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Headteacher: Mr S Yalden BSc (Hons) PGCE NPQH

Our Ref: SYA/HWI

3 July 2023

Dear Parent/Carer

As this term draws to a close, I am writing to provide you with information about the new academic year.

For many students their experience of the new timetable this month will have prepared them well for the year ahead, however, there are some changes in staffing and leadership responsibilities that I would like to draw your attention to.

September start

In September the first day for all students is Wednesday 6 September. All students will attend from 8:40 commencing the day with their tutor in their tutor base until the end of period 2. During this morning students will attend an assembly and receive messages for the year ahead. Normal lessons will then continue for the rest of the day.

Year 7 will need to gather in the main hall for 8:40 where they will be organised into their tutor groups, meet their tutor and be taken to their tutor rooms. Year 7 will be given the opportunity to register for the canteen during the morning with the support of staff if they wish to use the canteen for snacks or meals. Year 7 will also be given the opportunity to have a slightly earlier start to break and lunch on the first two days so that they can be supported in accessing the canteen initially. We very much look forward to welcoming our new Year 7 to the Academy.

Satchel One

All students at the Academy are given an Office365 account to support their learning and communication with staff. All Year 7 students will be shown how to access this system as part of their Computer Science lessons. Students will be notified of homework, House Points and Behaviour Points through a system called Satchel One. Using this system will also form part of their induction. Parents and carers can download the App to support their child from the usual App stores. This is free of charge. Logins for parents will be provided by the academy in September as required. I would strongly recommend this to keep up to date with regular information about how your child is progressing at the academy. Behaviour points and sanctions will be visible for all students across the academy for the first time. This will include the scheduling of any detentions.

Staff

As is usual at this time of the year, there are a number of staff changes. We say farewell to Mr Clatworthy, Teacher of Technology who is retiring; Miss Bolton, Learning Support Assistant; Mrs Price, Learning Support

Assistant; Mrs Leeming, Exam Invigilator and Mr Barron, Governor. We thank them very much for all they have done for the Academy and wish them well for the future.

Mr Watkins will join us as Teacher of Technology in September. We also welcomed this term Miss Potterton as Finance Manager and Mrs Salvioni as Administrator.

We have recently undertaken a staffing restructure due to a significant growth in student numbers and the necessity to add capacity to our pastoral system. I can confirm that our Pastoral System will be staffed as follows commencing in September:

- Assistant Headteacher – Pastoral – Mr Gilbert
- Head of Year 11 – Mr Kevern
- Head of Year 9 and 10 – Mr Riley
- Head of Year 7 and 8 – Mr Saberton

- Senior Pastoral Care Officer – Mrs Woollaston
- Pastoral Care Officer – Miss Sallows
- Pastoral Care Assistant – Miss Wade

The subject departments will be led as follows:

- Assistant Headteacher – Curriculum – Miss Wood
- Head of English – Mrs Palmer
- Head of Maths – Miss Irons
- Head of Science and Technology – Mr Thorpe
- Head of Global Studies – Mrs Fowkes
- Head of Performance – Mrs Day
- Head of PSCE and Careers – Mrs Reynolds

Please note that the role any reference to Leader of Learning will now be known in the new academic year as Head of Department. The Global Studies Department includes the humanities subjects and languages. The Performance department includes the expressive arts and PE.

Tutor group changes

Whilst the majority of tutors will remain with their groups there will be four changes in light of the new Head of Year roles and Mr Clatworthy's retirement. These will start to operate from this week:

- Mr Kevern's tutor group will be tutored by Miss Lee with support from Mrs Odle on a Monday.
- Mr Clatworthy's tutor group will be tutored by Mrs Woollaston.
- Mr Riley's tutor group will be tutored by Miss Baylis.
- Mr Saberton's tutor group will be tutored by Mr Watkins. Mr Clatworthy will tutor them until the end of this term.

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.

Year 10 students return in September wearing a white shirt.

Lockers

We provide lockers for students to stow their bags, books and kit so that they do not have to carry everything around with them all through the day, for which there is a one-off contribution of £5 for the whole of their time with us. For students who have not previously had a locker this can be paid for by parents on ParentPay. Replacement locker keys can be purchased through ParentPay for £2.50.

Equipment

Students must bring the following equipment to school:

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

The following equipment is also incredibly useful but not compulsory:

- An eraser
- A pencil sharpener
- A set of coloured pencils (felt tips are unsuitable for some tasks)
- A dictionary (desirable)
- A calculator
- A strong school bag
- A purple pen

Term and other key dates

The term dates for the 2023-24 academic year are as follows.

Autumn Term (Half Term)	Monday 4 September 2023 – Tuesday 19 December 2023 Monday 23 October 2023 – Friday 27 October 2023
Spring Term (Half Term)	Thursday 4 January 2024 – Thursday 28 March 2024 Monday 12 February 2024 – Friday 16 February 2024
Summer Term (Half Term)	Monday 15 April 2024 – Wednesday 24 July 2024 Monday 27 May 2024 – Friday 31 May 2024
Bank Holiday	Monday 6 May 2024

The following are INSET days and therefore the school will be closed to students:

- Monday 4 September 2023
- Tuesday 5 September 2023
- Friday 24 November 2023
- Thursday 4 January 2024
- Monday 19 February 2024
- Friday 21 June 2024

The first day back for all students will be Wednesday 6 September 2023. School photographs will be taken on Thursday 7 September for Year 7 and 11 only.

Please can I request that any holidays are booked outside of term time.

Medication

Students that need to medicate during the school day must make the appropriate arrangements through Student Services.

Attendance

Clearly the last few years have been difficult for attendance and we hope that this new academic year will see a return to more typical attendance patterns. Our aspiration is for a student's attendance to be in excess of 97% across an academic year. 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 so are best 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.

Whilst we will follow our attendance procedures, (go to "Information" on our website, then "Policies", then "Attendance") 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 our Attendance Officer, Mrs Martin (jmartin@loeoca.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.

When the term ends, I wish you and your family a very good summer holiday and I look forward to welcoming the students back in September.

Yours sincerely



Mr Scott Yalden
Headteacher