



## OUTWOOD GRANGE ACADEMY

Potovens Lane  
Outwood  
Wakefield  
WF1 2PF

Tel: 01924 204350  
[www.grange.outwood.com](http://www.grange.outwood.com)  
@OGACADEMY

Tutor:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Learning Manager:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Attendance Office:

Tel: 01924 204350 Option 2  
Email: [attendance@grange.outwood.com](mailto:attendance@grange.outwood.com)



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# THE ACADEMY DAY

School gates open	8:00
Arrive by	8:20
Tutor group time	8:25 - 8:45
Period 1	8:45 - 9:45
Period 2 / staggered break	9:45 - 11:00
Period 3	11:00 - 12:00
Period 4 / staggered lunch	12:00 - 13:30
Period 5	13:30 - 14:30
Enrichment activities	14:30 - 15:30 - Late buses available

## ACADEMY TERM DATES 2023 - 2024

### TERM 1

Wednesday 6 September 2023	Students return to school after summer break
Monday 30 October 2023	October half term begins. Students finish at 2.30pm on Thursday 26 October due to staff training
Monday 6 November 2023	Students return to school after October half term
Monday 25 December 2023	Christmas holiday begins. Students finish at 2.30pm on Thursday 21 December due to staff training

### TERM 2

Monday 8 January 2024	Students return to school after Christmas holiday
Monday 12 February 2024	February half term begins
Monday 19 February 2024	Students return to school after February half term
Monday 25 March 2024	Easter holiday begins

### TERM 3

Monday 8 April 2024	Students return to school after Easter holiday
Monday 6 May 2024 is a bank holiday – the school is closed	
Monday 27 May 2024	May half term begins
Monday 3 June 2024	Students return to school after May half term
Tuesday 23 July 2024	Summer holiday begins. Students finish at 2.30pm on Friday 19 July due to staff training

### Staff Training Days

Monday 4 September 2023	PD Day – Students not in school
Tuesday 5 September 2023	PD Day – Students not in school
Friday 27 October 2023	PD Day – Students not in school
Friday 22 December 2023	PD Day – Students not in school
Monday 22 July 2024	PD Day – Students not in school

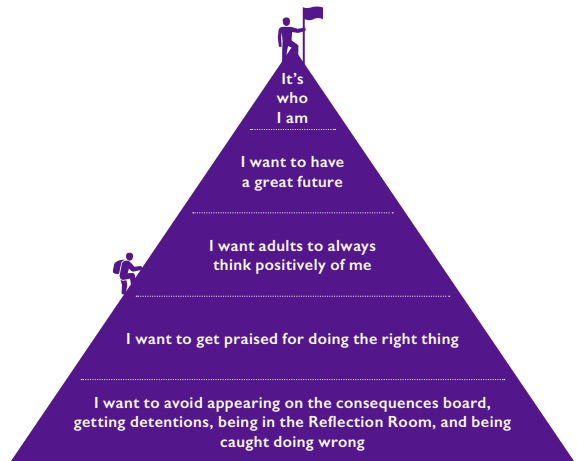
# OUR EXPECTATIONS

## OUR EXPECTATIONS

We expect students to **be safe, respectful and responsible** and reach the top of the pyramid. You reach the top of the pyramid when you behave well because it is who you are.

Where are you currently on the pyramid?

*I behave well because:*



**The following will help you behave well and learn well in the academy:**

## BE SAFE:

It is important to make **CHOICES** to always be safe:

## Outwood Safety **CHOICES**:

<b>C</b>	Concerns should be reported to an adult immediately
<b>H</b>	Help others when they need it
<b>O</b>	Offer support to others
<b>I</b>	Instructions from adults should be followed immediately, at all times
<b>C</b>	Careful and sensible movement around the building
<b>E</b>	Ensure that you always keep yourself and others free from danger
<b>S</b>	Stay in permitted areas only

# OUR EXPECTATIONS

## BE RESPECTFUL:

### HANDS UP

If a teacher or another adult raises their hand, this means:



- Hands up
- Silence
- Ready to Listen

When you communicate, please remember **STEPS**:

## Be phenomenal and remember...



## BE RESPONSIBLE:

Are you ready for learning? It's as easy as **ABC!**

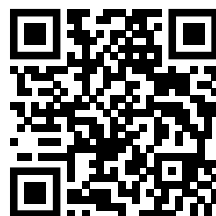
## Outwood basics for learning

### A B C D E F

<b>A</b>	Accept that your actions are your choice	<b>B</b>	Be on time, every time
<b>C</b>	Come to school fully equipped for learning	<b>D</b>	Do all classwork and homework to the best of your ability
<b>E</b>	Ensure that you keep hands, feet and unkind words to yourself	<b>F</b>	Follow all instructions, first time

# ONLINE POLICIES

A full list of Outwood Grange Academies Trust's policies can be accessed by scanning the QR code or by visiting the following website: <https://www.outwood.com/policies>



# CONSEQUENCES OF BEHAVIOUR

We will always help you to be safe, respectful and responsible, but if you choose not to be, there will be consequences. These are displayed below and are given at the discretion of the teacher and/or senior leaders.

Persistent disruption/defiance will not be tolerated and can result in exclusion.

Prior to formal consequences	Consequences system	Systems above Consequences system
<ul style="list-style-type: none"> <li>Discussion with student</li> <li>Extra work or repeating unsatisfactory work until it meets the required standard</li> <li>Loss of privileges</li> <li>Spending break or lunch time in a different location to other students</li> <li>Break time detention</li> <li>Lunch time detention</li> <li>Report cards</li> <li>Same day detentions</li> <li>Sent to another classroom for remainder of the lesson</li> </ul>	<ul style="list-style-type: none"> <li>C4a – 30-minute detention</li> <li>C4b – 1-hour detention</li> <li>C4c – Intervention Room (which may include study support or our E-Culture programmes)</li> <li>Sent to Intervention Room for the remainder of the lesson</li> <li>C5a – time in the Reflection Room</li> <li>C5b – full day in the Reflection Room</li> <li>C6 - temporary suspension* for serious violation of our expectations of students to be safe, respectful or responsible in the Reflection Room</li> </ul>	<ul style="list-style-type: none"> <li>Temporary Suspension* – issued by the Principal for breaches of the behaviour policy (which sets out our expectations of students to be safe, respectful or responsible) in a situation where lesser sanctions may not be appropriate</li> <li>Permanent Exclusion – issued by the Principal for a serious breach or persistent breaches of the behaviour policy and where allowing the student to remain in school would seriously harm the education/welfare of the student or other members of the school community</li> </ul> <p>*The length of suspensions may be from 0.5 to 45 days. In all but the most extreme cases, it is likely that the length will be 0.5-5 days.</p>

## IN LESSONS

In lessons, teachers need to teach well to ensure that you learn well. If teachers have to stop too many times because of disruption, it prevents everyone from learning. To ensure that everyone can learn well, the following is used:

CONSEQUENCES SYSTEM	
Warning - Rule Reminder	A warning can be given to an individual and also a group/class.
C1	First misbehaviour – Rule reminder: The teacher will write the student's name on the consequences board and tick C1.
C2	Second misbehaviour – Rule reminder: The teacher will tick C2.
C3	Third misbehaviour – Final warning: The teacher will tick C3.
C4	Fourth misbehaviour – Students to work in another classroom and are issued with a detention.
C5	Time in the Reflection Room to complete work individually.
C6	A temporary suspension* for violation of our expectations of students to be safe, respectful or responsible and continued poor behaviour in the Reflection Room.

It is expected that if you are issued with a sanction, you complete it. This is about you being responsible for your own behaviour, actions and learning. If you don't complete a sanction then further support and/or sanctions will be issued at the discretion of the Principal.

It is your responsibility to attend a detention or day in the Reflection Room if one has been issued. Non-attendance or misbehaviour will mean that you will be issued the next sanction.

## Temporary Suspension

The Principal (or the most senior member of staff in the Academy) may issue a temporary suspension for behaviour that is deemed inappropriate. Persistent disruption/defiance will not be tolerated.

## PERMANENT EXCLUSION

A permanent exclusion can be issued by the Principal for an extreme violation of our expectations of students to be safe, respectful or responsible.

Whilst this list is not exhaustive, the following are examples of behaviour which can result in permanent exclusion:

- serious actual or threatened physical assault against another student or a member of staff;
- sexual abuse or assault;
- supplying an illegal drug;
- possession of an illegal drug with intent to supply;
- carrying an offensive weapon (items judged by the Principal to be carried with the potential to inflict injury on another individual);
- making a malicious serious false allegation against a member of staff;
- potentially placing students, staff and members of the public in significant danger or at risk of significant harm;
- persistent disruption and defiance including bullying (which could include racist or homophobic bullying) or repeated possession and/or use of an illegal drug or drug paraphernalia on school premises;
- deliberate activation of the fire alarm without good intent;
- repeated or serious misuse of the Academy computers by hacking or other activities that compromise the integrity of the computer network;
- repeated verbal abuse of staff;
- any other offence not listed but is, in the opinion of the Principal, so serious that it warrants a permanent exclusion.

# CULTURE OF PRAISE AND KINDNESS

Our system of praise values and celebrates the achievement of all students both within and outside the classroom. Our emphasis is on students' success and ensuring they meet or exceed their potential. A culture of praise is visually represented in each classroom with teachers encouraged to praise students for going above and beyond. Praise can be awarded for a variety of reasons, examples of which are outlined below:

- excellent effort
- outstanding work
- supporting others and acts of kindness
- contribution to enrichment activity
- contribution to lesson
- meeting a personal target
- recognition of learning skills and qualities e.g. resilience, independence

There are many ways students are praised and rewarded, for example:

- The use of Praising Stars® - all students receive a Praising Stars® report every half term which includes recognition of effort. This is sent home to parents and students whose effort is particularly high, are invited to celebrate at an event hosted by the principal of the academy
- Praise assemblies take place every half term to acknowledge and celebrate student effort and achievement.
- Prom - students reaching the end of Year 11 whose effort and attendance has met our expectations will be invited to attend the school prom.
- Praise Postcards are sent on a regular basis to celebrate achievement and going above and beyond academy expectations.
- Praise stamps will be issued in every lesson to recognise hard work and the contribution by students.

# BRITISH VALUES

Tallest finger - church tower

**Tolerance**  
of different cultures  
and religions

Wedding band finger

**Mutual  
respect**

Pointing out injustice

**Rule of law**

Thumbs up - thumbs down

**Democracy**

Littlest one - me!

**Individual  
liberty**



# ATTENDANCE INFORMATION

Outwood Grange Academies Trust (OGAT) is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time in the Academy, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all students. The Academy actively promotes good attendance and discourages unjustified absence. OGAT recognises that promoting good attendance and punctuality prepares students for the disciplines of adult working life.

## HOW STUDENTS CAN HELP

Ensure that you attend the Academy wherever possible, and only take time off when it is unavoidable.

Bring any medical or absence notes straight to the Student Information Desk (SID).

Make sure you are on time for lessons and get your registration mark.

Discuss your attendance level regularly with your Tutor and look at ways you can improve it.

Remember; the law says that you must attend school regularly and your parents/carers can get fined or taken to court if you are absent without authorisation.

## PUNCTUALITY

You should arrive at the Academy for 8.15am so that you are at your first lesson by 8.25am ready to start learning. If you arrive after 8.20am, you are late and your parents/carers will get a text. You must sign in at the Student Information Desk. All late students will receive an informal break time detention unless there is an exceptional reason for lateness. If you are late due to an appointment, you need your appointment card/letter or you will receive an informal break time detention.

## ILLNESS

If you are too ill to attend the Academy, your parents/carers should contact us as early as possible on the day of the absence by telephone or by email. They should contact us each day you are absent, unless they have informed us of how long your absence will last. On your return, they should fill in an absence note which you should take to the Attendance Office.

Tel: 01924 204350 Option 2

Email: [attendance@grange.outwood.com](mailto:attendance@grange.outwood.com)

## MEDICAL/DENTAL APPOINTMENTS

Medical, dental and other appointments should be arranged out of Academy time. In the event that absence is required for urgent appointments or certain clinic appointments, a letter or appointment card must be provided. You should sign in/out at the SID office with your appointment card/letter and a note from your parent/carer.

## LEAVE OF ABSENCE (for any reason)

Absence for any reason interferes with your learning and progress. In addition, your results may be affected and you may miss important exams or controlled assessments. Leave of absence will only be granted during term time in **exceptional circumstances**. Family holidays should be taken during school holiday periods. Any request for absence must be made in advance and in writing and a form is available from the Attendance Office. Your parents/carers will be informed whether their request will be authorised. If not and you still take time off, the absence will be unauthorised and your parents/carers may get a fine.

## HOW WE SUPPORT GOOD ATTENDANCE

On occasion, you may have problems either in school or at home that could affect your attendance. If this happens, it is important that you **do not** avoid coming to school. This will only make things worse. Talk to someone in school or tell your parent/carer so that they can contact us. If we know about the issue, we will do all we can to help.

We celebrate good attendance with individual certificates, Tutor Group awards and a termly draw for vouchers, end of year prizes for excellent attendance, and special awards for students with 5 years of excellent attendance.



# WHY GOOD ATTENDANCE MATTERS

Regular school attendance is an important part of giving you the best possible start in life. The aim should be to attend 100% of the time.

Students who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers and Colleges that you are a reliable and committed young person.

Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

Below is a table showing how your percentage attendance equates to the amount of time missed in the Academy.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	50 Lessons
90%	19 Days	38 Sessions	4 Weeks	100 Lessons
85%	29 Days	58 Sessions	6 Weeks	150 Lessons
80%	38 Days	72 Sessions	8 Weeks	200 Lessons
75%	48 Days	96 Sessions	10 Weeks	250 Lessons
70%	57 Days	114 Sessions	11.5 Weeks	290 Lessons
65%	67 Days	134 Sessions	13.5 Weeks	340 Lessons

It is also important to arrive at school **on time**. If you arrive late to school every day, your learning begins to suffer. Below is a graph showing how being late to school every day, over a school year, adds up to lost learning time over one academic year:



**17 days absent from school in a year could mean a drop in a GCSE grade in all subjects!**

# WEEKLY ATTENDANCE

	Total %	Improving <input checked="" type="checkbox"/>	Declining <input checked="" type="checkbox"/>	Maintaining <input checked="" type="checkbox"/>	This week
Week 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 16		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Week 22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Week 24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 26		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Week 33		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 34		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 34		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 36		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 37		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Week 38		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cumulative	Total %	Cumulative	Total %	Cumulative	Total %
Term 1		Term 2		Term 3	
Term 4		Term 5		Term 6	

# INFORMATION & HELP FOR STUDENT HEALTH & SAFEGUARDING

## INFORMATION FOR PARENTS AND STUDENTS

Every student with a medical condition who attends the Academy will be supported to fully access education, educational trips and physical education enabling them to play a full and active role in Academy life and remain healthy.

The Academy will only administer prescription medication.

- Medicines should only be taken into an Academy when essential; e.g. where it would be detrimental to a student's health if the medicine was not administered during the Academy day. It is recognised that it may be necessary at times for a student to take medication to minimise absence. Where this happens it is advised that the parent/carer request that the prescription is such that the student does not need to take any medication whilst in the Academy e.g. a dose frequency of three times per day rather than four times per day.
- Where medicines must be administered during the day they must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration.
- A consent form enabling a member of Academy staff to administer medication to a child must be completed by a parent in all cases. No medication will be given under any circumstances without this form being completed.
- Where a student has acquired an injury outside of Academy hours, this must be dealt with by parents/carers. The Academy are not in a position to diagnose or have the equipment to be able to make decisions on breaks, fractures or any internally diagnosed complaints/injuries. If a student suffers a break or is incapacitated in any way (requires a sling or crutches) parent/carers must bring their child into Academy so that a risk assessment can be performed to assess if they are fit and able to attend the Academy with a full timetable or whether an adjustment needs to be made.

Our Supporting Students with Medical Conditions Policy is available on the Academy website or you can request a copy from reception.

If you feel unwell in the Academy, speak to a teacher or any other member of staff and ask them to complete the 'absence from lesson' page in your planner and go to SID. Do not contact your parents/carers directly as we have professionals on-site to support you.

1. If you take medication regularly it is your responsibility to make sure medication is kept up to date and within date. All medication should be checked in with SID with instructions.

2. You should visit SID during lessons only in an emergency. All other contact should be during break and lunch.
3. Breakages/pots/crutches - if you have any of the following, you need to contact SID so we can assess your safety and action an appropriate medical plan.

Always talk to your parents/carers about health issues. Your GP doctor should be your first contact.

## SAFEGUARDING PROCEDURES

If you feel unhappy about an incident in or out of the Academy, you can talk to any members of staff.

The key member of staff with legal responsibility for safeguarding children are:

- Mrs Katie Rutter

You can also discuss any incidents, issues or reasons for stress with your Learning Manager; Tutor; teacher or any member of the Senior Leadership Team.

If a student reports incidents of a physical/emotional/sexual nature the Academy has responsibility to contact Social Care Direct. This is a process followed by law. Information does not have to be passed to parent/carers first.

## ORGANISATIONS FOR FURTHER HELP

**Marie Stopes Wakefield Clinic** - the leading independent provider of sexual and reproductive health services in the UK. Tel: 0345 300 8090 (24 hrs) Aftercare support: 0345 122 1441 (24 hrs) Email: [services@mariestopes.org.uk](mailto:services@mariestopes.org.uk) Web: [www.mariestopes.org.uk](http://www.mariestopes.org.uk)

**Yorkshire Smokefree** - for information about tobacco use and help to stop smoking. Tel: 0800 612 0011 <http://wakefield.yorkshiresmokefree.nhs.uk/>

**Samaritans** - for help in times of stress or need. Tel: 01924 377011 Email: [jo@samaritans.org](mailto:jo@samaritans.org) Web: [www.samaritans.org](http://www.samaritans.org)

**Spectrum** - sexual health clinic. Tel: 0800 121 4860 Email: [wakefield.SHARP@spectrum-cic.nhs.uk](mailto:wakefield.SHARP@spectrum-cic.nhs.uk) <https://www.compass-uk.org/services/wakefield-children-and-young-peoples-emotional-health-and-wellbeing-service/>

**Education Welfare** - 01924 307451

**Child and Adolescent Mental Health Services (CAMHS)** - 01977 735865

**Social Care Direct** - 0345 8503 503

**Wakefield Children First Hub** - Tel: 01924 303 272 Email: [cfhwakefieldwest@wakefield.gov.uk](mailto:cfhwakefieldwest@wakefield.gov.uk) They can support students and parent/carers with school attendance problems, a child who needs help, domestic abuse, employment & debt problems, health problems, and crime & anti-social behaviour problems.

# INFORMATION & HELP FOR STUDENT HEALTH & SAFEGUARDING

## PUBERTY

<https://www.nhs.uk/live-well/sexual-health/stages-of-puberty-what-happens-to-boys-and-girls/>



## MENTAL HEALTH

<https://www.beateatingdisorders.org.uk/>  
Youthline: 0808 801 0711



## RSE

<https://www.brook.org.uk/>



Wakefield CAMHS (Children and Adolescent Mental Health Support)



<https://www.southwestyorkshire.nhs.uk/services/camhs-wakefield/>

<https://www.mariestopes.org.uk/>  
Call: 0345 300 8090



<https://www.childline.org.uk/>  
Call: 0800 111 111



<https://spectrumhealth.org.uk/services/sexual-health/>



<https://papyrus-uk.org/>  
Email: [pat@papyrus-uk.org](mailto:pat@papyrus-uk.org)  
Call: 0800 068 41 41



## DRUGS

<https://www.talktofrank.com/>  
Call: 0300 1236600



<https://www.rethink.org/>



<https://kidshealth.org/en/kids/know-drugs.html>



<https://www.samaritans.org/>  
Email: [jo@samaritans.org](mailto:jo@samaritans.org)  
Call: 116 123



## LGBT

<https://lgbt.foundation/>  
Call: 0345 3 30 30 30



<https://youngminds.org.uk/>  
Urgent help - text YM to 85258



<https://www.compass-uk.org/>



**REMEMBER**, teachers and Academy staff cannot offer total confidentiality due to safeguarding.

### GENERAL INFORMATION FOR YOUNG PEOPLE IN OUR AREA:

- <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/>  
For general problems in young people.

NB: Safeguarding procedures can be found on the Academy website.

# UNIFORM GUIDE

We believe that a smart uniform improves discipline, self-esteem and self-respect. Uniform focuses attention upon learning and away from distractions. So that all pupils have a sense of pride in their appearance, we ask that the uniform is worn appropriately and in its entirety, as described below.

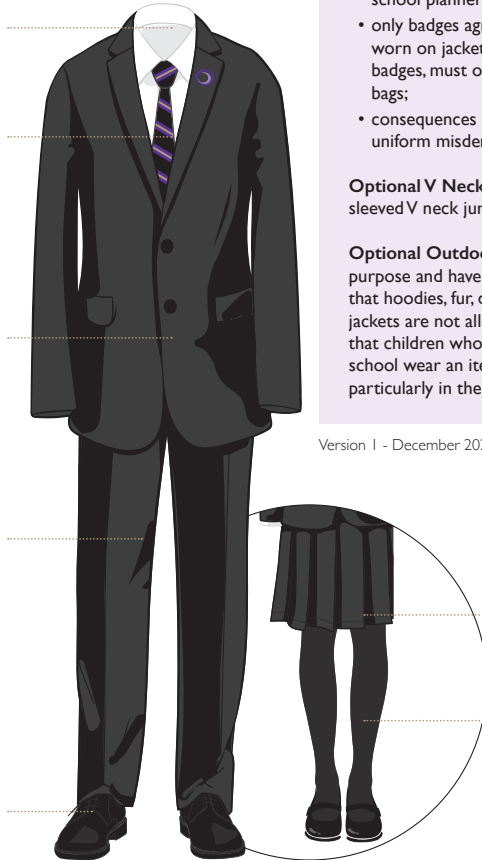
**Shirt** - school or plain white, long or short sleeved shirt with a stiff collar.

**Tie** - school clip-on tie available to buy from school, Trutex Direct and approved local uniform suppliers.

**Jacket** - black school jacket with school logo available to buy from Trutex Direct and approved local uniform suppliers.

**Trousers** - black tailored formal style trousers worn with plain black socks.

**Shoes** - plain black shoes free from embellishments and decorations. Heels should be no higher than 2.5cm/1 inch. No trainers, boots, pumps or canvas shoes. Please refer to the Uniform Policy for more information.



## *Students are reminded that*

- sleeves on shirts, jumpers or jackets must not be rolled up at any time;
- shirts must be tucked in;
- ties must not be defaced with writing or by pulling threads;
- school bags must be large enough to fit a school planner and A4 workbooks;
- only badges agreed by the school may be worn on jackets. Other badges, e.g. charity badges, must only be on outdoor coats or bags;
- consequences can/will be issued for any uniform misdemeanour.

**Optional V Neck Jumper** - black full length sleeved V neck jumper.

**Optional Outdoor Coats** - should be fit for purpose and have no large logos. Please note that hoodies, fur, denim and studded leather jackets are not allowed. We also recommend that children who walk, scoot or cycle to school wear an item with high visibility, particularly in the darker winter months.

Version 1 - December 2022.

**Tunic Dress** - tunic dress - black, with school logo available to buy from Trutex Direct and approved local uniform suppliers.

**Skirt** - black tailored formal skirt which sits on or just above the knee. Must be worn with black tights.

**Tights** - plain black, opaque (not patterned) and a minimum of 40 denier. Nothing else should be worn on top or under the tights such as additional socks.

## REQUIRED PE UNIFORM

- Purple polo top
- Purple/black reversible games top
- Black shorts
- Plain black knee length games socks
- Indoor trainers - Non-marking sole with laces, providing support to ankle & foot
- Outdoor trainers - Good grip with laces providing support to the ankle & foot
- NB - Pumps do not provide adequate support for the foot or ankle

## *We strongly recommend;*

- Gum shield - for rugby/hockey
- Shin pads - for football/hockey

## OPTIONAL PE UNIFORM

- Football boots
- Academy tracksuit top
- Academy tracksuit bottoms or plain black tracksuit bottoms
- 3/4 zip fleece
- If you have an Academy tracksuit top you do not have to buy the reversible games top.

# THE ACADEMY UNIFORM

## NAIL POLISH

Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.

## JEWELLERY AND MAKEUP

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smart watches are not allowed in the Academy. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time.

Noticeable make-up is not allowed. Any make-up must be discreet. The decision as to what qualifies as discreet rests with the Principal and Executive Principal of the individual Academy. False eyelashes are not to be worn. Henna is not allowed.

## HAIR

Hairstyles and colour should be sensible. Please check with your child's Learning Manager before considering any dramatic changes to style or colour. No offensive patterns should be shaved into hairstyles. No scarves or bandanas are allowed (unless for religious reasons). Hair accessories can only be worn in the hair and must be black or Academy purple; hair bobbles cannot be worn on the wrist.

## OTHER EQUIPMENT

All students will need a pen, pencil, ruler and rubber. A scientific calculator; we recommend Casio FX-85, a pair of compasses, a protractor and a dictionary would also be useful.

## DRAMA

- Academy tracksuit bottoms or plain black tracksuit bottoms
- Purple Academy polo top

## DANCE

- Plain black cotton leggings
- Academy tracksuit bottoms or plain black tracksuit bottoms
- Purple Academy polo top

## MUSIC

We strongly advise that students use a hard case to transport their instrument to and from the academy to offer the best possible protection for the instrument. The case must be clearly labelled with the student's name. Students are responsible for ensuring their instrument is stored safely. The Academy will not be responsible for damage caused due to improper storage or unsuitable protection.

## SHOE POLICY



Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer like shoes, boots, pumps or canvas shoes (including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.

If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from their respective Academy - the shoes will be treated with a hygienic spray after each use. Failure to wear the shoes provided may result in a suspension for refusing a reasonable request. See website.

## SHIRT POLICY



Only Academy or plain white shirts with a stiff collar are to be worn. This can be short or long sleeved. We would encourage parents to ensure that they buy shirts that are of good quality and are long enough to comfortably tuck into skirts and trousers as this is a requirement of the uniform policy. No designer logos, checks, stripes, patterns, embroidery, frills, round collars or coloured buttons will be allowed.

**The uniform rule is simple: wear the uniform, and wear it correctly.**

The Academy uniform should not be altered in any way, for example by adding clips, badges or stickers, or folding skirts over at the waist. Any student who does not wear the uniform correctly will be issued with a 'C4 Other'.

# WHAT TO DO IF...

## **I am late**

If you arrive after 8.20am, your parents/carers will receive a text. Go straight to the Student Information Desk (SID) to sign in. You will receive an informal break time detention for the same day. You will receive an informal break time detention if you are late without a satisfactory reason. If you are late due to a medical appointment, please ensure you bring your appointment card/letter or you will receive an informal break time detention.

## **I am absent**

Ask your parent/carer to telephone the Academy on 01924 204350 Option 2. Please state clearly your child's name, Tutor Group, reason for absence and expected day of return. On your return, please bring an absence note to the Attendance Office.

## **I have a medical/dental appointment**

Appointments should be arranged out of Academy time as much as possible. If you have an urgent or hospital appointment, you should attend school before the appointment and return to school after. You must sign in/out at SID and will need your appointment letter, card or a slip from the doctor/dentist or the absence will be unauthorised.

## **I need time off during term time**

Your parents/carers must make a request in writing. Please see Attendance Office staff for a form. Family holidays must be taken during school holidays not term time. Unauthorised absences may incur a Penalty Notice.

## **I have lost something**

Lost property is kept in the SID Office. If you have lost something, tell your Tutor or Learning Manager. ALL property should be marked with your name.

## **I forgot my PE kit**

Apologise to your subject teacher before the lesson, you will be expected to borrow clean kit from the PE department. If you forget your PE kit twice, you will receive a C4 detention.

## **I forgot my homework/essential equipment**

Apologise to your class teacher before the lesson.

## **I am being bullied or know someone who is**

Tell somebody - inform the SID Office, your Tutor, Learning Manager, a teacher or a friend. Do not keep it to yourself.

## **I do not feel well**

Go to Student Information Desk (SID).

## **I have to take medication**

Any medication brought in to the Academy must be prescribed by your doctor. Students should not carry their own medication unless it is an inhaler for asthma or an EpiPen, you should keep these with you and also ensure that there is a spare one in SID.

## **I have lost my planner**

Get a note from your parent/carer to explain that it is lost. Ask your parent/carer to top up **£4.00** on your online payments account to purchase a new one. Collect your replacement planner from the school shop in the restaurant.

## **I do not have correct uniform**

Bring a note from home to explain why. Go to SID who will issue you with correct uniform. It is a reasonable request that you wear the correct uniform. If you are not wearing the correct uniform a 'C4 Other' will be issued.

## **My Enrichment isn't on**

Go to SID or Learning Managers and ask them if you can use the Academy phone to ring home. Alternatively, there are many Enrichments happening every day, so if your normal one isn't running you can ask what else is available or go to the Library.

## **I am absent on the day of my detention**

It is your responsibility to go to the teacher who issued your detention to rearrange it or see your Learning Manager.

## **I was absent on the day I should have been in the Reflection Room**

It is your responsibility to go to the Reflection Room on the first day you are back in school.

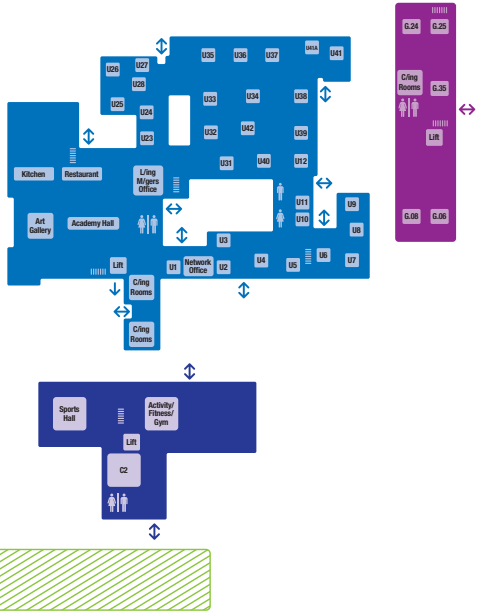
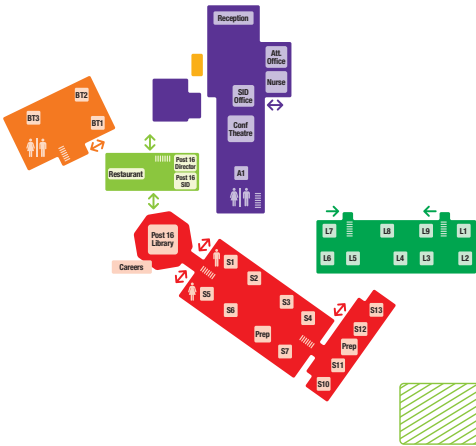
## **I want to take up paid work or sporting/drama experience**

A permit is required for all students over 13 years of age who wish to work part time or take part in other experiences. Please contact Attendance.

# ACADEMY MAP

## OUTWOOD GRANGE ACADEMY GROUND FLOOR

- BT BLOCK
- POST 16 BLOCK
- ACADEMY FACILITIES
- BIKE SHEDS
- S BLOCK
- L BLOCK
- U BLOCK
- SPORTS HALL/GYM/DANCE STUDIO
- SIR MICHAEL WILKINS ARTS CENTRE
- ▨ ASTRO TURF



## OUTWOOD GRANGE ACADEMY FIRST/SECOND FLOOR

- BT BLOCK
- POST 16 BLOCK
- ACADEMY FACILITIES
- BIKE SHEDS
- S BLOCK
- L BLOCK
- U BLOCK
- SPORTS HALL/GYM/DANCE STUDIO
- SIR MICHAEL WILKINS ARTS CENTRE

