

11th July 2025

Dear Parents/Carers,

Uniform and Behaviour

As we approach the new academic year in September, I am writing to inform you of some important updates and clarifications to our school uniform policy and our approach to certain behavioural expectations. These changes are being implemented to ensure a consistent, respectful, and focused learning environment for all students at Holbrook Academy.

Uniform Policy Adaptations

We have made a few key adaptations to the uniform policy, effective from September 2025:

- **Black Tailored Shorts:** The restriction of 'Summer Term Only' for black tailored shorts has been removed. Students may now wear **black tailored shorts** throughout the academic year.
- **White Shirts:** To maintain a smart appearance, **shirts must be tucked in at all times**. Sanctions will be issued for untucked shirts.
- **Black Trousers:** The updated guidance for black trousers is as follows:
 - Only formal, **black tailored trousers** are permitted.
 - No jeans or jean-style trousers, leggings, Chino or combat style trousers are allowed.
 - Yoga pants/flared leggings are not permitted.
 - Trousers should contain a fastening method (ie button, clasp, zip) and belt loops.
- **Hoodies:** The policy on hoodies has been clarified. **No hoodies or hooded jumpers are to be worn between 8:40am and 3:15pm**. If seen during these hours, they will be confiscated, a sanction will be issued, and they may be collected from the office at the end of the day.

Behavioural Expectations and Detentions

From September, we are also reinforcing our behavioural expectations and introducing a new detention structure:

- **Tier 1 Detentions:** Tier 1 detentions will now be issued for untucked shirts and any general foul language.
- **Verbal Abuse:** We want to reiterate that verbal abuse of staff, and verbal abuse in communication with staff, will continue to be treated with severe sanctions, including fixed-term suspensions and internal seclusion room (ISR) time, respectively. We have a zero-tolerance policy for such behaviour.

We are also implementing a new, more structured detention system:

- **Tier 1 Detentions:** These are **15-minute detentions** to be completed with your child's Lesson 2 teacher.
- **Tier 2 Detentions:** These are **30-minute detentions** to be completed with a member of the Pastoral or Senior Leadership Teams in a designated classroom. The specific room will be confirmed on Class Charts and your child's detention slip.
- **Tier 3 Detentions:** These are **55-minute detentions** to be completed with a member of the Pastoral or Senior Leadership Teams in a designated classroom. The specific room will be confirmed on Class Charts and your child's detention slip. Students will be escorted to collect lunch from the dinner queue (if your child purchases food from the main hall) 30 minutes into this detention.
- **Tier 4 Detentions:** These are our most severe detentions and last for **60 minutes**. They occur after school at **3:15pm on the next available Wednesday** and are held in the internal seclusion room. A member of the Pastoral or Senior Leadership Team supervises these sessions.

Students serving a Tier 4 detention have the option to catch the late bus home from school, or parents/carers are expected to arrange collection/transportation from the Academy. Tier 4 detentions are for the most serious or repeated infractions and serve as a final step before more severe disciplinary actions might be considered.

Parents/Carers will be given 24 hours' notice for Tier 4 detentions. This notice will be communicated through Class Charts and may also be sent home via text message, phone call or letter. The notification will clearly specify the reason for the detention, the staff member who issued it, the location where it will be held, and its duration.

We appreciate your cooperation in ensuring your child adheres to these policies. A clear and consistent approach to uniform and behaviour helps us to maintain the high standards we expect at Holbrook Academy and supports a positive learning atmosphere for everyone.

If you have any questions regarding these updates, please do not hesitate to contact me via the main office.

Thank you for your continued support.

Yours sincerely,

David Sansom

David Sansom
Assistant Headteacher - Behaviour