

# ALEC REED ACADEMY



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Principal and CEO: Allison Moise-Dixon

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Dear Parent/Carer

Firstly I wanted to thank you for the warm welcome that I have received since joining the academy in January. I have had many positive interactions with the whole academy community including parents. The students at Alec Reed Academy are amazing! They have been friendly and welcoming and have made a very good first impression – they are a credit to you! I look forward to forging continued and lasting partnerships that will see your child and the academy thrive.

As we start a new term, it is always preferable to start positively and to ensure that students are focused on our main priority – learning and progressing. I would be grateful if you could remind your child of the following so that this focus can be maintained:

## **Attendance and punctuality**

It is essential that students have punctuality and attendance levels comfortably above 95%. Research supports the direct impact of poor attendance and punctuality on students' ability to progress. There are a group of students across the academy, particularly in the upper years of the secondary phase for whom this is a significant issue. In discussion with staff here, we have devised a new strategy and should your child be below this level of attendance without our knowledge of existing long term certified medical conditions, you will be hearing from us shortly. There are some unacceptable levels of poor punctuality and attendance that must be tackled immediately if we are to secure the educational futures of our young people.

**Leave of absence** – please be aware that I would only be able to authorise a leave of absence in exceptional circumstances. The forms for requesting this can be collected by your child from their SAFE worker. Otherwise, all requests during term time will not be granted and are likely to lead to the absence being recorded as unauthorised. You could also be liable to a penalty notice of £120 per child.

## **Uniform and equipment**

It is important that students adhere to the uniform code and that they have all of their necessary equipment to learn. The uniform shop section of the website provides the details of both primary and secondary uniform expectations and items can be purchased online and delivered directly to your child. Also, you are of course welcome to come and view and buy uniform at the uniform shop in the Secondary phase of the academy on Wednesdays. Please note that the uniform shop is closed for lunch from 12 – 1.15pm. However, the shop opens from 9am and closes at 3.15pm.

Uniform and equipment checks take place on a regular basis at the Academy and if a pupil is found without the correct uniform or equipment then appropriate sanctions will be set in accordance with the Academy's Behaviour for Learning Policy.

*'The Collins PiXL Award for Outstanding Progress'* National Award Winners 2014



## **Behaviour for Learning**

It is imperative that our students display positive behaviour that enables learning both inside and outside of the classroom. In general, most students are excellent at this. However, we still have (though decreasing in number) a small group of students who disrupt learning, fail to consistently follow instructions and at times show a disrespectful attitude towards their peers and staff. As I laid out in my previous letter, this will not be tolerated. I will continue to work with our curriculum and pastoral teams to see where we can support students to amend their behaviour where these traits occur, however, for students who persist to behave in this manner despite this support will be subject to our disciplinary procedures. Our behaviour policy will shortly be updated but our current version is available on the website. Please take the opportunity to reiterate to your child our shared expectations.

I also wanted to take the opportunity to thank you for your support of the enforcement of the mobile phone policy. The policy was in place before I joined the academy but we have now addressed its previous inconsistencies. As a result, there has been a dramatic decrease in the disruption to lessons caused by phones and it has been great to see the students talking to each other during break and lunch as opposed to collectively being on screens! We want our young people to focus on the learning during the school day both academically and in acquiring the 'softer skills' that will prepare them well for their lives beyond the academy.

During this part of the term we will be looking at updating some of our key policies and will keep you informed of any significant changes that lie within them.

Warm regards and best wishes

**Allison Moise-Dixon**  
**Principal and CEO**