

20 February 2023

Dear Parent / Carer,

We are now at the midpoint of the year and it is important that we take stock and review our current position. This is particularly the case given that Covid now seems to be some way behind us and yet we still have in place some systems and procedures that we instigated during the Covid period. In addition, there is no doubt that the behaviour of students has changed post-Covid and we need to respond to this in a proactive way,

We are making a number of changes and they will be outlined to students in assemblies on Monday 20 February. This letter outlines some of the major changes that we are making that are pertinent to you as a parent/carer. As always, our intention is that these changes will make a positive difference and continue our journey forwards.

### **1. Entrances and exits**

As of Tuesday 21 February, we will revert back to using just one entrance to the academy in the mornings: the student entrance near the bike shed, currently used by Years 10 & 11. A small number of vulnerable SEND students will continue to use the Main Reception entrance.

At the end of the day, students can choose to leave either via the student entrance or by the side canteen doors, with the exception of a small number of vulnerable SEND students who will continue to use the Main Reception doors.

This will mean that the Main Reception will be a much quieter environment for visitors.

### **2. Internal truancy**

There has been a large increase in the number of students missing lessons without permission nationally and we are no exception to this. This is a serious matter and a major safeguarding concern when students are not where they are supposed to be, which also takes up a significant amount of staff time. Although we will do whatever we can to support children who are struggling, the bottom line is that they must be in lessons and missing lessons makes the situation more difficult as well as creating a situation where students fall further behind in their studies.

Starting this week, students who are found to be truanting lessons with no good reason will face a suspension from school.

### **3. Toilets**

Over the last year, we have seen a huge increase in the number of children accessing the toilets during lesson time. Some of this is unnecessary and means that those who genuinely need the toilet sometimes struggle to find one that is free. A small number of students have a 'toilet pass' for medical reasons.

Please remind your child to use the toilet outside of lesson time wherever possible.

All students have their lunch break during period 4. Starting this week, we will be insisting that students access the toilet during their lunch break and not during the lesson time that makes up period 4 (with the exception of those students who have a toilet pass). As a result, the toilets will be locked during this time, other than those in the canteen (and the toilet in Reception).

We also have an increasingly popular trend of multiple students accessing the same toilet cubicle at the same time. This is completely unacceptable and represents a major safeguarding concern.

Starting this week, where multiple students are found in the same toilet cubicle, they will each face a suspension from school.

Although this is not a change to our current position, parents/carers are also reminded to do whatever they can to ensure that their child arrives at school appropriately dressed and ready for the day. As a reminder:

- Students must have their Planner with them every day
- Year 7-9 students must have their Learning Planner and Year 7 students their ACE Passport
- Students should have a bag to carry their books / equipment / kit
- Footwear should be plain black shoes
- Jumpers must be plain black knitted V neck. All other jumpers/tops must be removed before entering the building.
- Skirts no longer require the Outwood logo and although pencil skirts are now allowed, tube skirts are not ie. they must not be made from stretchy jersey type fabric
- No jewellery at all is allowed, other than a wrist watch
- False eyelashes / nails are not allowed

It should be noted that failure to comply with the above points will result in a sanction and we will insist that the issue is corrected.

Should you have any questions regarding the points outlined in this letter and wish to speak to someone about this, please contact us via [enquiries@carlton.outwood.com](mailto:enquiries@carlton.outwood.com).

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'PH', with a large circular flourish at the end.

Paul Haynes  
Principal