

18 July 2019

Dear Parents and Carers

### **End of Term Arrangements and Notices**

The summer term ends at **12.05pm on Friday 19 July** for students. The bus company has been alerted of the early school closure and Reception will remain open until 1.00pm. Students entitled to free school meals will be able to use their entitlement during the morning break times. All students have been asked to empty their lockers and return their locker keys to Student Services. New locker keys will be allocated on Wednesday 4 September. Lost locker keys will be charged at £5.00.

### **Collection of examination results**

**A Level results** will be available for collection 9am – 10am on **Thursday 15 August** and **GCSE results** on **Thursday 22 August** should be collected 10am – 10.30am. Students can provide a stamped addressed envelope for results to be sent out, if not they will need to arrange to come into the Academy at another time to collect any results not collected on the day. If students would like a nominated person to collect results on their behalf, they need to provide written consent or send an email to the Exams Officer, Miss Towes on: exams@stroodacademy.org

### **Start of the autumn term**

The first two days of the new academic year and induction will take place on Monday 2 September and Tuesday 3 September for **new Year 7 students only**. On Monday 2 September registration is at 9.40am and the day will finish early at 2pm. This is to allow us to induct students into the building and their new tutor groups effectively. On Tuesday 3 September year 7 students will attend a full school day with registration at 8.45am and a 3.05pm finish.

**All students** should be in school for registration at **8.45am on Wednesday 4 September 2019**. Existing students will keep their current lanyard and cards. Please note that students must have their ID cards with them at all times and failure to do so will result in students being sent home to collect them. Students found with defaced cards will be expected to replace them. Replacement cards are charged at £3.00. Details regarding loading money onto year 7 new cards for cashless catering will be sent under separate cover during the summer holiday.

### **Additional notes regarding uniform and physical education kit**

All students must be in full uniform for the first day of term. We are very grateful for the support of parents on this matter and will continue to send the tiny minority of young people home to change, without notice, if they do not comply. Each autumn term a few children arrive with a variety of unacceptable haircuts or body piercings and the same sending home protocol will apply. As a reminder, Academy rules regarding haircuts is that they should not be extreme (i.e. lines cut into short hair or non-natural hair colours) and body piercings are forbidden. One pair of simple stud earrings in the lobe of the ear is permissible. Make up should be discrete and false nails are also forbidden in school. Girls' skirts should not be rolled up and if new skirts have been purchased; both logos **MUST** be on show at all times. Please find attached the uniform policy for your information.

We have some superb indoor sports facilities in the building. In the same way as using other public or private facilities all users must have clean footwear and it would be prudent to keep a pair of inexpensive 'trainers' for this purpose.

The Academy operates a hardship fund to support any family whose children are in receipt of free school meals. Please contact my PA Mrs Sarah West in confidence, if you would like to discuss this further.

### **Behaviour**

We have been very pleased with the students' behaviour in the building but I feel it prudent to remind you that students who deliberately throw items off the balcony or who tamper with fire equipment are highly likely to be permanently excluded. Although this may appear a somewhat draconian approach it is important that we have high standards regarding expectations of behaviour whilst minimising any risk to students' health and safety.

The Academy has three Golden rules (which underpin the Academy values) – that it expects all students to conform to:

1. Always try your best
2. Follow a direct instruction
3. Be polite and respectful

Sanctions will be imposed if students fail to follow these Golden Rules.

### **Safeguarding at the Academy**

Whilst we encourage students to attend before and after school clubs, I would like to take this opportunity to remind parents that the Academy is accessible for students from 7.30am. Students should NOT be arriving at the Academy before this time. If students arrive after 7.30am they can attend the morning Computer Club or wait in the Dining Area until the classroom doors are opened for students to go to their form rooms. After school clubs generally finish at 4.15pm, no clubs on Wednesdays as a result of staff training and no after school clubs on a Friday. We would not expect students to still be on the Academy site at 4.30pm (unless a specific arrangement has been made for the student to stay on later). Our Reception closes at 4.30pm. The main gates to the school will close at 8.30am to increase safeguarding and to ensure the health and safety of our students. If you drive to the Academy I encourage you to drop your child off by 8.30am so that they are in the building in good time for registration at 8.45am. Cars are not permitted on site to pick children up after school.

As a result of student concern, cameras are strategically placed at the entrance to the toilet areas. This is a safeguarding measure to continue to support students best whilst they are in school.

### **Mobile phones**

Whilst mobile phones are allowed in school, they are to be switched off and out of sight whilst on school premises. Mobile phones, ipods, MP3 players and headphones which are sighted will be confiscated and parents will be asked to collect them from Reception. Students should not bring expensive phones to school and we would advise an inexpensive phone if required. The Academy takes no responsibility for the care or loss of mobile phones.

### **Absence**

Student attendance at school is inextricably linked to their progress and children are to be encouraged to attend. We would like to thank you for your support regarding attendance as our overall attendance rate has improved every year since opening and we are proud to have the best attendance

across Medway secondary schools. As a reminder, holidays during term time will not be authorised and a penalty notices may be issued.

### **Parent Meetings**

Should you need to meet with a staff member, please call, or email to arrange a mutually convenient time to meet so that staff can fulfil their teaching commitments. Arrival at the Academy without a prearranged appointment may result in you not being able to meet with a member of staff and you will be asked to make an appointment.

### **Parent and Carer Contact Information**

Please be reminded to keep us updated of any changes to your contact details such as address or phone number changes. You can keep us updated by emailing [info@stroodacademy.org](mailto:info@stroodacademy.org)

### **ParentPay Balances**

If you currently have a student in Year 11 or the Sixth Form that will not be returning in September, any outstanding balances on the ParentPay account will be refunded to you during the summer holidays. If you would like the balance transferred to a sibling who will still be at the Academy in September, please contact the Main Office to arrange this.

### **Office Staff**

With the exception of Tuesday 30 July and Friday 2 August (when the school is closed for essential IT works), there will be office staff available during the summer holidays to assist you should you need it.

We would like to wish all families a happy and safe summer break.

Yours sincerely



**Mrs K Gunn**  
Principal