

4 July 2023

Dear Parent/Carer,

I am writing to welcome your child to Outwood Academy Bishopsgarth. I am looking forward to meeting your child over the coming induction days as they get used to how the Academy operates on a daily basis.

In order to enable this ease of transition and to ensure they have a positive start to their secondary school experience, I have outlined some key information below. Adhering to these expectations enables us to be on the 'same page' in supporting your child and ensuring that we hold high standards to make a long standing difference to their life.

It is important for the Academy and pupils that the way pupils present themselves, is positive and is in keeping with a disciplined and well-ordered establishment. It is expected that all pupils will come to school every day in a neat, clean uniform, giving the message that our pupils take pride in belonging to their school. The support of families is essential to this process.

A smart uniform improves discipline, self-esteem and self-respect. Uniform focuses attention upon learning and away from distractions.

So that all pupils have a sense of pride in their appearance, we ask that the uniform is worn appropriately and in its entirety as described below.

Pupils not adhering to the uniform code will be supported in ensuring they do not face consequences because of this. Pupils arriving to school in incorrect uniform will be supported to rectify this by loaning items of uniform from the school. Parents will be informed that this has taken place so they can assist with ensuring the correct uniform is worn in future. Repeated instances of incorrect uniform will result in a sanction.

On rare occasions, where medical conditions are evidenced to the school, there can and will be reasonable adjustments made.

Hardship

Our Hardship Fund is a discretionary source of financial help available to all registered full-time school students. This Fund is available to help students/parents who have difficulties in paying for uniform, shoes or sports equipment. Please see the Hardship Policy ([link](#)) on the school website for details of how to apply for this funding.

Nail Polish

Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc) are not allowed.

Jewellery and Make-Up

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smart watches are not allowed in the school. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time.

Noticeable make-up is not allowed, any make-up must be discreet. The decision as to what qualifies as discreet rests with the Principal and Executive Principal of the individual school. False eyelashes are not to be worn and henna is not allowed.

Hair

Hairstyles and colour should be sensible and not cause distraction.

Please check with your child's Learning Manager before considering any dramatic changes to style or colour. No offensive patterns should be shaved into hairstyles. No scarves or bandanas are allowed (unless for religious reasons). Hair accessories can only be worn in the hair and must be black or school purple.

Equal Opportunities

In determining and implementing the uniform policy Academies will take account of our Equality & Diversity Policy ([link](#)) and the needs of individual students.

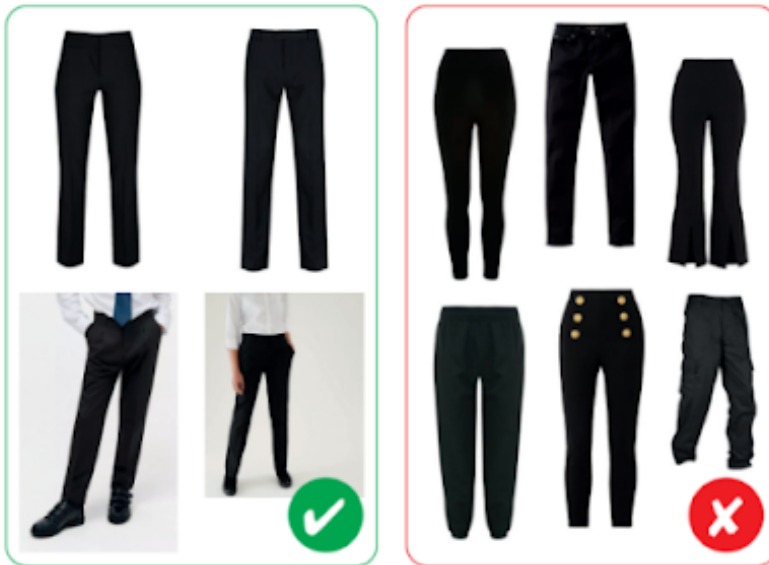
As part of the Outwood Family, the uniform consists of the items below, and must not be altered in a way that changes the style of the item.

Required Uniform

- School or plain white, long or short sleeved, shirt with a stiff collar
- School or tailored trousers, skirt or tunic dress - black (see below)
- Outwood clip-on tie
- Outwood jacket - black, with school logo
- Plain black socks (with trousers only) or 40 denier plain black tights (with skirts)
- Plain black shoes - no trainers, boots, pumps or canvas shoes will be allowed (see Shoe Policy above)

Trousers

- must be plain black and in a tailored formal style;
- must not be cropped, tight/skinny fit, made of stretch or patterned fabric. They should not have decorative buttons, buckles or fashion belts;
- jeans, flares, cargo or bootlegged trousers, tracksuit bottoms, jeggings or leggings are not acceptable.



Skirts

- must be plain black and in a tailored formal style. Skirts may be A-line, pencil or pleated (twin, knife or box pleat);
- tight-fitting, tube skirts are not acceptable;
- must sit on or just above the knee;
- must not be made of jersey, stretch or patterned fabric;
- must be worn with a minimum of plain black 40 denier tights.

Optional Uniform

- Plain black V neck or school V neck jumper - sleeves need to be full length.

Shirts, Jumpers and Jackets

- Jackets must be worn with the sleeves down
- Sleeves on shirts, jumpers or jackets must not be rolled up at any time
- Shirts must be tucked in
- Only badges agreed by the school may be worn on jackets. Other badges, e.g. charity badges, must only be on outdoor coats or bags
- Consequences can/will be issued for any uniform misdemeanour

Ties

Ties must not be defaced with writing or by pulling threads. Pupils will be asked to buy a new tie if they are damaged in this way.

Shoes

Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations (including 'Viviennes') No trainer-like shoes, boots, pumps or canvas shoes (including 'Vans') will be allowed. Heels should be no higher than 2.5cm/1 inch.



If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from Student Services/Learning Manager - the shoes will be treated with a hygienic spray before each use.

Outdoor coats

Outdoor coats should be fit for purpose and have no large logos. They are not to be worn inside. Please note that hoodies, fur, denim and studded leather jackets are not allowed. We also recommend that children who walk, scoot or cycle to school wear an item with high visibility, particularly in the darker winter months.

Bags

Students require a school bag which is large enough to fit a school planner, A4 Workbooks and PE kit.

PE Uniform

Required PE Uniform

- School Purple polo top
- Purple/black school games top
- Black plain shorts/skort
- Plain black knee length games socks
- Trainers - Non-marking sole with a good grip and with laces/velcro, providing support to ankle & foot

Tights

Tights must be plain black, opaque (not patterned) and a minimum of 40 denier. Nothing else should be worn on top or under the tights such as additional socks.

Essential Equipment

All students will need a pencil case including pen, pencil, ruler and rubber.

Thank you for taking the time to familiarise yourself with this information. Please do not hesitate to get in touch with the Academy over the remainder of the term. The key contacts for your child are:

Mrs K Coyle (Pastoral Lead) k.coyle@bishopsgarth.outwood.com

Miss S Smith (Learning Manager) s.smith@bishopsgarth.outwood.com

Miss K Wharry (KS3 SENDCo) k.wharry@bishopsgarth.outwood.com

I look forward to seeing you early in the new academic year and celebrate the amazing start to your child's secondary school education with us. Your child is expected to attend the Academy on **Wednesday 6th September at 8.20am.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Rhodes', written over a horizontal line.

Mr Jason Rhodes

Head of School