

Dear Parent/Carers,

As we have just come to the end of our third week in Term 1, I wanted to write to you regarding some updates from the Inclusion team. We have been extremely impressed with how our students have started the school in correct uniform and with an eagerness to learn.

Rewards

Rewarding our students is genuinely at the heart of what we do at Oak. It is important to recognise the achievements of our students on a regular basis. This is not solely work-based, but regarding sporting achievements and student achievements in and around the wider community. With that in mind, please continue to share any successes your child may have had outside the school setting; we would love to know! Each students' rewards are communicated to them during tutor time and assemblies and parent/carers are also informed via postcards and texts sent home. We also regularly update our Facebook page to showcase the successes of individual students.

It has been a real pleasure to see students already collecting lots of reward points for a variety of reasons,

Sanctions

Occasionally, some students do not make the right choices in terms of their behaviour or attitude and consequently, there are clear sanctions in place to support those individuals. Everyone makes mistakes and it is important that our students recognise this. I know that parent/carers are keen to work with the academy and we are extremely grateful for your support. **Information on your child's behaviour, any detentions, achievement and attendance can be found on your Parent App. This highlights the points they are receiving for these categories. The attendance is given as a %.**

Our detention system has been reviewed and I would like to share with you the following set of expectations:

If a student does not meet our basic expectations within the classroom and a 'Lesson Removal' is issued, a detention will be set. The subject teacher will always make contact home to discuss this with you. It is at this time that the date will be discussed so everyone is very clear of the reason for this removal.

Detentions

Break time

Lateness to lesson and/or school - 20 minutes

If students fail to arrive, they will complete this at lunch time. If they fail to attend the lunch time detention, an after school missed detention will be set.

Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT
Paul Holman, BSc (Hons), Director of Outcomes
Richard Burgas, BA(Hons), Principal

www.oak-academy.co.uk

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After school

Incident	Sanction		
Standards Card complete	20 minutes	Standards Card Refusal	40 minutes
Standards Card lost	40 minutes	Removed from lesson	20 minutes

We then follow a graduated response where a student missing a detention will accrue a further 20 minutes.

Detention time	Attends	Fails to attend
20 minutes	Successful	40 minutes the following day
40 minutes	Successful	60 minutes the following day
60 minutes	Successful	60 minute Final Warning
60 minutes	Successful	Isolation – until after first break*

*Students will have time for the toilet and to collect food

Attendance

Timings/punctuality: Students should be on the school site by 8:25am, ready for tutor time at 8:30am. They can also attend breakfast club in the canteen, from 7:30am.

We encourage positive attendance and our ethos of 'Attend Today. Achieve Tomorrow' is regularly shared with our students. Please can we remind all parents and carers that full school attendance is so important to the development, education, social growth, and success of your child. Please support the academy by ensuring your child attends each day unless they are significantly unwell.

A reminder that where possible, medical visits should be organised outside of the academy day.

Every day missed, is detrimental to your child. They cannot achieve their very best unless we all support them to do so. If they are not at school, they cannot learn.

If they are unable to, we would appreciate contact to the school each morning on either of the following:

Phone: 01202 242300

E mail: attendance@leaf.bournemouth.sch.uk

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Can I please ask that this contact is made before 8.15am It is vital that we understand your child's absence and would ask all parent/carers to ensure that contact is made daily for the length of time your child is absent. The Key Stage 4 Family Liaison Officer is Miss Helen Clayton (KS4– Years 10/11). She is always keen to work with our parent/carers to support this positive attendance. Their contact details are provided below.

Miss Helen Clayton
Telephone: 01202 022095
Mobile: 07842 010725
Email: helen.clayton@oak-academy.co.uk

As an academy we do value our **Home School partnership**.

If you have any questions/queries, please use the following inclusion team e mail for Key Stage 4.

KS4@oak-academy.co.uk

Mrs Cummings and Mrs Sedgwick, the Head of KS4 and Assistant Head of KS4, are always available should you have any questions/queries or need clarity for anything.

Mrs Cummings
Telephone: 01202 774649

Mrs Sedgwick
Telephone: 01202 774637

Yours sincerely



Rebekah Cummings

Oak Academy

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