



Dear Parents,

## Getting the Basics right...

Over the last couple of weeks we have been raising the profile and understanding of the basic expectations that we have of all students across the school. Through assemblies and tutor time the students have been reminded about the key school policies and practices that form the strong foundations on which the school community operates successfully. For example, we believe that it is an essential part of the ethos and discipline structure that all students manage the way in which they present themselves and comply with the school uniform and appearance policy, as it promotes strong, cohesive school identity supporting high standards and expectations in all areas of school life.

We have noticed that a small minority of students are not fully complying with our expectations in terms of their appearance and it would be greatly appreciated if you would support us by ensuring your child adheres to the school's uniform and appearance policy. A small number of the school uniform requirements which are causing the most frequent concerns are provided below for your reference:

- **Footwear** must be plain, black, smart, sturdy shoes. (*Boots, trainers, pumps, logos, fabric or high heels are not acceptable.*) Acceptable footwear is at the discretion of the Headteacher.
- **Outdoor clothing** should be a plain dark coloured coat. Casual outer garments such as non-school jumpers, hoodies, sports tops, fleeces, cardigans, leather or denim jackets are not acceptable. Any other coloured or patterned outdoor coats must be removed on entry into school and should not be worn onsite during the school day.
- **Shirts** should always be tucked in to trousers/skirt
- **School jumpers** should not be tucked in to trousers/skirts
- **Skirts** should be knee length.
- **Fashion items** such as jewellery needs to be kept to a minimum. There must be no more than one piercing per ear, (ear lobes only) with one plain gold or silver stud, which should be removed for P.E. Any other piercings will be removed in school. No other jewellery except a watch is allowed. If a student needs to wear a piece of jewellery for medical or religious reasons, it should be removed or covered up during physical activity or during practical learning. Jewellery worn for medical or religious reasons will only be allowed once approval has been sought and agreed in writing in advance.
- **Hair** should not obscure a student's vision. Extreme hairstyles or colourings are not allowed. Hair accessories should be small, plain and black. No flowers or bows should be worn. Shaved patterns in hair or eyebrows will not be permitted.
- **Make up** worn in school should be discreet.
- **Nail varnish or false nails** are not allowed.

Please note that the lists above are not exhaustive, and the final decision on whether the appearance of students is suitable lies with the Headteacher.

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Will also expect that students are punctual to school, to each of their lessons and are equipped ready to learn. School starts at 8.45am and this when the first bell rings to acknowledge that students should make their way to lesson 1. All students that arrive after 8.45am will be required to enter school through reception and to sign into school. The number of 'lates' to school and internally to lessons during the school day are recorded and sanctioned appropriately.

A clearly visible part of our success is due to students being prepared for their learning. As a minimum we expect students to have the following items on a lesson by lesson basis:

- Ballpoint Pen
- Pencil
- Eraser
- Pencil Sharpener
- Ruler
- Dry-wipe Marker
- Coloured Pencil Pack

To support students we sell these items within the canteen during breakfast club, break and lunch on a daily basis through the cashless system.

Finally, it is also worth reminding you of the school's mobile phone policy, especially after the Christmas break when many of our young people have new pieces of technology. The Acceptable Use Policy states that students are not allowed to use mobile devices and headphones on the school site. Any student seen with mobile devices or headphones (including mobile phones, iPods, tablets, MP3 players) will have the item confiscated without any prior warning. To ensure that we operate in a fair and consistent way the Academy takes a zero tolerance approach to this principle.

If you require further clarification regarding the contents of this letter please in the first instance refer to the 'Appearance and Uniform Policy', the 'Acceptable Use Policy' and the 'Reward and Behaviour Policy' under policies on Tarleton Academy's website. If then you have any additional questions or queries please do not hesitate to contact me at school.

Thank you for your continued support.

Yours sincerely,

*M Cunniffe*

Head of School