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Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Our Ref: SYA

6 September 2024

Dear Parent/Carer

It has been lovely to see students returning to the academy this week. I hope that if you child is a new starter that they have been settling in well and feeling welcome.

I would like to take this opportunity to highlight some key information for the year ahead.

Satchel One

Satchel One is an App that is free of charge and can be downloaded onto an Apple or Android device. You can also use the [Satchel One website](#) or any device with the internet.

All students, parents and carers can access Satchel One. Students will be bringing home a slip with a code on to enable you to access your child's details securely. We will text and email you the day before this is distributed so that you can expect your child to bring it home with them.

Access to Satchel One will keep you informed of lots of key information about your child throughout their time with us including:

- House points and rewards
- Lesson by lesson attendance
- Detention or any sanctions issued including the reasons and dates
- Homework
- Announcements

I would strongly recommend gaining access to Satchel One to keep up to date with regular information about how your child is progressing at the academy. This is an essential communication tool between home and school.

Year 7 settling-in evening

There will be an opportunity on Thursday 19 September to meet your child's tutor as a Year 7 parent or carer to discuss the start of term. More information will follow about bookings. This commences from 3:30pm. We will ensure if you need any support with Satchel One access that this is also available at that event.

Breakfast Club

Breakfast Club has already started this term at 8am every weekday in our canteen from where students will be supervised and can receive a free breakfast of either a choice of cereal or toast. Students should report to the canteen and are not permitted to move around the academy until 8:30am. Prior booking is not required.

If a student needs to arrive between 8am and 8:30am then please ask them to attend the canteen, whether or not they want a breakfast, so they are supervised by staff.

Homework Club

There will be a further communication regarding our extra-curricular offer, however, homework club will take place in room 006 after the academy has finished until 4:15pm from Monday 9 September. This will take place every day except Friday. There is no need to book this prior to attending.

Uniform

We appreciate that the Academy uniform is worn properly by the vast majority of students and I ask for your help in maintaining our standards by purchasing only those garments described in our uniform policy, which is available on our [website](#) (go to "Information", then "Uniform and Equipment").

As a reminder, the only jewellery allowed in school is a watch and one simple, small stud in each ear lobe. Please bear this in mind when deciding on the best time to have ears pierced. It is against academy rules to have other body parts pierced or jewelled such as nose studs.

Students may be offered loan of uniform stock where possible to resolve the matter, however, unresolved uniform infringements may lead to time spent educated away from the rest of the student body in our reset space. Contact with parents and carers would be made should that concern arise.

Equipment

To reduce lost time in lessons students must bring the following equipment to school as essential equipment:

- Two pens (black or blue)
- Two pencils
- A ruler

Medication

Students that need to medicate during the school day must make the appropriate arrangements through Student Services. Mrs Martin, Senior Administrator, can be contacted on attendance@looea.net regarding matters of medication or by telephone. Please do not allow your child to bring pain killing medication such as paracetamol to the academy without involving Mrs Martin.

Attendance

Our aspiration is for a student's attendance to be in excess of 97% across an academic year. Last year we fell far short of this. Just a week's worth of absence can have a marked impact on a student's progress at school. Term time holidays will only be authorised in exceptional circumstances and are to be avoided and students who received 12 or more unauthorised session absences in a rolling academic year may be subject to the fixed penalty notice process through the local authority. There will be, on occasion, unavoidable reasons for absence and it is our aim to work together to support you and your child in minimising the impact of this. Clearly where there are valid medical reasons for why your child is absent we will do our utmost to support you in that situation.

The Cornwall Council Code of Conduct applies and states:

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

Please note the change to reflect the national expectations in this regard that were publicised over the summer break. The academy does not benefit financially from the issuing of penalty notices in any way.

Whilst we will follow our attendance procedures to work together to support attendance, we also welcome your contact if you need any advice or support with any aspect of attendance. If you need additional support, please do not hesitate to contact your child's registration tutor in the first instance. If this is not possible you can contact Mrs Martin (attendance@looea.net). Please note each case is treated individually and support will be offered to improve attendance. If, however, attendance does not improve due to lack of engagement, the school may have to refer the matter to the Education Welfare Service.

Toilets

We are delighted that the first phase of toilet refurbishment has taken place. These have provided single occupancy toilets on the three floors of the main building. There still remain single gender toilet facilities. All these new toilets contain everything a student needs in complete privacy within a self-contained room. Should you wish to view these facilities for yourself please contact us or take the opportunity to see them when you are attending for events. Our refurbishment will continue for at least the next 12 months as all facilities are upgraded.

Bells

These have been slightly delayed but will be installed before half term and hopefully before the end of the month. We hope that these will support high standard of punctuality and clarity about when measures like lockdown are in place. We will be writing to you about our lockdown process when the tannoy system is completed to prepare for the rehearsal of our new process so that this doesn't cause unnecessary alarm.

Quad and canopy areas

Your children will have seen the final phase of the construction of these upgraded outdoor covered spaces. We anticipate that this will be finished in the during the course of the next week adding to the social spaces available to the students.

Roll call

Roll call is our new morning greeting for students at the academy. Students have rehearsed this this week and it has provided an orderly start to the school day and an opportunity for consistent morning welcome messages by their Head of Year. This approach is consistent with that of local secondary schools and has already improved punctuality, created a calm start to each day and consistent high standards of uniform. During wet weather this process is held within the school using our sports facilities.

School Meals

We wish to avoid a situation which allows parents/carers to accumulate debt for school meals which they find difficult to clear. Schools are no different to any other business and meals taken must be paid for in advance.

Therefore, we can only offer free meals to students who qualify for the free school meals entitlement. All other meals must be paid for in advance and there will be no overdraft facility.

It is the responsibility of parents/carers to regularly check the available balance on the student's ParentPay account to ensure there are sufficient funds to pay for a school meal each day. This should be added before the school day starts to ensure the funds show promptly. Low balance alert emails can be set up on your Parent Pay account to help with this.

If for any reason there are issues with access to ParentPay, the parents/carers should contact the Finance Office at the school for assistance. Cash can also be added via the machine in the canteen.

Each student has a pre-set daily spend limit of £4 when they join the school. Should you wish to amend this amount, please email finance@looea.net

We appreciate that there have been a number of changes to the academy that have commenced this year with the view to improving standards of facilities and the outcomes for students at the school. If you have any questions about those changes, please do let us know.

Yours faithfully



Mr Scott Yalden
Headteacher