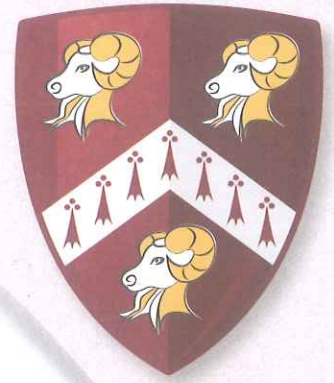


The Ramsey Academy, Halstead

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Headteacher:
Rob James

April 2015

Dear Parent/Carer

As we enter the new term it is important to clarify some areas within the school.

Absence from School

As you are aware, attendance at school is extremely important and has a major effect upon students' success.

While we appreciate that there are occasions where children cannot attend school, we wish to work with families to ensure these are kept to a minimum.

If your son/daughter is absent from school:

- You must contact school before 8.30 a.m. on the day of absence
- If leaving a message you must give the student's name, tutor group, the reason for absence and the name of the person who made the call. Please be specific with the reason for absence. If illness, please state what the illness is
- You must contact the school on **every** day of absence if the absence exceeds one day.

If your son/daughter is absent from school and we have no reason for the absence we will contact you to check the situation.

Uniform / Equipment

A reminder that full uniform must be worn at all times. Shoes must be formal black shoes. Canvas shoes, trainers or shoes which resemble trainers are not acceptable. Trousers must not resemble jeans and must not be too tight. Skirts must be of a reasonable length. All students must wear a tie at all times - if necessary replacement ties are available for purchase from the school office at a cost of £4.00.

It is also very important that all students arrive in school with all the correct equipment for their lessons. Please ensure your children check that they have all their equipment each day.

If you have any queries regarding items of uniform or equipment please contact your son's/daughter's House Leader before purchasing items as this will help avoid difficulties. Please be aware that if your son/daughter arrives at school incorrectly dressed we have some spare items of uniform which they will be expected to wear. Otherwise we may contact you and ask that you collect your son/daughter and ensure they are correctly dressed before returning them to school

Energy Drinks

As you will be aware there has been a great deal of publicity around energy drinks. In line with government guidelines fizzy, energy drinks (such as Red Bull, Monster) are not allowed in school and will be confiscated and disposed of.

Many thanks for your continued support in ensuring the best possible outcomes for your children.

Yours faithfully

C P Leys
Deputy Headteacher