

21 July 2017

Dear parent / carer

I am delighted to be able to welcome your child to Outwood Academy Acklam on Monday 4 September 2017. As you may be aware students need to be inside the gates by 8.20am each day, including the 4 September, ensuring students are in lessons ready to learn at 8.25am. On Monday 4 September students are to arrive in school by 8.20am however many of our students attend earlier than this and go straight to the dining hall where they can access breakfast free of charge each day. Your child will be more than welcome to join us for this.

Please find additional details that may help you and your child on starting at Outwood Academy Acklam.

Uniform Collection prior to starting in September:

Uniform will be available for collection on Wednesday August 16 2017 between 10.00am and 1.00pm. Please come in to school through reception and then there will be staff present to support you with your collection. If you have any queries after this date regarding uniform then please contact the school by phone on Friday 1 September 2017.

Information regarding buses and transport:

Many of our students take buses to and from school. If you have contacted the school regarding this then you will receive information separately. For students who have a bus pass the drop off and collection point for all students is at the designated area between gate 1 and gate 2. Buses are in bays at the end of the day. If your child has any issues regarding the buses they are to speak with a member of duty staff that will be positioned at both gate 1 and gate 2. In addition to this some children walk, some cycle and some are dropped off by relatives. If at all possible we encourage parents / carers to avoid dropping off / collecting in cars as this can cause severe disruption to the school site. If your child does require being dropped off or collected in a car then please ensure you do not park in any area that causes a disruption e.g. blocking lanes of traffic, causing an obstruction to student crossing areas. If your child walks to school they must use the designated crossing areas e.g. where painted white lines exist on site and the Hall Drive pedestrian light crossing. For those students who cycle they must enter the school site using the designated cycle lanes and are to leave their bikes in the bike sheds at the front of school near reception.

Timings for the school day:

Arrival by 8.20am	Students to arrive in school by 8.20am.
P1 8.25am – 9.25am	Students are to be at their lesson ready for learning by 8.25am.
P2 9.25am – 10.25am	
10.25am – 10.43am	Break / VMG – your child will be informed which time they have break
10.43am – 11am	Break / VMG – your child will be informed which time they have break
P3 11am – 12pm	
P4 12pm – 1.30pm	All students will gain 30 minutes within this hour and a half to have their lunch. Year 7s will have their lunch between 12.30pm and 1pm. When they are not in lunch they will be in their period 4 classroom.
P5 1.30pm – 2.30pm	
2.30pm – 3.30pm	Students can participate in a range of enrichment activities during this one hour session. If a student gains a detention this will also take place between 2.30pm and 3.30pm. We give students at least 24 hours notice for detentions. This notice is given through a sticker which students are to place in their planner. If a student will not accept the sticker the detention is still logged and must be attended.

An outline of day 1 for Y7 students (Monday 4th September):

Arrival by 8.20am	Students to arrive in school by 8.20am.
P1 8.25am – 9.25am	Y7 students are to go to the theatre. They will be collected by older students from their VMG and will then be taken to meet their VMG group and tutor. They will remain in VMG for all of period 1.
P2 9.25am – 10.25am	Y7 Consequences Assembly in the theatre.
10.25am – 10.43am	Break / VMG – your child will be informed which time they have break
10.43am – 11am	Break / VMG – your child will be informed which time they have break
P3 11am – 12pm	Normal lesson as stated on their timetable which will be issued in VMG P1
P4 12pm – 1.30pm	Year 7s on lunch at 12.30pm
P5 1.30pm – 2.30pm	Normal lesson as stated on their timetable which will be issued in VMG P1
2.30pm	School finishes

Consequences and Expectations:

Y7 students will all gain information on Monday 4 September P2 about Consequences and our behaviour expectations through an assembly. Consequences will then be used in all lessons and around school with all Y7 students, as is the case for students in all year groups. Please be aware that we currently issue C4 detentions for a variety of concerns including:

- Chewing gum
- Swearing / inappropriate language overheard by a staff member
- Not having a planner
- Incorrect uniform
- Wearing jewellery / inappropriate hair accessories
- Wearing make-up / nail polish
- Being late to a lesson
- Out of bounds
- Inappropriate behaviour around the academy
- Using ICT inappropriately e.g. games

Planners and how to use them:

All students will be issued with a planner in PI (VMG) on Monday 4th September. It is the student's responsibility to keep their planner safe and to ensure that they bring their planner with them each day. The student planner houses information regarding the academy and has resources that may be used within lessons. The planner will also help students record homework and organise their week, including enrichment sessions. Any detentions received will be recorded on a yellow sticker and issued to students. It is the student's responsibility to place this sticker into their planner so they don't forget to attend their detention. If a detention is not attended due to absence then it is the student's responsibility to attend the next available detention (this will be the next day they are in the academy for an SLT detention or the following week on the same day as detention missed for a subject area). Failure to attend a detention will immediately result in a C5 – a day in the Consequences Room which will start at 8.25am and finish at 3.30pm. Please ensure you check your child's planner daily and sign their planner weekly to show you have seen it.

What to do if you or your child needs support:

We understand that the transition to a new school can be both an exciting and nerve – wracking time for students and parents / carers. With this in mind, we have key staff members that link specifically to Year 7. The Learning Manager for this year group is Mr Smith and Mrs Eastwood is the Senior Leader assigned to this year. Subject teachers will support your child within lessons. If you have any medical queries or information regarding medical needs for your child then Mrs Sutcliffe can be contacted. Mrs Richardson oversees all work that goes on regarding Special Educational Needs and or Disabilities (SEND) and can be contacted if you require assistance or guidance within this area. If you have any general queries then you can contact reception and they will be able to inform you of the best person to speak with.

Finally, I would like to take this opportunity to wish you all a wonderful summer and I will look forward to seeing all of our students at the academy bright and early on Monday 4 September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Howe', written in a cursive style.

Miss A Howe
Associate Principal