

# HOLBROOK ACADEMY



Acting Headteacher: George Anstee-Parry, NPQH

Acting Deputy Headteacher: Sarah Watson

30<sup>th</sup> August 2023

Dear Parents / Carers,

I am writing to you to share some important information in preparation for the pupils return to the Academy on **Wednesday 6<sup>th</sup> September**. All year groups are expected to return on this date with equipment for any lesson that they could have and in the correct uniform.

## **Year 7 only:**

Year 7 pupils are to go to the main hall for assembly once they arrive on to the school site.

All other students go to their form room when the first morning bell rings.

## **First day back**

First lesson will be form time where pupils will receive their planners, timetables, shared expectations and will have an assembly with myself and Mr Sansom.

## **Fencing and access to school site**

You may have noticed that we have had a significant upgrade to our security by way of perimeter fencing and gates on the Academy grounds - we are really pleased with it. We now have electronic gates on the main driveway which will be open during the following:

6.00am to 9.15am and 3.00pm onwards, Monday to Friday

Should you need to access the school site outside of these times, you will need to use the intercom to communicate with the main office. No parents/carers, unless they have made contact with us in advance, should be coming down the driveway to drop off their children. There are multiple footpaths available (The Cut by the primary school, Clench Road) where children can walk onto the school site. We benefit from a good relationship with our local community so please be considerate when dropping off or picking up your children to minimize the impact on residents.

Please be aware that in view of the limited space available in the car park at the front of the Academy, parking restrictions are in place between **8.00-8.30am and 3.00-3.45pm** to facilitate the movement of the school buses. During these times, only students who have a special educational need and/or disability or have a medical condition which requires them to be dropped off and picked up near the school's main reception, can be driven in by car.

We need to keep this number as low as possible to maintain a safe site for our students. If you need to bring your child/ren on to site for the above reasons only please contact [parents@holbrookacademy.org](mailto:parents@holbrookacademy.org) Please email us by Friday 15<sup>th</sup> September. Where this is agreed, we will then arrange for a car pass to be issued to you which will need to be displayed on your car windscreen, easily visible to those staff on duty. If you do not have a pass or a valid reason to be in the car during the above times, then you will be asked to leave to make sure we can support those students with a genuine need.

## **Uniform, Behaviour and Rewards**

I would also like to take this opportunity to share with you some of the new adaptations and changes to our Rewards and Behaviour policy, along with a few reminders regarding expectations around uniform.



As we approach the start of the new academic year, I would like to remind our parents/carers and students of the Academy's uniform expectations. All information regarding what students should be wearing when they attend the Academy can be found on our website using the following link, along with the 'Be Proud to Wear It' guide attached to this email:

<http://holbrookacademy.org/parents/uniform/>

Please be aware that any student who does not attend the Academy in the correct uniform will be removed from their lessons and social time until the correct item of uniform has been brought into school by their parent/carer. The Academy will make contact to inform parents/carers of what the missing piece of uniform is so that delivery of the correct item can occur as promptly as possible.

I am also pleased to inform you that we have introduced a new rewards system at Holbrook Academy. Each term, students will have the opportunity to secure a place on a school trip as a reward for their excellent behaviour. This will be considered our 'Gold Standard' award, where students will need to achieve less than 10 negative points across the term in order to qualify for this reward, with a certain number of positive points to confirm their eligibility. I can confirm that the first rewards trips are

- Norwich City centre - Christmas shopping for Years 10 and 11
- Ipswich Cineworld - An afternoon showing of an age-appropriate film for Years 7, 8 and 9

We will also have 'Silver Standard' and 'Bronze Standard' awards as a tiered approach for all of our students who may find achieving less than 10 negative points a challenge at this early stage. In addition to these awards, we have created a 'Rewards Store' for all of our students to purchase items of equipment with their overall points. These items can include sporting equipment, device chargers and cables, stationary, and many other options. Further information on how students will access the 'Rewards Store', along with the new systems that are being introduced will follow in a separate communication from Mr Sansom at the start of the new academic year.

I hope you have had a fantastic summer but share our enthusiasm about the pupils returning to school for the new academic year. I know I always found that transition from home to school after the holidays quite difficult so it can be useful to do some preparation work with your child the night before to help them make that adjustment, particularly if they have become slightly nocturnal!

We look forward to welcoming all students to the Academy on Wednesday 6<sup>th</sup> September.

Yours sincerely,



George Anstee-Parry  
Acting Headteacher

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