



**Outwood Academy Bishopsgarth**

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Principal: Jason Rhodes

20 February 2026

Dear Parent/Carer,

## **RE: Expectations for the New Term – Punctuality, Uniform, and Behaviour**

As we prepare to welcome our students back to the academy after the half-term break, I would like to reiterate the high standards we expect to ensure every child can thrive in a safe, respectful, and responsible environment. Our "Positive Discipline for Learning and Life" policy is designed to foster self-discipline and integrity, and your support in upholding these standards is invaluable.

### **Punctuality and Attendance**

Punctuality is an essential life skill that prepares them for the adult world. At school it ensures students do not miss vital information at the start of their school day, as we begin each day directly in lessons and not in a morning tutor group as some schools do. Students should aim to arrive by 8:15 am to be ready for the start of the day. Please note the following procedures:

- Any student arriving late: after **8:25 am**, will have their planner stamped with their arrival time.
- Late arrival without a satisfactory reason will result in a detention sanction, as per our behaviour policy
- Arrival after 9.00 am, when registers officially close, is recorded as an unauthorised absence (Code U) for the entire morning session. Accumulating 10 sessions of unauthorised absence may lead to escalation to the Local Authority and potential legal intervention, such as a Fixed Penalty Notice.

### **Uniform**

Maintaining a professional appearance reflects a student's pride in themselves and their school. We expect all students to wear their academy uniform correctly at all times. Furthermore, being "responsible" means coming to school fully equipped to learn. Common uniform issues to address are:

- Incorrect trousers (often flared)
- Trainers or boots instead of shoes
- Jewellery such as piercings, rings and bracelets
- Missing items such as a blazer or tie.

## Mobile Phones

Use of mobile phones is not permitted once the student enters school across the 'purple line'. Should a student be found with their phone out they will be asked to hand the phone over to the member of staff until the end of the day. The phone will be kept at reception for them to collect. Should you wish to contact your child on the day, please call the Academy reception. Should your child need to speak with you during the day their Learning manager will arrange this during social time. However this must be an urgent issue. Should a student persistently infringe these expectations, we will request that your child leaves their mobile phone at reception at the start of the day to prevent any further behaviour issues arising from its use.

## Behaviour and Sanctions

Our academy culture is built on being safe, respectful, and responsible. We expect students to follow all instructions from staff "first time, every time" to maintain a safe learning environment. We are proud to celebrate all of the amazing achievements through events such as Praising stars celebrations, ACE events and 'Proud Thursday'. We prefer to focus on rewards and "top of the pyramid" behaviour, however, sanctions are necessary when expectations are not met.

- Parents/carers are expected to support the academy's policy on sanctions, including detentions.
- Completing sanctions is a requirement, and failure to do so may lead to further interventions, such as time in the Reflection Room which ends at 3.30pm or a Personal Development Centre.

By working together, we can ensure that every student returns with the right habits to achieve a great future. We look forward to seeing our students back in the academy on Monday 2nd March at 8.20am prompt

Yours faithfully,



Mr Jason Rhodes  
Principal