

**Executive Headteacher** Mr D Gurney B.A. Hons / NPQH / NLE  
**Head of School** Mrs S Roberts BSC. Hons / PGCE / NPQH

28<sup>th</sup> May 2021

Dear Parent/Carer,

As we approach half term I wanted to update you with some important reminders in preparation for our final half term of the academic year.

### Uniform, PE kit and equipment

As a reminder, all students must wear full school uniform. Parents/carers can purchase uniform via the online shop on the academy website, which you can 'click and collect' from the main office. The link to the online shop, alongside sizing guides can be found via this link.

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=1085>

We politely remind parents/carers that the uniform policy is non-negotiable and school uniform should not reflect changing fashion trends i.e. skinny trousers, kicker boots, jewellery, piercings, false eyelashes or acrylic/painted nails. It is essential that they attend in full school uniform, with all equipment including their PE kit and equipment, the list can be found on the academy website <https://cockburnjohncharles.org/parents-carers/uniform-kit/>

Students wearing incorrect uniform will sent home to rectify the issue to return on the same day. Please contact your child's learning manager, if you have an issue regarding uniform, we will be able to support you; we have a small supply of loan uniform for any families facing financial difficulties.

**Monday 7<sup>th</sup> June 2021:** Closed to students, Professional development day 4

**Tuesday 8<sup>th</sup> June 2021:** All students (Year 7-10) return to the academy

Staggered arrival and finish times are still place. After the half term holiday, Year 11 will no longer be in the academy full time and therefore we are able to make some changes to extend the length of the academy day for Year 9 until 2.40pm

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
Start Time	8.15am Student Entrance	8.35 am Student Entrance	8.25am A block doors	8.30am MUGA doors
Finish Time	2.35pm	2.45pm	2.40pm	2.50pm

### Attendance

Attendance is mandatory and it is the legal duty of the parent/carers to send your child to school. We will continue to record attendance, follow up on any absences via email and home visits and will keep you regularly informed of your child's attendance, daily via the Parent app and email. We expect all students to have at least good attendance of over 97% next half term. Holidays will not be authorised during school time and, if taken, will result in the issue of legal proceedings in line with government policy.

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[www.cockburnjohncharlesacademy.org](http://www.cockburnjohncharlesacademy.org)

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Students who are displaying Covid symptoms (however mild) must not come into the academy and should follow Government guidance on self-isolating, take a PCR Covid test and engage with test and trace. If family members in your household are displaying symptoms of Coronavirus you must follow Government guidance regarding self-isolating including test and trace. Please inform us asap and we can then offer remote education for your child.

### **Mobile Phones**

Mobile phones and other similar devices such as smartwatches, tablets are brought in at students' own risk and are to be switched off and are **not to be seen** at all in the academy. If any student has a mobile phone or similar device out or it is heard or seen it will be confiscated.

### **Café Verona**

We are pleased to report our £3million pound extension is complete and all our students have access to a fantastic new dining and toilet facilities. The dining room was named by the students in memory of our amazing teacher Miss McShane.

### **Communication**

We will continue to share reminders and any updates on using Parent app, the academy website, email and wherever possible through social media to alert parents and carers.

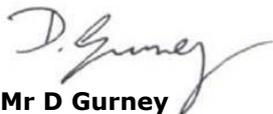
Please ensure we have your current email address. We have also re-sent an email from the academy from noreply@SIMS.co.uk to all parents/carers not already using the Parent app, inviting you to download the app.

### **Year 11:**

We wish our students well as we celebrate their last day in the academy and want to commend them on their resilience and engagement with learning throughout the assessment period.

As always, thank you for your ongoing support and here's hoping that there is more than a glimmer of sunshine for everyone over the half term holidays.

Yours sincerely,



**Mr D Gurney**  
Executive Headteacher



**Mrs S Roberts**  
Head of School