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Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Our Ref: SYA/HWI

8 September 2023

Dear Parent/Carer

It has been lovely to see students returning to the academy this week. The academy certainly feels busy with over 540 students now on roll which is a large increase on last year as our academy continues to grow.

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, parent 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. I believe that this will be a big step forward in improving communication flow between home and school.

Year 7 settling-in evening

There will be an opportunity on Thursday 21 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 begins at 8am every weekday in our canteen from Monday 11 September 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 every day after the academy has finished until 4:15pm from Monday 11 September. There is no need to book this prior to attending. Homework club will also be available in room 006 every lunchtime except a Wednesday.

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 or sleeper 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. 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 jmartin@looeca.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 £60 if paid within 21 days or £120 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.

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 (jmartin@looeca.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 at Cornwall Council.

Yours faithfully



Mr Scott Yalden
Headteacher