



Ref: NKE/JWA CC1223.LAS

13 December 2023

Dear Parents/Carers and Students

Christmas Closure / Important Dates and Information

I would like to remind you that **the Autumn Term will end at 1:05pm on Friday 22 December 2023**. Students will be able to collect lunch from the dining hall prior to leaving the building should they wish to; however, please note that all students will need to have left the Academy site by 1:30pm.

The Academy will re-open to students on Tuesday 09 January 2024. Please ensure your child arrives for a prompt start to the day at 8:20am. A reminder of the times of the day and the remaining term dates/INSET days are outlined overleaf for your convenience, along with uniform, basic equipment, jewellery, and mobile phone information.

I would like to take this opportunity to remind parents/carers that should you have any difficulty with the purchasing of uniform and basic equipment, please contact Mrs Whitfield at the Academy where confidential conversations can take place, and support can be offered if needed.

Urgent plea/reminder

Further to ongoing requests, I would like to re-emphasise the importance of using the drop off and pick up zone on the lower car park, (accessible from Newcastle Lane), at the start and the end of the school day. We appreciate that there are times when this area is particularly busy, but the safety and well-being of our students remains paramount as always. I wish to thank the vast majority of parents/carers who assist us in keeping our students safe in this regard.

May I take this opportunity to thank you for your support for our academy, and to wish you all a pleasant and restful Christmas break.

With very best wishes

Noel Kennedy
Principal



Remaining Term Dates 2023 – 2024

Autumn Term 2023	Dates
Academy closes	Friday 22 December
Christmas Holiday	Monday 25 December to Friday 05 January

Spring Term 2024	Dates
Academy open to staff only (INSET Day)	Monday 08 January
Academy opens to students	Tuesday 09 January
Academy closes	Friday 09 February
Half Term	Monday 12 February to Friday 16 February
Academy opens	Monday 19 February
Academy closes	Friday 22 March
Easter Holiday	Monday 25 March to Friday 05 April

Summer Term 2024	Dates
Academy opens	Monday 08 April
INSET/Moderation Day	Monday 15 April (details TBC)
Polling Day	Thursday 02 May (closure for some year groups – TBC)
May Day Bank Holiday	Monday 06 May
Academy closes	Friday 24 May
Half Term	Monday 27 May to Friday 31 May
Academy opens	Monday 03 June
Academy closes to students	Friday 19 July
Academy open to staff only INSET Day	Monday 22 July
Summer Holiday	Tuesday 23 July to Friday 30 August

INSET Days

Monday 08 January 2024
 Monday 15 April 2024 - (INSET/Moderation Day)
 Monday 22 July 2024

Times of the Day

Time	Activity/Period
08:20am	Warning Bell/Whistle
08:25am	Roll Call
8:30am - 8.50am	Tutor Time
8:50am - 9:50am	Period 1
9:50am - 10:50am	Period 2
10:50am – 11:05am	Break
11:05am – 12:05pm	Period 3
12:05pm – 1:05pm	Period 4
1:05pm – 1:45pm	Lunch
1:40pm	Roll Call
1:45pm – 2:45pm	Period 5



Uniform

Students are required to wear full academy uniform at all times, including blazers.

- Purple blazer with school badge
- A plain white shirt with stiff collar and a top button
- School tie
- Grey, plain, **(non-branded)** V-neck school jumper **(optional)**
- Grey school trousers **(not leggings, tight fitted trousers or jeans)**
- Grey 'A' line school skirt – knee length **(tight fitted skirts are not acceptable)**
- Religious headwear such as turbans, hijabs, niqabs etc may be worn. The colour selected should resemble the school colours, grey, purple or white **(scarves with tassels and embroidery are not acceptable)**
- Plain black or grey tights or socks **(socks must be below the knee)**
- Plain black leather/leather looking flat shoes **(not platforms, boots, trainers, or any sports/fashion branded footwear. Canvas shoes or pumps are not allowed)**
- Students are required to attend school with an appropriate hairstyle that cannot be considered extreme; this is at the discretion of the Interim Principal and the Associate Principal
- Shirts must be tucked in at all times
- Hooded tops and fashion jumpers are not permitted
- Makeup should be natural and minimalistic
- Extended false nails are not permitted due to health and safety concerns

Jewellery

Any jewellery worn is considered non-essential and must be removeable. All jewellery worn is the sole responsibility of the student.

- Small metal or diamanté studs may be worn in the ears
- A plain metal, removable nose stud can be worn. **(No other facial piercings are permitted)**

Basic Equipment

Students need to be prepared for learning by attending the Academy with the correct basic equipment. This ensures that lessons can begin swiftly and without delay. As such, students are required to bring the following equipment:

- A school bag that can hold several A4 books **(small side bags are not allowed)**
- A clear pencil case
- Black or blue ballpoint pen
- Green pen
- Pencil
- Ruler
- Rubber
- A reading book, in line with their current reading level

It is compulsory that each student always has their basic equipment with them.

Mobile Phones/Ear Buds

The use of mobile phones and ear buds by students is strictly prohibited at the Academy and as such, students are not permitted to use mobile phones and ear buds during the school day. Any mobile phones brought onto the Academy premises are done so at the student's own risk and the Academy will not accept responsibility or liability for loss of, or damage to the items when brought onto the site. Mobile phones should be switched off and out of sight at all times. Any student seen with or seen using a mobile phone or ear buds whilst on the Academy premises will have the items confiscated and can be collected at the end of the school day.

Any student who urgently requires the use of a phone during the school day, will be allowed to use the Academy phone, dependent upon the circumstances. Likewise, should you need to contact your child in an emergency, please use the Academy main contact number 01782 883500.