

14 July 2023

Dear Parents/Carers

I would like to give you an overview of the start of term for our new Post 16 students. Year 11 students that applied to Outwood Grange Post 16 attended their Post 16 Transition day in June to experience a taster of their chosen subjects. Students were given summer projects that must be completed prior to enrolling in September. The summer project is designed to build basic knowledge in the subjects chosen. It also allows students to assess whether they enjoy the subject and wish to study it for two years at Post 16. Copies of the summer projects can be found on the Year 11 into 12 Google Classroom.

The next dates for you to be aware of are:

- **GCSE Results Day- Thursday 24th August 2023**

Post 16 staff will be available on GCSE results day to discuss entry requirements, subject changes and to provide advice and guidance for students and parents.

- **Post 16 Enrolment Day- Wednesday 6th September 2023**

Students will arrive between 8am and 8:20am to register at the Post 16 restaurant. They can hand in any data collection sheets that were not returned on Transition day in June. They will then be directed to the Conference Theatre to enrol in their chosen subjects. They need to bring their summer projects on this day in order to sign up for their subjects. The day is due to finish around lunchtime, when students will be allowed to leave the academy.

- **Post 16 lessons commence- Monday 11th September 2023**


After enrolment day students are next in the academy on Monday 11th September. They will go to the Post 16 restaurant from 8am to 8.20am to be registered and collect their timetables ready to start lessons period 1.

- **Post 16 Dress Code- Business Dress**

Post 16 students wear business dress, which includes a blazer or suit and formal shoes. Further details are provided on the reverse of this letter.

If you have any questions please contact the Post 16 team at post16@grange.outwood.com

Yours faithfully



Rebecca Griffiths
Assistant Principal- Director of Post 16

BUSINESS DRESS CODE

All students who study in Post 16 at Outwood Grange Academy are expected to wear business dress. The expectations are outlined below and any student who fails to meet these standards is at risk of disciplinary action.

It is the role of the student to maintain the boundaries of acceptable business dress and presentation. In all cases the judgement of the Principal will be final on matters of acceptable dress and presentation. Students should consult with the Principal before having a facial piercing or wearing an item of clothing about which they are unclear as to its suitability.

- Smart jacket with trousers, skirt or dress (suitable length) or suit
- Appropriate blouse or top (not low cut or see through and no strappy tops) or shirt and tie
- Black tights must be worn with skirts or dresses
- Smart shoes
- Smart boots but not UGG type boots
- No bodycon dresses or skirts
- No shorts
- No sandals or shoes/boots with open toes for health and safety reasons
- No trainers or canvas shoes
- No hoodies
- Only wearing Outwood branded sports wear for dance and sport students.

IDENTITY CARDS & LANYARDS

As part of the safeguarding procedures at Outwood Grange Academy, all Post 16 students (as with staff) are expected to carry an identity card issued by the Post 16 Team. You will be issued with this card together with a lanyard which you must wear at all times whilst in the Academy. Anyone who loses his or her card will be expected to pay for a replacement. Entry to the Academy without a card is prohibited.

MOBILE PHONES / ELECTRONIC EQUIPMENT

Mobile phones/electronic equipment must be switched off during all lessons, assemblies and enrichment activities. Mobile phones/electronic equipment may only be used in the Post 16 buildings as long as it is not disturbing any other student or staff member. Students are NOT permitted to use their equipment anywhere else around the Academy site. Students that fail to comply with these rules, run the risk of having equipment confiscated.

SMOKING & VAPING

It should be clearly understood that the Post 16 areas and the **whole** Academy site is a strictly non-smoking and vaping site.