

Principal: Mrs Ruth Craven

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Dear Parent/Carer,

**Re: Academy Expectations**

I hope you and your family are well.

As we prepare to return after the Easter Break, I'm writing to remind you of the Academy's expectations regarding uniform, appearance and punctuality. As students return to the Academy after their break, it's important for both you and your child to be aware of these as well as the sanctions that may accompany a misdemeanour.

Please see the below for reference:

**Uniform & Appearance**

All students are required to return to the academy in January, wearing their full Copley uniform as well as being equipped for their lessons.

A full list of the appropriate uniform and equipment can be found on the academy website (<https://copley.greatacademies.co.uk/students/school-uniform/>) but must include:

- *A rucksack/large bag*
- *An academy blazer*
- *A white shirt*
- *Academy tie – students were provided with a tie in September – if this has been lost, they will need to purchase another one on Parent Pay, collecting from reception*
- *Plain black trousers/Black pleated skirt of appropriate length and which must carry the academy logo*
- *Black school shoes – this does not include black trainers or branded sports shoes*
- *Jewellery should not be worn or should be placed out of sight. Students may wear a set of small stud earrings*
- *Equipment for the school day, including pens, pencils and a reading book*

Students who attend the Academy with the incorrect uniform will receive intervention from our pastoral team and sanctions will be applied, depending on the individual circumstances. The academy does have a quantity of spare uniform and equipment that can be loaned to students who are in need. However, there will be a change in the process behind the lending of ties from the Academy. **Students will only be allowed to borrow a tie on two occasions each half-term before a sanction is issued.** It is therefore imperative that a tie is bought from the Academy within this time frame.

Further to this, it is important that students continue to follow the expectations of the Academy on appearance, including hair colour, make-up, and nails. Students' **hair should be of a natural colour** (not extreme in colour) and students should have **removed any false nails, nail varnish and false eye lashes** in preparation for their return in January.

As the weather continues to be variable during this time of year, we expect many students to wear coats when traveling to and from school. However, all students will be asked to remove these when entering the academy buildings and **hoodies are not allowed** during the school day, including break and lunch.

The academy also asks the support of parents/carers in ensuring that all students return to the academy with the clear understanding around the rules connected to mobile phones. **All mobile phones should be switched off** and placed in bags so they cannot be seen or heard throughout the school day. As per the academy's behaviour policy, phones will be confiscated, and a sanction applied if they are seen or heard by a staff member.

It is also important to note that the academy recommends students should not have new piercings over the break as these would have to be removed for PE lessons on their return. Any student piercings should only be with small studs to fit with the academy's policy. Tongue and nose piercings should not be present during the Academy day.

The academy continues to ask for the support of all parents and carers in helping students meet the aforementioned expectations but if you have any concerns, please don't hesitate to contact the academy via the 'Mail' account below. Students who fail to comply with the expectations around uniform and appearance will be issued with sanctions, including Internal Suspension until the issue is rectified.

### **Punctuality**

Copley Academy has a high set of standards regarding attendance and punctuality to both school and lessons. Recently, there has been a growing concern about the number of students who are arriving late to Form Time and lessons during the academy day.

In an effort to raise expectations, additional sanctions may be issued to those students who are repeat offenders. This is especially true for those students who may be classed as 'truanting' by intentionally arriving late to class. The Academy expects students to go straight to their next lesson via the shortest route possible and without stopping to socialise. Currently, students arriving late to lesson will receive a late mark and those who are late three times, receive a Detention. To further deter those students who are intentionally stalling on the way to their class, they will now be classed as truanting. Those students caught intentionally truanting will be issued with completing the rest of the day in Internal Suspension and they will need to attend an after-school detention.

Our hope is that students continue to arrive for school at 8.40am each morning and attend each of their lessons on time each day.

Please feel free to contact me if you have any queries regarding the above.

Kind regards

**Mr D O'Brien**  
**Assistant Principal**