



Outwood Academy Portland

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Principal: Mrs Danielle Sheehan

Our ref: DSH/MGR

27th April 2026

Dear Parents and Carers,

We hope this letter finds you well. We are writing to share a reminder and request your continued support in two important areas of school life: student attendance and the appropriate use of mobile phones during the school day.

First, attendance remains a key priority for us. Regular attendance is vital for students to make good progress, build confidence, and develop the habits that will support them in later life, including employment. We understand that from time to time students may feel unwell; however, we are increasingly seeing situations where minor ailments result in requests to go home.

In a workplace setting, individuals are often expected to continue with their day despite minor discomforts, and we are keen to help our students build resilience and this understanding as part of their preparation for adulthood.

We are also seeing an increase in students contacting parents directly during the school day when they are unhappy with a situation or feeling slightly unwell, which can then lead to requests from parents to carry out a check in with their child or for them to be collected or sent home. While we fully understand the instinct to support your child, we would appreciate your help in encouraging them to follow school procedures so that any concerns can be appropriately assessed by staff.

Please be assured that students are supervised throughout the day by experienced and caring staff. If a student is unwell, we have clear systems in place.



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 WF1 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.

Staff can use our duty call system to request support, and students will be assessed by trained personnel. We also have a well-established first aid system, and any medication required during the school day is safely managed by staff.

We kindly ask that students do not contact home directly during the school day, and that any concerns are raised through the appropriate school channels.

In addition, we would like to remind families that mobile phones must not be used during the school day. Phones should be switched off and stored in the bottom of school bags. If a student is found using their phone during the day, it will be confiscated in line with school policy. This helps us maintain a calm, focused learning environment for all students.

We appreciate your support in reinforcing these expectations at home. By working together, we can continue to improve attendance, reduce disruption, and ensure the best possible experience for every student.

Thank you for your ongoing cooperation.

Yours faithfully

A handwritten signature in cursive script that reads "D Sheehan". The signature is written in black ink on a light-colored background.

Danielle Sheehan
Principal