



The Featherstone Academy

January 2020

Dear Parent/Carer

SCHOOL ROUTINES AND GENERAL HOUSEKEEPING

Can we please remind you of our school routines and general housekeeping notices we have in place at the academy.

Messages to Students

Recently we have seen an increase in phone calls regarding passing messages onto students for non-emergency circumstances after school hours. In order to deliver these, we need to interrupt lessons and this in turn has a detrimental effect on students' learning. Any such arrangements need to be made in advance and outside of school. We will always communicate urgent messages in the event of a family emergency. Any hospital, doctor or dental appointments should be made outside of school hours where possible. Where this is not possible, a copy of the appointment must be brought into school in advance and given to the Attendance Officer for their records. For emergency same day appointments, please contact the Attendance Officer directly on 01977 722812, and not main reception.

Medication

The academy does not stock over the counter remedies / mild painkillers such as paracetamol or ibuprofen. If your child is suffering from an ailment that requires this type of medication, it is important that it is sent to school in an envelope with your child's name on and handed into reception, together with your letter of authority allowing the academy to dispense the medication according to your instructions. If your child has been prescribed medication by a doctor that they need to take during school hours, please ensure the medication is sent to school together with a letter from yourselves giving instructions as to the frequency and dosage.

Feminine Hygiene

Our Positive Discipline policy states that students are not allowed to go to the toilet during lessons unless they have a medical note from the doctor. This is to ensure we maintain high levels of safeguarding within the academy and to make sure students are in lessons learning rather than walking the corridors. Students can use the toilet facilities at the start and end of the academy day, at break and at lunch time. However, I want all students to feel comfortable and confident whilst they are here in the academy. This can be a delicate and sensitive situation for all concerned so I would like to make our policy very clear in order to support our students. If a child is on their period that week, parents/carers should write this in the Notes section of the student planner and date it. Therefore, if a situation occurs in class where the student needs to use the toilet, they can show the note to the teacher who will allow the student to leave the lesson. The teacher will then inform our on-call system who will check the student is ok and

escort them back to class when ready. By dating the note, we are able to track when students will require assistance and prevent students abusing the system. We stock a small amount of sanitary products in the Pastoral office which students can access in an emergency.

Cash Exchange

A large number of students attend Student Reception every day asking for notes to be changed into coins – we do not carry enough change in school to accommodate this. Can you please ensure your child has the correct money for buses, lunch and equipment purchases where possible.

Equipment and Uniform

Please ensure your child is prepared for the school day and has all the required equipment, homework and PE kit. We cannot guarantee that items (i.e. school books, homework, food ingredients) brought into the academy after the start of the school day will be delivered to students on time. Stationery is available to purchase at Student Reception during form time, break and lunch time only. As noted above, please ensure students have sufficient change in order to purchase items.

We are seeing an increase in the amount of students who are losing uniform and PE kit on Tuesdays and Thursdays (PE and Applied Resilience lessons) who then attend Student Reception the following day asking to go over to the Sports Centre to look for it. Students are not allowed to go to the Sports Centre by themselves for safeguarding reasons – this area is not controlled by the academy as it is a public facility owned and run by Wakefield Council. Please can you encourage your child to be mindful of their possessions whilst in the changing rooms and to ensure they have all their belongings safely stored in their bags whilst the lessons are taking place and that all items are taken with them at the end of the lesson.

Lost Property

We try our hardest to return lost property that is clearly named to students, however this takes a great deal of staff time, particularly when clothing is unnamed or only partial names are given. Please ensure that all items including PE kits and coats are clearly marked with your child's full name so they can be returned if misplaced.

Thank you for your support in these matters.

Yours sincerely



Mr W Bush
Head of School