

20 July 2021

Dear Parent/Carer

As we reach the end of what has been a challenging but rewarding year, I would like to take this opportunity to express admiration for how our school community has worked together in the face of immense changes to our lives.

It has no doubt been a tough and worrying time for parents and carers. I would like to say thank you to you all for the support you are giving our young people as we all try to ensure they continue with their education; both students and staff have stepped up to all the new ways of working, persevering and continuing to work together to maintain the highest standards possible.

Our staff have shown determination and resilience; not only ensuring their lessons are delivered to the very best of their ability but also supporting and caring for their own families and adapting to their personal challenges. We are passionate about 'getting it right' for our students, ensuring they are equipped with everything they need to succeed and thrive in life, and seek to bring out the best in them by having the highest of expectations of each and everyone.

In order that we return in September, prepared and refreshed, could I ask you all to ensure your child adheres to the following information. I apologise for the extensive information but it's important you and your child understands the arrangements made for a swift and safe return.

### **Uniform Reminders**

Uniform standards are important for the Academy.

- Our shoe policy is clearly stated on page 23 of the Academy planner and states shoes should be plain black and free of embellishments. Gold logos, edging and other small splashes of colour are also in breach of our policy.
- With regards to other aspects of uniform: socks must be plain black, hair bands/bobbles must be plain black or purple, and should not be worn on wrists when not in use.
- Jewellery is not permitted.
- Any coat worn must be large enough to go over the blazer and should not be a hoody.
- We are a phone-free school. If a phone is seen or heard it must be handed over to a member of staff and a C4 detention will be issued. A parent/carer will then have to collect the phone from reception after 2:30pm. If a student refuses it will be dealt with

through our behaviour policy and could lead to an exclusion. Only 1.5% of students have received a sanction for their mobile phone being seen or heard on more than one occasion.

### **Equipment - pencil cases (see below for equipment)**

While the majority of students are well equipped, bringing in the appropriate items for their wide range of lessons, there remains a small minority who do not bring pens, pencils, rulers etc. All students should have a pencil case with the relevant stationery and this will be checked during form time to make sure students are prepared for their day's lessons. Equipment can be purchased from the school shop and the price list is at the end of this letter. Any families struggling will be supported. Do email us at [enquiries@grange.outwood.com](mailto:enquiries@grange.outwood.com) if this is the case.

### **Expectations**

The overarching aim of our behaviour policy is to promote positive behaviour, to ensure our students grow into safe, respectful and responsible citizens and to allow them to learn in a calm environment.

We want all of our students, during their time with us, to reach the top of the pyramid, meaning that they leave us as good citizens, and this is the rationale for our approach. We want our students to do this not only because they have to, but because they want to, and are mature enough to know how to do the right thing.

We have introduced clear entrance and exit routines that are consistent across all lessons and year groups so all students know what to do when they arrive and leave a lesson. These will be practised during the first week of September to re-embed these routines.

We follow a simple routine of hands-up for attention. If any member of staff raises their hand then all students show they are paying attention and waiting for the next set of instructions by placing all equipment down and raising their hand in the air. This works well to create calm transitions in and out of lessons.



Be phenomenal and remember...



## **Risk Assessment and Guidance from the DfE**

I would like to thank all parents/carers for your support in ensuring your child has adapted to the ever changing expectations within our Risk Management Plans; we have been continually responding to Government changes that have ensured your child has been safe in school. We have a current [Risk Assessment](#) in place that has been shared on our website that outlines the measures in place for September. We have made a very successful transition back into classrooms and students have coped very well with this. Expectations of all students have remained high and we are very proud of how they have once again adapted to change. If there are any relevant updates over the summer break, I will endeavour to communicate these to you.

## **Plans for September start, transition back into the Academy and Testing**

Monday 6 and Tuesday 7 September will be INSET days for staff, students will not be in the Academy on these days but there will be testing for some. We will commence testing for students on Thursday 2 September. Please see the plan attached at the end of this letter that outlines plans for the return to the Academy and plans for testing students. We have worked tirelessly to ensure all students have as smooth a transition back into the new academic year as possible. If a child cannot make testing day then this will unfortunately delay their start to the year, if consent is provided for a test. However, we will always place the safety of your child first and ensure we follow all relevant guidelines for testing. If consent is not provided your child will simply attend the academy on the day identified for their specific year group.

Testing - Points to note:

- Check the day offered for your child's year group and form group testing.
- Year 7 and Post 16 are in Surname order.
- Check the time of arrival for the test. They can leave straight after their test and parents/carers will be contacted should there be a positive case.
- Testing will be in the Sports Hall and students will access by walking around the outside of the building, following the same process as previously used in March.
- Year 7 students will be guided from the main gate and shown the direction of travel. Parents will not be able to accompany their child as we need to restrict contact but are welcome to remain outside the Academy gates or park on the bus park where students would normally be dropped off in the mornings.
- Testing schedule is included: Year 7 in alphabetical order Year 8 - 13 in Form Groups. Please note the attached page under the testing schedule.
- **Test 2 will be during the Academy day once the term has started.**

## **Post 16**

Mr Highnett is very much looking forward to welcoming back Post 16 students - both new and old - and heading into another brilliant year. It was fantastic to see so many prospective Y12 students last week and we cannot wait to welcome you all back in September.

Incoming Year 12 students will attend the academy on Wednesday 8th September to enrol for the new academic year. Y12 enrolment will begin with a subject market where students

will meet with teachers from their chosen subjects to discuss their option choices. Students attending the subject market will need copies of their GCSE results and their completed summer projects when enrolling into courses.

Returning Y13 students will attend the academy on Friday 10th September. They will attend the academy for a return to school briefing with Mr Highnett, director of P16, and re-enrol with their guidance mentors.

The final timings of both of these events will be confirmed later in the summer holidays. Please note, all Post-16 lessons will resume on Monday 13th September 2021.

### **Attendance and Punctuality**

We thank you for your continued support in ensuring your child attends the Academy each day. Now more than ever, attendance is key to ensure students access all lessons and subject content to increase their life chances. A DfE report highlights that ‘... pupils with no absence are 2.2 times more likely to achieve 5+ GCSEs A\*-C or equivalent and 2.8 times more likely to achieve 5+ GCSEs A\*-C or equivalent including English and mathematics, than pupils missing 15-20% of Key Stage 4 lessons.’

The Academy gates will open at 8.05am and all students are expected to be through the gates by 8.15am. Students are classed as late if they arrive after 8:20am and will be issued with a C4 Other detention if they arrive after this time. We will continue to drive attendance and punctuality, if necessary issuing reports to monitor this.

Please also be mindful that all holidays will be classed as unauthorised absence if taken during term time. Only exceptional circumstances warrant an authorised leave of absence. We have to refer all cases to the Local Authority when a student goes on holiday during term time and they may issue a fixed penalty notice. We will continue to support all students and families during these unprecedented times, so please contact the Academy to discuss any issues you may have around the attendance of your child.

I would like to thank you for your continued support. Wishing you and your families a wonderful and hopefully sunny summer. Make memories and please remain safe.

Yours faithfully



Mrs Hutchinson-Jones  
Principal

## Academy plan for Testing and Transition back into the academic year

Date/Year	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Thursday 2nd September AM					Test 1		
Thursday 2nd September PM					Test 1		
Friday 3rd September AM						Test 1	
Friday 3rd September PM							Test 1
Monday 6th September AM				Test 1			
Monday 6th September PM	Test 1 Half year grp						
Tuesday 7th September AM			Test 1				
Tuesday 7th September PM	Test 1 Half year grp						
Wednesday 8th September AM	Form time					Test 2 & Enrol	
Wednesday 8th September PM	Lessons	Test 1					
Thursday 9th September AM	Form time	Form time	Form time	Form time	Form time		
Thursday 9th September PM	Lessons	Lessons	Lessons	Lessons	Test 2 Half year grp		
Friday 10th September AM	Lessons	Lessons	Lessons	Lessons	Lessons		Test 2 & Enrol
Friday 10th September PM	Lessons	Lessons	Lessons	Lessons	Test 2 Half year grp		
Monday 13th September AM	Lessons	Lessons	Lessons	Test 2	Lessons	Lessons	Lessons
Monday 13th September PM	Test 2 Half year grp	Lessons	Lessons	Lessons	Lessons	Lessons	Lessons
Tuesday 14th September AM	Lessons	Lessons	Test 2	Lessons	Lessons	Lessons	Lessons
Tuesday 14th September PM	Test 2 Half a year grp	Lessons	Lessons	Lessons	Lessons	Lessons	Lessons
Wednesday 15th September AM	Lessons	Test 2	Lessons	Lessons	Lessons	Lessons	Lessons
Wednesday 15th September PM	Lessons	Lessons	Lessons	Lessons	Lessons	Lessons	Lessons
Friday 17th September AM	Photos	Lessons	Photos	Lessons	Photos	Lessons	Lessons

### Note the return to Academy lessons will be as follows:

Year 7           Return to Academy for start of the Academic year: Wednesday 8 September by 8.20am

Year 8           Return to Academy for start of the Academic year: Thursday 9 September by 8.20am

Year 9           Return to Academy for start of the Academic year: Thursday 9 September by 8.20am

Year 10          Return to Academy for start of the Academic year: Thursday 9 September by 8.20am

Year 11          Return to Academy for start of the Academic year: Thursday 9 September by 8.20am

Post 16          Return to Academy for start of the Academic year: Monday 13 September by 8.20am

**Year 11 will be the first to attend the Academy for their first Test in their form groups:**

<b>Thursday 2 September</b>	
<b>Year 11</b>	<b>Test 1</b>
<b>Country</b>	<b>Test Time</b>
South Korea	09:00
Zambia	09:00
Cameroon	09:30
Christmas Island	09:30
China	10:00
Iceland	10:00
Moldova	10:30
Singapore	10:30
Nicaragua	11:00
Mexico	11:00
French Polynesia	11:30
Jamaica	11:30
Norway	12:00
Wallis & Futuna	12:00

**Post 16 Students Test 1 in alphabetical order**

<b>Friday 3 September AM</b>	
<b>Year 12</b>	<b>Test 1</b>
Surname	Test Time
A-D Surname	08:30
E-H Surname	09:00
I-L Surname	09:30
M-P Surname	10:00
Q-T Surname	10:30
U-Z Surname	11:00
<b>Friday 3 September PM</b>	
<b>Year 13</b>	<b>Test 1</b>
Surname	Test Time
A-D Surname	12:30
E-H Surname	13:00
I-L Surname	13:00
M-P Surname	13:30
Q-T Surname	14:00
U-Z Surname	14:30

**Test 1 in alphabetical order based on surname for our new Year 7 students:**

<b>Monday 6 September PM</b>	
<b>Year 7</b>	<b>Test 1</b>
Surname	Test Time
A, B, C Surname	12:30
D, E, F Surname	13:30
G, H Surname	14:30

<b>Tuesday 7 September PM</b>	
<b>Year 7</b>	<b>Test 1</b>
Surname	Test Time
I, J, K Surname	12:30
L, M, N, O Surname	13:00
P, Q, R Surname	13:00
S, T, U, W, Y, Z Surname	14:30

**Year 8 to 10 Testing Rota is in Form Groups:**

<b>Monday 6 September AM</b>	
<b>Year 10</b>	<b>Test 1</b>
Country	Test Time
Kenya	08:30
France	08:30
Tonga	09:00
Kuwait	09:00
Cuba	09:30
Indonesia	09:30
Denmark	09:30
El Salvador	09:45
South Africa	10:00
New Caledonia	10:00
Costa Rica	10:30
Vanuatu	10:30
Japan	11:00
Senegal	11:30

<b>Tuesday 7 September AM</b>	
<b>Year 9</b>	<b>Test 1</b>
Country	Test Time
Australia	08:30
Soloman Islands	08:30
Egypt	09:00

Morocco	09:00
Namibia	09:30
Columbia	09:30
Germany	09:30
Italy	09:45
Bolivia	10:00
Philippines	10:00
New Zealand	10:30
Hong Kong	10:30
India	11:00
Poland	11:30

<b>Wednesday 8 September</b>	
<b>Year 8</b>	<b>Test 1</b>
Country	Test Time
Malaysia	12:30
Tokelau	12:30
Ghana	12:30
San Marino	13:00
Romania	13:00
Austria	13:30
Switzerland	13:30
Uruguay	13:45
Ecuador	14:00
Tuvalu	14:00
Maldives	14:15
Kiribati	14:15
Libya	14:30
Mauritius	14:30

<b>Monday 6 September</b>	
<b>Year 10</b>	<b>Test 1</b>
Country	Test Time
Kenya	08:30
France	08:30
Tonga	09:00
Kuwait	09:00
Cuba	09:30
Indonesia	09:30
Denmark	09:30
El Salvador	09:45
South Africa	10:00
New Caledonia	10:00
Costa Rica	10:30
Vanuatu	10:30
Japan	11:00
Senegal	11:30

### **Pencil Case Equipment - recommendations**

#### **Equipment recommendation:**

- Biro: Black, Red, Blue, Purple
- Ruler
- Pencil
- Highlighter
- Coloured pencils
- Rubber
- Protractor (maths department will also have maths specialist equipment)
- Any additional items- student choice



The following items can be purchased from the shop in the restaurant:

- |                                       |     |
|---------------------------------------|-----|
| • Clear pencil case                   | 70p |
| • Bic biro - black                    | 20p |
| • Retractable pen - black/blue        | 40p |
| • Whiteboard marker (various colours) | 45p |

• Highlighter (various colours)	30p	
• Ruler 30cm	20p	
• Protractor	10p	
• Pencil sharpener	10p	
• Pencil	20p	
• Glue stick	65p	
• Eraser	20p	Total cost £3.50