

24<sup>th</sup> August 2018



Dear Parent/Carer,

Firstly, I would like to formally introduce myself as Morgan Haines, the new Headteacher of City Heights Academy. I am very excited about the prospect of working with you, your son/daughter and the wider community in the forthcoming years. I have a very clear vision for City Heights that is centred on a set of core values and beliefs, and ultimately driven by our mission of **developing tomorrow's leaders, compassionate and articulate; ready for university or a career of their choice** for every student. I look forward to personally meeting you and communicating my vision and expectations for City Heights in due course.

Secondly, I would like to outline some key information for you and your child to ensure that we start the new academic year 'mastering the basics'; having the highest expectations of ourselves as a member of the City Heights community.

#### First day for students.

- Year 7 and 11 students will start on **Wednesday 5<sup>th</sup> September 2018** – see table below
- Years 8, 9 and 10 students will start on **Thursday 6<sup>th</sup> September 2018** – see table below

Who?	When?	Where?
Year 7	Wednesday 5 <sup>th</sup> of September at 8.30am	Abbotts Park Entrance then directly to Tutor Groups
Year 8	Thursday 6 <sup>th</sup> of September at 8.30am	Christchurch Road Entrance and then directly to Assembly in Main Hall
Year 9	Thursday 6 <sup>th</sup> of September at 10.00am	Christchurch Road Entrance and then directly to Assembly in Main Hall
Year 10	Thursday 6 <sup>th</sup> of September at 11.30am	Christchurch Road Entrance and then directly to Assembly in Main Hall
Year 11	Wednesday 5 <sup>th</sup> of September at 11.00am	Christchurch Road Entrance and then directly to Assembly in Main Hall

During these days, students will have personalised induction programmes that will prepare them for the year ahead. Please note that normal lessons will begin for all students on Friday 7th September.

#### Uniform

All students will be expected to wear their uniform that reflects our value of **pride** and **professionalism**, inside and outside of the Academy. The information below outlines clearly our uniform expectations.

- City Heights Blazer (Grey with Red Trim)
- Academy tie
- Grey Tailored Trousers (not skinny or jean fit).
- Grey Academy Skirt (knee length)

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- Flat, black **leather** shoes
- White Shirt with collar and **top button fastened** at all times
- Black/Grey socks or black opaque tights
- Academy jumper (optional)
- Single stud of **plain** gold/silver in each ear (no diamante/pearl/coloured/spike styles permitted)
- Hair colour must be of **natural colour** and have no patterns etc.
- Plain rucksack (no handbags etc.) Year 7 students must have a City Heights school bag.

If you experience any issues with the above uniform, please ensure you contact the school before your child's first day so that the necessary arrangements can be made. Any student who is in breach of the academy uniform policy will receive a sanction after school and may be prevented from going to their lessons.

### **Equipment**

Professionalism requires 'mastering the basics'. It begins with getting the small things right each day, every day. All students will be required to demonstrate they are **ready to learn** and their **professionalism** by having the following equipment with them at all times:

- Pencil case
- Black pen x2
- Green pen
- Pencil
- Pencil sharpener
- Eraser
- Ruler
- Compass
- Pencil sharpener
- Scientific calculator
- Reading book (note: this should be a suitable fiction or non-fiction book)
- Academy student planner (note: this will be provided by the academy on 1<sup>st</sup> day)

Again, if you experience any issues with uniform please ensure you contact the school before your child's first day so the necessary arrangements can be made. Any student who fails to have all the correct equipment will receive an afterschool sanction and will have until the next day to purchase the missing items.

### **Attendance**

Excellent attendance is fundamental to our values and beliefs due to the positive correlation attendance has on academic outcomes, and therefore your child's future. Ensuring your child has excellent attendance is a basic expectation we have for all students at City Heights:

- Attendance above **98%**

If your child is unwell on any day during the course of the academic year it is your responsibility to inform the academy by **8.45 am**.

## Punctuality

Having excellent punctuality is an important attribute that all students require during and beyond their time at the academy. We want to maximise the learning for all students each day, every day. Helping ensure your child is always on time for school is a basic expectation we have for all students at City Heights:

- Arrive by **8.25 a.m**
- Punctuality below **2%** (i.e. total instance of lateness)

If your child experiences unforeseen or exceptional circumstances that may mean they are late, please inform the academy at the earliest opportunity to avoid sanctions being given. Any student who arrives after **8.29 a.m** will receive a lunchtime/after school sanction.

## See it, hear it, take it

Establishing excellent climate for learning requires all students to adhere to our expectations at all times. If students are caught with items that are forbidden inside the academy building and in the playground, the item will be confiscated and returned at the end of the academic day.

- All electronic devices and headphones
- Non-uniform items or outdoor garments worn inside the building.

Lastly, I would like to thank you for taking the time to read this information and very much look forward to working with you over the duration of this academic year.

Yours sincerely,



Mr Morgan Haines  
Headteacher

