rolled a skirt then this will be deemed to be a deliberate uniform misdemeanour and a sanction will be issued.

We will continue to offer a logo and a non-logo option next year. However, the only non-logo skirt option that will be permitted is a box-pleat style. This is because it is taking a significant amount of time each day to check uniform, make sure that our policy is being up-held and ensure that our students look as smart and appropriate for school as possible. The decision to move to the box-pleat skirt will remove the confusion with the distinction between a tube skirt and a pencil skirt and ensure that time, at the start of the day, will be spent having positive conversations and accessing precious learning time from the moment students arrive at the academy.

Moving forwards, the guidance on skirts is as follows:

**Outwood Logo options - Available** to purchase from the Trutex store.

The Trutex website offers a pencil skirt and a pleated skirt (the pencil skirt will not be available from September 2025 so this will be the last year of this design).

#### **Non-logo options**

2.5-inch box pleat style **ONLY**.

*The minimum length of the skirt is 18 inches* (most secondary school students would need a 20-inch length). These are available from almost all supermarkets and from websites such as Amazon for around £5. (Search: Box pleat school skirt)



**Please note that any other style non-logo skirt will not be permitted.**

We have some vintage uniform on site which we give to students for free (freshly washed), this uniform is kindly provided to us when students outgrow theirs or leave the academy. We welcome all donated uniform via the green uniform recycle bin placed outside of main reception. The Normanton Uniform Exchange also takes donations and you can access this for a small donation to the Normanton foodbank. For families struggling to purchase uniform we have a hardship fund (details on our website).

**OTHER:**

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 school. Eating is only allowed in the dining room.

We encourage students to bring a refillable water bottle – there are water stations in the Dining Room and Sports Block 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 must have no knowledge it is with them on site). We are not liable for any breakages or theft. If a phone is seen it will be confiscated for collection by the student in the first instance at the end of the academy day.

Students are expected to bring their planner with them every day, this must be kept tidy and not be defaced or a new one will be expected to be purchased. This will be needed to attend enrichment from September as well as it holding essential information. In September, not having a bag or planner will result in a sanction.

I know that some students find it very difficult to be organised in bringing their own planner and equipment to school every day, however, this is part of becoming a young adult. Please support this routine with your child.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J. Pape'.

Mr J Pape  
Principal