

BSI/ARA

21st January 2019

Dear Parent/Carer

I am writing to ask for your continued support in ensuring that students arrive to the Academy on time and meet the Academy's expectations.

Student cards

You will be aware that all students have a multi-functional 'smart card' which they must bring to school every day. This smart card allows students to register their attendance, buy breakfast and lunch and borrow books and laptops from the library. These cards also identify which students have permission to use our bus transport.

Without their smart card, students are unable to do any of the above. Recently, we have had a number of students not bringing their cards to school and this is unacceptable. If students have lost their card or the card is damaged they need to bring in £5 and they will be issued with a new card. The Academy tracks students who attend school without a card and will be following up with both students and parents/carers to ensure that every student has their card with them every day.

Late to school

The vast majority of our students attend school on time every day. Students must be in the Academy by 8.30am ready to start their first lesson at 8.35am. Students who are late to school not only lose valuable learning time but also disrupt the learning in the lesson. The Academy tracks students who arrive late to school on a daily basis. Any late arrivals will be followed up by the student care team and parents/carers will be contacted to ensure that every student is punctual every day.

Attendance

Outstanding attendance is key to achieving great outcomes. We expect all students to work towards a minimum target of over 97% attendance and to aspire to 100% attendance for each academic year. The Academy tracks attendance on a daily basis and closely monitors student absence. Any absence will be followed up by the student care team with both students and parents/carers to ensure every student attends school every day. Please note that the Academy will not authorise requests for holiday in term time.

Uniform

There are clear dress standards at Brooke Weston Academy and everyone is expected to dress professionally. Students in Years 7 to 11 must wear black trousers/skirt, black socks and black shoes, with a plain white shirt and a Brooke Weston Academy tie and jumper. Students in Years 12 and 13 must dress in formal business attire. All students are expected to maintain a neat and tidy appearance with no extreme piercings, tattoos or hairstyles. Hair dye, if used, should be a natural colour. Uniform is monitored on a daily basis. Students arriving to school without the correct uniform will be kept in isolation and parents/carers will be contacted to support the Academy with these expectations. Please look at the relevant policy on the Academy website for further detail and information.

Equipment

Students need to arrive at school ready to learn. This involves bringing the correct equipment to school. Academy expectations are that students bring pens, pencils and a calculator to school every day. The Academy tracks students who do not bring the correct equipment to school and tutors will be contacting parents/carers to ensure every student is ready to learn every day.

Thank you for your ongoing support in maintaining Brooke Weston's outstanding standards. If you have any questions, please do not hesitate to contact your child's tutor or the Student Care Team.

Yours sincerely

Pete Kirkbride
Principal