



# King's Academy Easthampstead Park

**It takes a whole community to raise a child.**

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17 July 2023

Dear Parents/Carers

## **Year 7, End of Summer Term 2023 - Head of Year Message**

As the end of the Summer Term draws to a close, on Wednesday 19 July at 12:30pm, I would like to update you on the progress this term.

To all the year 7 students, what a fantastic year this has been and how quickly time has flown! It feels like only yesterday when we greeted you all in the playground on your very first day here at KAEP. You have all come on so well and settled into life here at KAEP brilliantly; we are all incredibly proud of you. Looking forward to next year, you will be role models for our upcoming Year 7's. I know you will continue to uphold the school's expectations to ensure you are setting the best example. I did want to add how honoured I am to have been your Head of Year. I will miss you terribly next year but know you will thrive with the support of Mr Clark. I will still be around so please pop in and say hello! Have an incredible summer and I will see you all in September!

### **Equipment**

The summer provides an excellent opportunity to replace and restock your child's equipment. A student that is not equipped, causes significant disruption to the learning environment and valuable learning time is lost as they are not organised. It also means they cannot be successful across the school day. We ask for your support with this, making sure you purchase items to support your child. A personal reading book, their own water bottle and a fully stocked pencil case to fully engage with their learning are the minimum required. Students will be provided with a student handbook and a place to write their timetable in, upon their return to school. Stationery equipment can be purchased from school via your ParentPay account.

### **Uniform**

We return in September in our Winter uniform (not polo shirts) and we ask that you resolve any issues you identify with your child's uniform in readiness for the start of term. In particular many students outgrow their school shoes during the summer, so please ensure that these are replaced in time. Any trainers that are purchased as school shoes need to be completely black all over including the sole. Blazers are a compulsory part of the school uniform. Hoodies are not allowed in school.

If students are without the correct uniform we ask that you provide them with a dated and signed note, and ensure that the issue is rectified within three days. This is a parental responsibility. Students attending school without the correct uniform and without a qualifying note will have break and lunch time removed until the issue has been resolved. In order to maintain our high standards of uniform this is the process we all must follow. Thank you for your support in advance.

### **Jewellery**

We are experiencing more challenges on a daily basis when it comes to students adhering to our Jewellery Policy. Jewellery is checked at Roll Call unfortunately a small number of students put their jewellery back on after Roll Call.

From September we will operate a policy similar to our Mobile Phone Policy 'see it, take it'. If a student is seen with the incorrect jewellery on them during the school day it will be confiscated and handed back at the end of the day. Our Jewellery Policy is very clear; students can wear one set of gold or silver studs, one discreet necklace that cannot be seen and one ring without a claw or raised setting. Any bracelet needs to be discreet, not laden with multiple charms and anklets are not allowed. If your child is getting their ears pierced over the holidays please ensure that if they choose diamante earrings then they can be removed and replaced with gold or silver studs. We have attached a copy of our Key School Policy Expectations for your reference.

### **Start time**

All students are expected to be on the school site by 8:40 am. The gates will be locked at this point and if students arrive later than 8:40 am they will be classed as late and issued a late detention.



Ringmead, Bracknell, Berkshire, RG12 8FS

Tel: 01344 304567

info@kgaeasthampstead.uk

Headteacher: Mrs Liz Cook MA, BA(Hons) FCCT

### **Mobile Phones**

All students in Year 7, 8, 9, 10 and Year 11 must hand in their mobile phone during morning tutor (Roll Call) as they are not permitted to have mobile phones in their possession. The phone should be silenced and notifications turned off. Students arriving late (after Roll Call) will be expected to hand their phone into Raising Standards for safekeeping. The phone will be collected by the 'lates team' when they enter via reception, if late without a valid reason they will incur a late detention to be served the same day after school.

Students who have a planned appointment, for example, the dentist must let their tutor know, then hand their phone into Raising Standards so that they can collect it at the appropriate time, when signing out of school.

Parents and students should be clear that the misuse of mobile phones will not be tolerated and failure to hand in their phone will be treated seriously by the school, as it is in clear breach of our rules. Parents wanting to communicate with their child during the school day should do so via the school office.

Students who misuse their mobile phone will be dealt with using the principle of "see it, hear it, and take it". If a student is found in possession of a mobile phone between 8.50 am and the end of the school day, communication will be made to home and the parent/carer will be responsible for visiting the school to collect the mobile phone by appointment.

We ask for your support with this and to explain our clear expectations to your child to avoid any conflict with staff. Full details of the school's Mobile Phone Policy can be found on the school website.

### **Medical issues**

Please update the school regarding any changes in your child's medical history that will impact on our duty of care or compliance with standard school rules. Please email [welfare@kgaeasthampstead.uk](mailto:welfare@kgaeasthampstead.uk) with any details. Our welfare team will be happy to discuss with you any changes to ongoing conditions or medication and you should make sure any out of date medicines are replaced if still needed.

### **Communications**

Please inform the school of any changes in your named contacts (**two are needed for legal reasons**) or if any other details have changed, for example your email, mobile phone number or address. Please email [info@kgaeasthampstead.uk](mailto:info@kgaeasthampstead.uk).

### **Attendance**

We will continue working in partnership with WPA Education Welfare Services in promoting a positive approach to attendance. Could I please remind parents to contact the school before 8.00 am if your child is unable to attend for any reason. The telephone number of our student absence line is 01344 304567 option 1 or 01344 390824 (direct line) and the e-mail address is [attendance@kgaeasthampstead.uk](mailto:attendance@kgaeasthampstead.uk). It is likely that you will receive a telephone call or text message from the school if your child does not arrive and you have not informed us of the reason.

### **Return to school in September**

Year 7 and Year 12 will have a transition day on Tuesday 5 September at 8:40 am. All year groups will be welcomed back into school on Wednesday 6 September at 8:40 am.



I would like to take this opportunity to wish you and your family a relaxing summer break, and we look forward to welcoming students back in September, Week A.

Yours faithfully



**Miss N Ellison**  
**Head of Year 7**

## Key School Policy Expectations

	
<p>Nails may be coated with a clear nail varnish.</p>	<p>Long acrylic nails are not appropriate for the school environment due to health and safety.</p> <p>Students that attend school with inappropriate nails will be asked to get them removed after 3 days from contact with parents. If they are not removed students may be sanctioned at break and lunch.</p> <p>No brightly coloured or patterned nails are permitted in school.</p>
<p>Earrings - One set of either gold or silver studs.</p>	<p>Multiple earrings are not allowed.</p> <p>Diamante style earrings are not allowed.</p> <p>Hoop style earrings are not allowed.</p> <p>Helix piercings are not allowed.</p>
<p>Years 7 - 9 No make-up is permitted.</p> <p>Years 10-11 Make up is to be natural in appearance.</p>	<p>False eyelashes are <b>not permitted</b> in school.</p>
<p>School shoes can be smart plain black shoes or plain black trainers.</p>	<p>White trainers or Black trainers with any colour on them are not permitted in school.</p>
<p>Mobile phones need to be handed in at Roll Call.</p>	<p>Students are not permitted to keep their phone on them, this is <b>not negotiable</b>, except for students who have their phone for medical reasons.</p> <p>Parents collect phones from school if found in a student's possession.</p>
<p>Jewellery:</p> <p>One bracelet.</p> <p>One discreet necklace (concealed under shirt).</p> <p>One discreet ring.</p>	<p>Multiple bracelets, rings or visible necklaces are not allowed.</p> <p>Anklets are not allowed.</p>
<p>All headwear must be discreet and black/navy blue in colour.</p>	
<p>Blazer is a compulsory part of the school uniform and must be worn at all times.</p>	<p>Hoodies or branded navy blue jumpers are not allowed in school.</p>
<p>Black belt with plain buckle allowed.</p>	<p>No big buckles or branded buckles.</p>
	<p>Vapes are a banned item in school.</p>

	Aerosols are a banned item in school.
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Students will be asked to remove inappropriate makeup and inappropriate nail varnish/nails.  
Students are at risk of being sanctioned if our expectations are not met.

We will operate a 'see it take it' policy with regards to excessive jewellery. It will be removed and handed back to the student at the end of the day.