

August 2023

Dear Parents and Carers,

I hope you are enjoying the summer break, as we prepare to start a new academic year I write to remind you of some core OPA procedures and expectations.

Essential equipment

Uniform and essential equipment will be checked weekly by tutors, sanctions and negative Behaviour points will be issued to students with missing or incorrect items.

- **School BAG** -All students MUST bring a bag to school every day, this should be big enough to carry all books and equipment
- **Pencil case**- To include Black, blue, red and green pens, pencil, ruler, rubber, sharpener, protractor, scientific calculator.
- **Reading book**- This can be a school library book or a book from home.
- **School PE kit**- To be brought to school on PE lesson days. The PE kit must be OPA branded kit- (OPA PE top with OPA leggings, shorts or tracksuit bottoms) and trainers. No alternative sportswear should be worn. Eg. Nike/adidas tracksuits will not be permitted.

Behaviour and Standards Policy Reminders

- **Unnatural eyelash or eyebrow enhancement will not be tolerated** – Eye lashes and eyebrows should look natural. Students will be expected to remove fake eyelashes or thick mascara. Failure to do so will result in an internal isolation in the supervision room.
- **Makeup** any makeup worn to school should look natural
- **No nail enhancements** – e.g. varnish, polish, gels, acrylics, etc.
- **Hair** must be natural in colour. If unnatural hair colours are in place (such as vivid red, blue or purple) then a student will remain in the internal isolation until such times as this has been rectified.
- **Hair bands** should be navy, black or white. Hair Beads should one colour – Black, navy or white.
- **Chewing gum** is not permitted.
- Fizzy drinks or energy drinks are not permitted in school and will be confiscated.
- **Mobile Phones**- We are a phone free academy, phones should be kept out of sight at all times and not taken out in the academy. If a student is caught in possession of their phone on more than two occasions they may be asked to leave their phone on reception when they arrive to school.

Uniform

- School coats & scarves must be black or navy with no obvious logos; they are not to be worn in the school building or in lessons.
- If students wish to wear **tights** in the winter months they should be plain black or a natural colour- Tights are to be worn without socks, leggings must not be worn as an alternative to tights.
- Pupils are permitted to wear plain white socks **without any logos**.
- Black school shoes must be worn. Boots are not permitted this includes Kicker boots although Kicker shoes are permissible.
- Trainers that resemble school shoes may be worn. Eg. A trainer with laces that looks like leather and can be polished is acceptable (Eg. Nike Air force 1). Canvas, Velcro, Breathable mesh type material trainers are **NOT** acceptable
- Blazers must be worn at all times, unless a teacher gives permission to remove it in class. Blazers should **NOT** be left at home or stuffed into a school bag.
- School skirts should be a maximum of two inches above the knee. **School skirts should not be worn rolled up.**

Jewellery

- One small stud earring may be worn in the lower lobe of each ear. Hoop earrings are **NOT** permitted. Other facial or visible body piercings are **NOT** allowed; this includes nose, lip and tongue piercings. Students who come into school with any such piercings will be required to remove them.
- Students may wear a watch to school.
- Necklaces, rings and bracelets are **NOT** permitted
- Any jewellery other than a watch or studs worn will be liable to confiscation until the end of the half term.

Attendance

- As parents and carers, it is your legal responsibility to ensure your child attends school.
- Students are expected to be in school daily. The school day starts at 8.30am and we expect your child to be in their line up by 8.30am.
- All students are expected to be in tutor time and attend assemblies without fail.
- We do not authorise absence unless in exceptional circumstances and where there is proof provided.

Lateness

- Poor punctuality is not acceptable. When a child misses the start of the day, they are not well prepared for learning as miss time with their tutor and miss vital information and news for the day.
- Children arriving late to school can also disrupt lessons. Students will receive daily and weekly punctuality detentions if they are late to school.

- If your child has a persistent late record, you will be asked to meet with the Attendance Team to identify what the barriers are and together seek a resolution.
- Please approach us if you are having problems getting your child to school on time so that we can work with you. The earlier we identify a problem the more chance of success we can have

As ever, we thank all parents and carers for your continued support in maintaining high standards at Ormiston Park Academy.

Yours faithfully,

Lynsey Padmore
Vice Principal