



July 2024

Dear Parent/Carer

I hope this letter finds you well as we approach the end of the academic year. I am writing with details of the arrangements for the end of the Summer Term and the start of the Autumn Term.

### **Arrangements for the end of the Summer Term**

Term ends for students at the normal time (2.50 pm) on Tuesday 23 July 2024. Students will be dismissed from school as normal on this day.

The activities we have planned for the final two days should be fun filled – please follow social media to see what the students are doing.

Attendance at the end of term matters as much as any other part.

### **Arrangements for the start of the Autumn Term**

Wednesday 4 September 2024: INSET day for staff (students not in school)

Thursday 5 September 2024: All students return to school.

Please read the following reminders carefully.

### **The School Day**

All students are expected to be at school by 8.20 am, with tutor time starting at 8.30 am – free breakfast for all remains in place.

Sept	8.30 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10.50
Break	10.50 - 11.10
Period 3	11.10 - 12.10
Lunchtime	40 minutes
Period 4	(Early 12.10 - 12.50) (late 1.10 - 1.50)
Period 5	1.50 - 2.50
End of school day	2.50

### **Arrival at school and entry to the building**

Students arrive and leave school via the main gates to the right and left of reception.

Parents dropping children off by car should use the turning circle. On the first day of term, additional duty staff will be on hand to direct all students to the correct entrance and to their tutor groups.

### **Lunch and break time arrangements**

Menus are posted on our website. Within our school lunch offer, special dietary requirements can be catered for, however we ask that you contact school to discuss any requirements in advance of the start of the term.

Students may also opt to bring a packed lunch to school. We ask that parents ensure their child's packed lunch contains a healthy balance of items. Please remember that energy drinks are not permitted in school.

The free school meal allowance has increased to £2.80 effective from 1 September 2024. This is the cost of a 'meal deal,' (main course, dessert) or packed lunch and continues to offer best value for students.

A range of grab and go food is available at breaktime.

### **Uniform**

If you have any questions about uniform or equipment, or require any further support, please contact school on 0191 5180222 or [enquiries@shottonhallacademy.co.uk](mailto:enquiries@shottonhallacademy.co.uk) and a member of staff will be happy to help.

All students are expected to be in full uniform from the beginning of the Autumn Term. Uniform items can be ordered from Emblematic online at [www.emblematic.co.uk/schools/shothall/](http://www.emblematic.co.uk/schools/shothall/)

The last date for ordering is 1 August 2024 for September.

Our uniform policy can be found on our website, and we have sent all parents a link to our uniform leaflet for reference. I would like to draw your attention in particular to the following points from our uniform policy:

#### Trousers, skirts or shorts

Plain black formal straight cut trousers not jeans, leggings or stretchy style and no jean style pockets. The trousers must be at least 6 inches wide at the bottom.

(Generic trousers purchased elsewhere MUST be in the same style and fit as those provided by the uniform supplier).

Knee length skirt (required and only available from Emblematic). This skirt is heavily subsidised to support families.

Plain black, formal straight cut shorts - just above the knee. No jeans, cargo style, leggings, stretchy or tracksuit style. PE shorts, in all styles are not allowed.

#### Footwear

Plain, black, formal, leather or leather style shoes or boots which can be polished. No trainers, plimsolls, or pumps. Socks must be black, grey, or white. Please see our website for more information.

School uniform, equipment and mobile phones | The Academy at Shotton Hall  
(shottonhallacademy.co.uk)

#### Outerwear

Outside coats (generic) must be removed before entering classrooms. No caps and/or hats in the building.

Large fashion belts are not permitted.

#### Hair, make-up and jewellery

Hair should be a natural colour.

The Academy reserves the right to decide that the cut and colour of a student's hairstyle is inappropriate e.g., tramlines, Mohicans, or extremely short sides with longer on the top. Hair bands should be thin and not overly decorative e.g., no large flowers.

#### Jewellery

Students may wear one small, single metal stud in each earlobe - no other piercings are allowed. No necklaces, bracelets, or rings.

Body piercings are not allowed e.g., nose, top of the ear, tongue. Students will not be allowed to cover piercings with an Elastoplast.

Parents/carers are advised that if a child is to have a piercing it must take place at the start of the six-week holiday and it must be removed on the first day of the term.

#### Makeup and nails

No make-up. Students in Years 10 and 11 can wear discreet, natural make-up. No false, gel or acrylic nails - natural coloured nail varnish only. For health and safety reasons, nails need to be of a sensible length for work. No false eyelashes or eyelash extensions.

#### Tattoos

Tattoos are not permitted.

#### **PE kit**

Red and black T-shirt (required and only available from Emblematic).

Black shorts/tracksuit bottoms/leggings (required, generic).

Black jumper or black tracksuit top can be worn over the PE T-shirt in the colder months (optional, generic, black jumpers with the Academy logo are available from Emblematic).

Trainers must be worn in PE lessons. Plimsolls, Converse, or canvas type shoes are not suitable. Students are advised to wear football boots for football and rugby. Dance is barefoot.

#### **Pre-loved uniform**

We recognise that we have a role to play in making school uniform as affordable, accessible and environmentally friendly as possible. We have a range of pre-loved uniform items in school as well as a financial hardship fund for families who aren't able to purchase new uniform items. Please contact [shelley.heseltine@shottonhallacademy.co.uk](mailto:shelley.heseltine@shottonhallacademy.co.uk) for more information.

We accept donations for uniform throughout the year.

#### **Other Equipment**

All students should have the following equipment for school:

a school bag (big enough to carry an A4 folder)

Pencil case containing 2 pens, 2 pencils, 2 highlighters, 1 ruler, 1 rubber (spares are advised).

Calculator (Casio fx-83GT)

Small, show me whiteboard and pen (school will provide if this can't be sourced)

Refillable water bottle (water fountains are available in school). Other drinks can be purchased at break and lunchtimes or can be brought to school as part of a packed lunch.

#### **Mobile phones and smart watches**

Mobile phones and smart watches may not be used in school. If a student chooses to have their mobile phone or smart watch in their bag it must remain switched off/on silent mode and must not be seen or used during the school day. Should a mobile phone or smart watch be confiscated from a student, it will be kept in the main office and parents will be asked to collect it.

Please support your child and the school by ensuring they have the correct uniform and equipment for the start of the Autumn Term. Where a student does not have the correct uniform or equipment, we will support families to rectify this, however students persistently breaching the uniform policy will receive sanctions in line with our behaviour policy.

#### **Period 6 – for year 11**

A reminder for year 11, they have period 6 on Tuesday and Thursday, this will start the week beginning 11 September 2024.

## **Attendance**

School attendance has some changes to fixed penalty notices (see attached flyer).

And finally...

We have a page on the school website for things that we think are useful to know - Insight, POD and Office 365 resources and guides as well as the planned curriculum for the fourth-coming year | The Academy at Shotton Hall ([shottonhallacademy.co.uk](http://shottonhallacademy.co.uk))  
The survival guides for each year's group contain some very useful information about the year ahead.

If you have any questions about arrangements for the start of term, please contact school via [enquiries@shottonhallacademy.co.uk](mailto:enquiries@shottonhallacademy.co.uk) , and a member of staff will be happy to help. Please note that we do operate reduced office hours during the summer break, so at times it may take slightly longer than usual to respond to your enquiry. We may share further updates with you during the summer holiday, so please check your email regularly.

My contact details are [alexandra.hook@shottonhallacademy.co.uk](mailto:alexandra.hook@shottonhallacademy.co.uk)

We are very much looking forward to welcoming all our students back refreshed and ready to go in the Autumn Term. Until then, I hope that you all have a safe and restful summer break.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Hook'.

Alex Hook  
Head of School