

Dear Parent/Carer

You will be aware of significant and exciting changes to the academy's future in terms of its leadership, its identity and our strong commitment to improving standards which will provide opportunities for your child to succeed both in the near future and in the long term.

You will now probably be aware that Cockburn Multi-academy Trust (MAT) and Delta Academies Trust have been in discussions with the Department for Education regarding The South Leeds Academy joining Cockburn MAT. We are working closely together to ensure a smooth transition and a successful future for the academy, which will be known as Cockburn John Charles Academy.

As we start a new academic year, I am writing to remind you of the changes to the academy day, what your child needs in preparation for the September start and to reinforce and clarify our high expectations with regard to the uniform policy.

Academy Day:

Students must be on the academy site by 8:25am and registration will be at 8:30am. All lessons will finish at 2:45pm and the normal academy day will end at 3:00pm. Many enrichment opportunities will then be available from 3:00pm and your child will be given a list of the extra-curricular activities offered at the start of term.

Academy Uniform:

We are firmly committed to building a learning community with a strong corporate identity of which we can be proud. Students who look smart will have a positive self-image and this will inevitably have an impact upon their behaviour and the quality of their work.

Our uniform is both practical and smart. We feel a high standard of uniform is an important feature of academy life and will be a clear message to everyone that we care about ourselves and each other.

All students at Cockburn John Charles are expected to **maintain a high standard** of personal appearance. The following details outline the correct academy uniform:

- **a royal blue, V-neck jumper** with the Cockburn John Charles Academy logo embroidered upon it. The correct jumpers are only available from the academy
- **black trousers** - appropriate formal trousers - see image (jeans, tracksuit bottoms, skin tight trousers, fashion trousers, leggings, combat trousers, tightly tapered trousers and turn ups are not permitted)
- **a plain white shirt** - shirts should be tucked into trousers and the top button fastened (tailored shirts, patterned garments and girls' blouses are not permitted)
- **an academy tie** with the correct sized knot that is the same as when purchased



- **sensible plain polished black shoes** - shoes must be entirely black with no accessories, buckles or bows (boots, stiletto heels, backless shoes trainers and sandals are not permitted)
- plain black/dark socks must be worn

Optional:

- plain black hijab may be worn for religious purposes only and the academy tie must still be visible at all times
- outer coats, hats and other unnecessary items are not allowed to be worn within the academy and should be kept in the student's locker

Jewellery:

- a watch is the only item permitted to be worn, all other jewellery must be left at home
- piercings (ears or facial) are not permitted and must be removed

Hair and make-up:

- extreme hair styles such as hair dyed an unnatural colour, hair with patterned lines, symbols and letters will not be permitted
- hair which is tied up should be done so with small hair slides, head bands or bobbles only
- discrete make-up may be worn at the academy's discretion
- nail varnish or false nails are not permitted

Students who do not conform to our high uniform expectations will be placed in Inclusion or sent home on arrival to the academy to correct their uniform. There are no allowances for incorrect uniform. As a parent/carer your assistance in enforcing the uniform policy will be gratefully received. Students should not need to lose valuable time away from their education to address situations regarding uniform if they are correctly attired and presented.

To support parents/carers with regard to the uniform changes all students will be given a **free jumper and tie**. Students will collect their jumper and tie on their return to school after the holidays. We have ordered the new uniform but cannot guarantee it will be in school for the first day back however we will distribute a jumper and school tie to all students as soon as it arrives.

PE Kit

Below is a compulsory list of what each student should have as their PE kit:

- light blue Cockburn John Charles PE t-shirt
- black shorts
- black football socks
- black and blue reversible long sleeved Cockburn John Charles Academy all weather shirt.
- Black or navy jogging bottoms to wear during the cold weather

Current students may wear their The South Leeds Academy PE kit until this needs replacing. PE kit for Year 7 students can be purchased from the academy office from Monday, 4th September 2017.

Equipment:

It is essential that every student must have the following items of equipment:

- a handwriting pen, two black/blue pens, pencil, red pen, ruler and eraser for every lesson

- an Aurora AX595TV Scientific Calculator (we give all students this item in September, however if they lose it they will have to replace it at the cost of £5.00)
- a bag big enough to carry your child's planner, books, games kit, etc. ('boot bags' and/or handbags are not suitable)

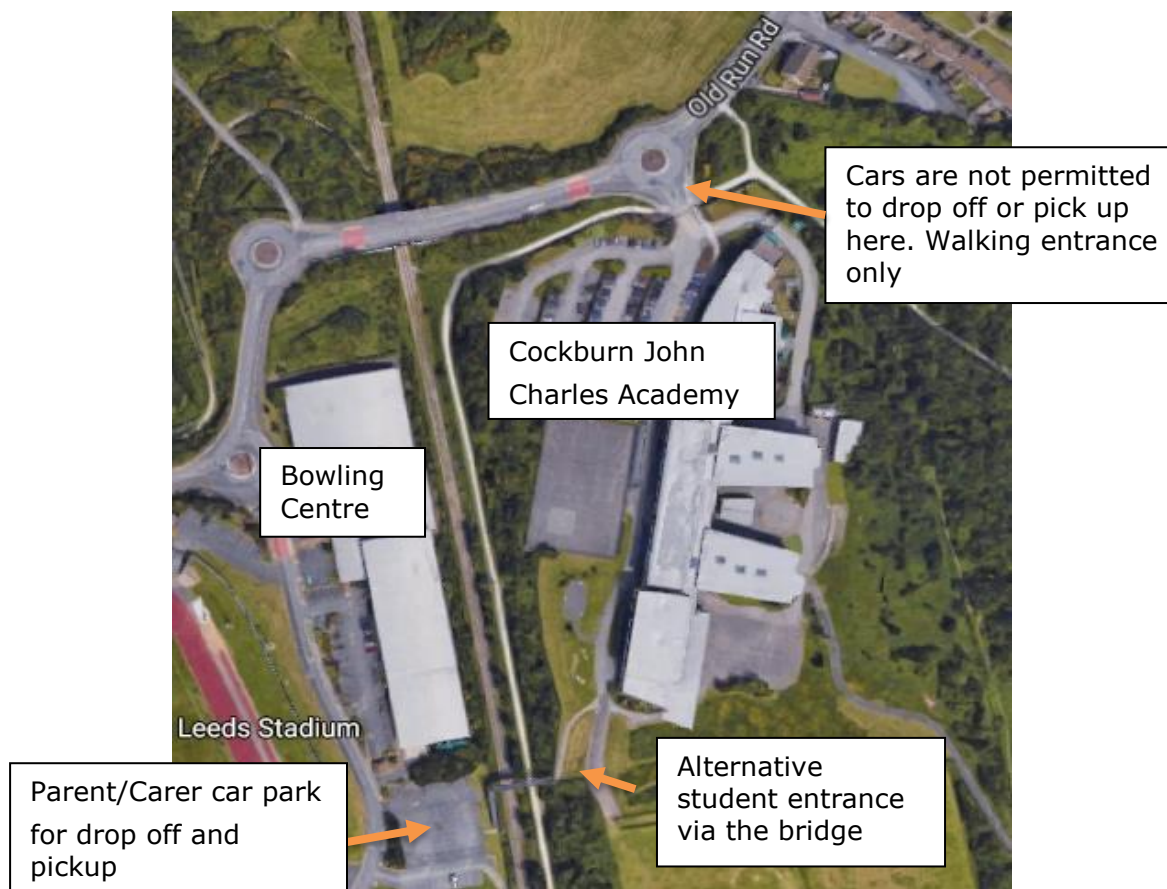
Students will be given a planner and books or folders for each subject. If they wilfully damage anything they will be expected to pay for their replacement. This also applies to furniture and damage to the academy buildings.

Health & Safety:

We ask that parents/carers ensure that students do not bring high energy drinks into the academy as all the research suggests that these drinks can make children lose concentration in lesson and become hyperactive.

For the safety of your child, please be aware of the parking restrictions that are in place outside the front of the academy on Old Run Road. The local Police and the Council have indicated that they will enforce the traffic penalty notices on any vehicles stopping on the roundabout or double yellow lines on the road to drop off or collect their child.

If you need to drive your child to the academy you can use the car park off John Charles Road, where you can safely drop off and collect your child from the academy (please see the map), but we encourage students to walk to the academy or to use the academy bus or public transport.



Attendance:

This year you will see an increased focus we will be having a major push on attendance and punctuality and we ask parents/carers to ensure that students attend the academy on time

(8:25am), are only absent when it is absolutely necessary. Please be aware that holidays are not permitted to be taken during term time. We will regularly update you on your child's attendance and alert you when we become concerned. If your child has only 90% attendance it is equivalent to them missing one half day every week, four whole weeks in the academy year over five years which is equivalent to a half year of absence from the academy. Research shows that seventeen days missed equates to a GCSE grade and, a two week family holiday in term time, reduces 100% attendance to 94.7% over the year. Please contact the academy if your child cannot attend due to illness. Members of staff will visit to conduct welfare checks if we have not had contact.

The academy will re-open for students on Tuesday 05th September, following the summer holidays. Monday 4th September will be a training day but the academy will be open for parents/carers to purchase any PE kit from the main office.

The academy opens to students on:

Tuesday, 5th September - Year 7 only from 10:00am to support their transition into the academy

Wednesday 6th September for all other years at 8:25am

I would like to thank all parents/carers for their positive comments about the future changes and how they feel Cockburn John Charles Academy will continue to improve the academic standards and students' behaviour.

It is going to be a great year and we look forward to working with you all.

Thank you for your support.

Yours sincerely

Mr D Gurney
Executive Headteacher

Mrs S Roberts
Head of School