



21 September 2018

Dear Parents and Carers

Expectations

Now that the new Academic year is underway, I would like to take this opportunity to remind you of some of the school's high expectations.

Student Expectations

Leave of Absence

Please can I remind parents and carers that students should not take time off during term time and requests will only be considered for approval under exceptional circumstances. The Ongar Academy does not support holidays requested during term time.

If a request is made for leave of absence and this is not approved, and the student does not attend during the stated period, then a fixed penalty notice could be issued upon the student's return to school.

Attendance

Students must attend school regularly and are expected to meet their individual target of 96% or above. This equates to your child not having more than 10 days of absence across the 190 school days. If your child or children is/are absent from school, it is expected that a phone call is made to the school by 9.30am on every day that they are absent. If there are frequent absences for illness the school will not authorise unless they are validated by medical evidence. The school takes issues of low attendance very seriously and will forward such cases to the Local Authority for further action. If you require any further information about attendance, please refer to our Attendance Policy on the website.

Punctuality

All students are expected in school by 8.45am so that they are in lessons and ready to be learning at 9.00am. Persistent lateness to school or to lessons will be addressed through a parental meeting to discuss the reasons for the persistent lateness. The school will consider extraordinary local traffic situations and incidents out of the students' control (such as the buses running late or an accident on the local roads). However, we will not accept daily traffic as an excuse, as they will be deemed as something that could be anticipated.

Uniform

Please note that school skirts should be worn to the knee. Any student who persistently flouts this rule will have to meet with a member of the school staff with the parent and carer and a solution will need to be sought to rectify this.

Headteacher: Mr. A. Osborne (Acting)

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As the weather starts to get colder over the next term, please can we remind all parents/carers and students of our rules: Students are advised to wear warm winter clothing to and from School to keep themselves warm, but once they enter the school building these must be removed and should not be worn in the corridors. Any student who persistently flouts this rule will have their coat confiscated until the end of the school day and will therefore need to remain in the school building during breaks and lunch.

Trainers are not permitted to be worn as part of the school's uniform. Permission to wear trainers will only be granted in exceptional circumstances, such as a long term medical issue or an unforeseen circumstance. Parents and carers must write a letter to their child's Form Tutor to outline the reason for this and when their child will be back in school shoes. Failure to do this will mean students are requested to wear the school plimsolls provided.

Equipment

All students should ensure that they have all books and equipment required for their lessons each day. This may include a PE kit, pencil case including pens, pencils, eraser, sharpener, ruler, calculator and highlighters of coloured pens/pencils.

Respect

All members of the community, adults and children alike, will show respect to one another at all times. Students are expected to follow the requests of adults first time and must not disrespect members of staff who are enforcing the school rules. Students are expected to listen to others and contribute positively in lessons and show respect to all fellow students regardless of gender, race or religion. Bullying, racist or homophobic remarks at The Ongar Academy will not be tolerated.

Students will also be encouraged to participate in a number of community and charity events.

Students will conduct themselves in a respectful way whilst in our community. We would not expect to see any of our students dropping litter, using inappropriate or offensive language and we most certainly would not expect to see any intimidating or threatening behaviour of any kind. Any incidents of poor conduct will be sanctioned by the school as students will be bringing the school's name into disrepute.

Communication

All communication to the school will be responded to within 24 hours (during the school working week). If a parent/carer would like to meet a member of staff in person at the school an appointment should be made in advance. Unfortunately, staff are not able to see parents/carers that arrive at the school without an appointment.

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Parking Reminders

Whilst we appreciate that the following reminder will only apply to a small minority of parents and carers we do ask that all parents and carers that drive to collect their child or children from school that you take note of the following reminder. We have received many complaints from residents of streets surrounding the school regarding inconsiderate parking (particularly at the end of the school day). May we take this opportunity to remind parents and carers of the need to park considerately and in accordance with the local parking restrictions always. We appreciate that it can be difficult to park close to the school but inconsiderate parking in the local vicinity creates congestion and can make it dangerous for students to cross the road, or for those who may have to walk along narrow pavements partially blocked by parked cars, particularly in The Gables area. As we are sure you are aware, the Health and Safety of our students and staff is a paramount concern to us always.

Thank you for taking the time to read this letter of expectations. If you require any further information our website and facebook page is regularly updated.

Once again, thank you for your full support.

Yours Sincerely,

Mr. A Osborne.
Headteacher (Acting)

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