

Ref: DSM/TKE//Parent-Carer/110

July 2022

Dear Parents/Carers

As I approach the end of this academic year with Outwood Academy Brumby, I'd like to take this opportunity to thank students, parents and staff for making me feel very much a part of the school community and I am looking forward to what 2022/2023 will bring.

As you are already aware, the Academy has high expectations of all our students in terms of behaviour, uniform and effort. These high expectations are all outlined in the student planner and form the foundations to enable us to achieve the best possible outcomes for all of our students. Therefore, please may I remind you of some of the expectations of the school in this letter and to share some information for your child's return to school on **Monday 5th September 2022**.

ATTENDANCE

We are committed to maximising educational opportunities and achievement for all students. For students to gain the most from their time at Outwood Academy Brumby, it is vital that they have excellent levels of attendance and punctuality. We would ask that our students strive for 100% attendance, however, should your child's attendance fall below 96% our attendance team will begin attendance intervention procedures with you. Students arriving after 9:00am, without prior consent or without medical evidence will be coded as "U" in the register. This means that they have arrived after registration has closed. **Having U codes in the register could provide grounds for prosecution as it is an unauthorised absence code and affects student's attendance.**

PUNCTUALITY

Students are expected to be **at the academy at 8:15am** every day. The movement bell sounds at 8:20am and students should be **in lessons at 8:25am**. Any students who arrive after 8:20am will be issued with a detention. If your child has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the academy, a late detention will be issued.

ILLNESS

If your child is absent, please call the academy on each day of their absence before 9:00am, and state the reasons for their non-attendance. If we do not hear from you, a truancy text message will be sent and calls will also be made home by the attendance team. Following these actions, should we still receive no response from you, an unauthorised mark will be entered in the register for your child. We are able to authorise up to 2 consecutive days of illness without medical evidence, however, should your child be absent for more than 2 days we must receive medical evidence for your child's file. After three separate occasions within one academic year, absences due to illness will no longer be authorised, unless you provide medical evidence (Doctor's appointment card or copy prescription). Unauthorised marks may lead to a Penalty Notice (fine) being issued. If your child has an ongoing medical condition, evidence of this must be provided.

HOLIDAYS

Please do not remove your child from their education for the purpose of a holiday. If you do, we will formally request the Local Authority to serve you with a Fixed Penalty Notice. Fixed Penalties require each parent to pay a fine of £60 (per child, per week) if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale will result in a summons to appear before the magistrate's court. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays, days out etc.

PLANNERS

Students must have their planners every day. These are to be placed on their desk in each lesson, utilising the red/amber/green traffic light system. Graffiti and drawing on planners is not acceptable and a detention will be issued to any student who has defaced their planner in any way. If defaced, the planner will be confiscated and a new one must be purchased by parents. Each day a student without a planner will incur a detention.

DATA COLLECTION

I am sure you understand the importance of the Academy being able to contact parents/carers in the unlikely event of an emergency, therefore we ask that you please complete the Data Collection form, available on our website or by using the following link: <https://forms.gle/uZeUn8cKXRHdiDxb9>. If you are not able to complete the form online please contact us for a printed copy to be sent home to you.

FIRST DAY BACK IN SEPTEMBER

All students should arrive at 8:15am. Y7 students will attend an assembly in the Hall, parents/carers of Y7 students will receive a separate letter informing you in more detail from Mrs Patrick, whilst all other students will go to their VMG rooms.

Should you have any questions or concerns, please complete the 'contact us' form on the website: www.brumby.outwood.com. Please note that other useful information can also be found on the school website including letters and updates and under 'Subject Overviews' you can also see what your child is learning.

I wish to end this letter by thanking you for your continued support and I hope you have a most enjoyable Summer break. I am really looking forward to continuing to work with you all in September and welcoming our new year 7 students.

Yours faithfully



Darren Smith
Principal