

26 March 2021

Ref: OAA326458

Dear Parent / Carer,

As we reach the end of another term, I wish to praise the efforts and hard work that all our students and staff have demonstrated throughout what has been another challenging term. We have seen live lessons, mass testing and a full return to the academy in a relatively short space of time. As ever, I am incredibly proud of how everyone has supported each other through the challenging term, ensuring we work together to maintain high standards of teaching and learning, behaviour and attendance. We appreciate all the support given to us by our parents and carers and recognise the difference this makes to the effective running of the academy.

I would ask that all parents and carers support us maintaining our high standards and expectations by ensuring their children return to the academy after the Easter holidays with the correct uniform and equipment ready for learning. Our expectations are that our children are outstanding in all aspects and this includes their presentation and readiness for learning. Please familiarise yourself with the uniform and equipment expectations below:

Uniform

As we continue to ensure our classrooms and buildings are Covid safe, we will still ensure where possible, that windows are open in classrooms. Up to now, we have allowed students to wear an outside coat/jacket, on the outside of their blazer when in the academy and when in lessons. We are now approaching the summer term, and as a result, the weather is much warmer. Therefore, from 12 April we will revert to expecting students to remove coats/jackets before entering the building. Students will no longer wear coats/jackets when inside classrooms.

You can access full uniform details on the academy website [here](#): Please note the key expectations below:

- Plain black shoes (**must be polishable**) – no trainers, boots, pumps or canvas shoes will be allowed. Please note our shoe policy expectations can be found [here](#)
- Socks/tights- they must be plain black with no holes.
- Jewellery- No jewellery is allowed except a wrist watch and a Medical Alert necklace or bracelet. No rings or ear piercings
- Hair colour- must be a natural hair colour. Bands/bobbles must be plain black or purple, and should not be worn on wrists when not in use.
- Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.
- No hoodies to be worn on the academy site.
- Any coat worn must be large enough to go over the blazer and not underneath
- School bag - all students must have a bag that can fit in a planner and an A4 workbook

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

- Mobile phones are **not allowed** and will be **confiscated** if they are used/seen past the purple line at the gates
- Earphones/Earbuds are **not allowed** and will be **confiscated** if they are worn past the purple line at the gates

Hardship Policy

I would like to remind everyone about the Academy Hardship Policy. This fund is a discretionary source of financial help available to all registered full-time Academy students. The aim of the fund is to help students who have difficulties in paying for:

- Curriculum trips, visits and year group residential (up to 100% of the cost)
- Uniform, shoes or sports kit
- Other materials or equipment required for their academic studies
- Expenses to attend seminars, interviews or work experience placements
- Emergency travel expense

Your Children may be eligible for a grant from our hardship fund if:

- A household income of below £25,000
- A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/Child Tax Credit, Income Based Employment and Support Allowance (ESA), Universal Credit, who is not entitled to free school meals
- At the decision of the Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

You can access the hardship policy on our website [here](#)

COVID Testing at Home

Students should continue to carry out twice weekly COVID tests at home over the Easter holidays. We recommend doing the tests on a Sunday night/Monday morning and Wednesday night/Thursday morning. Results should still be reported to NHS Test and Trace at <https://www.gov.uk/report-covid19-result> and to the academy.

We have now conducted over 3000 lateral flow tests in school and handed out over 4000 home testing kits to students. A monumental task completed by a team of wonderful staff who worked tirelessly for 3 weeks to ensure the smooth running of mass testing. In order to reduce the risk of transmission, we would ask that parents and carers do not send students to the academy if they are symptomatic. I would like to thank all parents and carers who have supported the academy in reducing community transmission by following Government guidelines.

Routines

We will be continuing with the slightly staggered start to the day to ensure students are on site safely. Lateness to the academy will result in a C4a being issued to students. Staggered starts to the day are as follows:

Y7 - 8.00 am

Y8 - 8.05 am

Y9 - 8.10 am

Y10 - 8.15 am

Y11 - 8.20 am

As you are aware community relations are very important to our academy, I would appeal to all parents and carers to help us by being considerate when dropping off and picking up their children, please be mindful that our car park and drop off points have become increasingly busy at the start and end of the day. Please consider dropping off and picking up students further afield to avoid congestion.

I would also ask you to remind your child of the importance of continuing to adhere to government guidelines. Students **should not gather together en-route to the academy**, particularly in the woods by the bus stop on Hall Drive and at the shops. They should enter straight into the academy via their designated route. Students have been very responsible in their response to expectations regarding the wearing of face masks and keeping us all safe. Could I ask that students come to school with a reusable mask as opposed to a disposable mask as they are more prone to breaking.

As we enter the Easter break, it would be greatly appreciated if you could make us aware of any new positive COVID-19 cases that occur from either a LFD or PCR test, between Saturday 27th March 2021 until Thursday 1st April 2021 by completing the following google form <https://forms.gle/FRybakBFjr4UDa2y7>

From Friday 2nd April 2021, parents/carers are required to report any positive cases to Public Health England on 0300 303 8596 (North East).

This form must be completed in full as soon as possible after a positive COVID-19 test result. Once the form is submitted, you will be contacted by a member of staff in due course.

As we approach the end of the spring term I wish all our families a happy Easter break and hope the holiday period is filled with joy, peace and hope.

Yours faithfully



Mark Gray
Principal