

22<sup>nd</sup> March 2023

Dear parent/carer

As you may be aware from speaking to your child, we have been re-establishing our expectations with students around our positive behaviour expectations which we describe as being 'Ready, Respectful and Safe'.

In being 'Ready' we have re-iterated our expectations that all students are ready for learning. They arrive to the academy on time, ready for lessons to begin at 8:30am. To support students in doing this, we have a free breakfast club open daily from 8am. We also expect students to arrive in correct uniform and be fully equipped for lessons.

Our uniform expectations have not changed. All students must wear:

- Black or grey formal trousers or a skirt. Any skirt must go down to the knee.
- A white collared, buttoned shirt.
- A Parkwood tie, tied correctly.
- A Parkwood blazer.
- Black polishable, formal shoes.

Coats must be removed on entry to the academy building and must not be worn until leaving the building at the door.

Students are not permitted to wear facial piercings. This includes any 'clear' spacers or studs. Unnatural hair colours are also not permitted.

We insist all students carry equipment to ensure they are ready for learning. The equipment expected is:

- A black or blue pen plus a spare.
- A red pen for corrections in work.
- A pencil.
- A ruler at least 15cm long.
- A highlighter.

We expect students to carry a bag large enough to carry an A4 folder every day. This is also to carry the equipment, a knowledge organiser and any homework your child is issued with.

Mobile phones are banned in the academy. To avoid any confusion as to whether a student has been 'on' or using their mobile at any time we now insist phones are switched off on arrival to the academy gates and placed into the bag students are carrying. The phone, and any mobile phone accessories including ear pods, must not be seen whilst the student is on academy premises. This includes outside at lunchtimes. Therefore, if a mobile phone, or any accessory are seen, they will be confiscated and a parent will need to collect the item from Ms Cottingham's office.

**Headteacher: Gemma Cottingham BA (Hons), PGCE, PGDEL**

E-ACT Parkwood Academy, Longley Avenue West, Sheffield, S5 8UL

**T:** 0114 231 0221 **F:** 0114 232 6751 **E:** [info@parkwoodacademy.org.uk](mailto:info@parkwoodacademy.org.uk)

**W:** [www.parkwoodacademy.e-act.org.uk](http://www.parkwoodacademy.e-act.org.uk)

The student council have previously decided around non-reusable plastic bottles in the academy. The students have ensured that non-reusable plastic has been eradicated from the canteen and have also requested that non-reusable plastic is not used in the academy. Therefore, students are not permitted to bring in drinks in plastic bottles. Any drink not in a re-usable drinks bottle will be confiscated. Fizzy drinks are also banned in the academy.

We thank you for your ongoing support to ensure our students within the academy can focus on learning and progress and invite you to contact any member of the team should you have any questions in relation to our expectations or any difficulties you may have in acquiring the necessary uniform or equipment.

Yours sincerely

*G. Cottingham*

Gemma Cottingham  
**Headteacher**

