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The Blue Coat School

An Academy 'Leaders in Science and Mathematics'

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14 October 2016

Dear Parents/Carers

Re Expectations, Attendance and Uniform

We are pleased with the way that students have settled into the new school year and would like to bring the following to your attention.

Attendance: Students who have unexplained absences on their attendance record will be given a letter next week and a notice sent to parents by parentmail. If there are any absences which are unexplained, please return the letter or email (office@bluecoatschool.org.uk) or telephone (0151 733 1407) the office to give reasons for the absence of your son/daughter. If we have not had notification of the reason for the absence by 11 November then absence will be marked as unauthorised. Where attendance levels give us cause for concern we will ask parents/carers to attend a meeting at school to identify strategies for improving the student's attendance

Uniform: Half term is an ideal time for students and parents to make sure that their uniform complies with our expectations. Please note that the skirt should reach the knee when standing. Taller students may find that they need to buy a skirt for the length and then have it altered to fit around the waist. As the weather turns colder, students may wish to purchase a school jumper - a grey v necked jumper with the school crest, and may choose to wear tights instead of socks. In this case the tights should be grey for students in year 7-12. Students in year 13 may choose to wear navy tights in place of navy socks, or may wear grey tights/socks. Full details of our uniform expectations are on the school website and are also included with this newsletter. If a student/parent needs to replace uniform and does not have the financial resources to do so, please contact the school as a matter of urgency so that we can work with you to make sure that your son/daughter is properly dressed for school. If student uniform does not comply with our expectations, we will take action as recommended by the DfE which could include a student being asked to return home to fix the problem before coming back into school. Please see page 7 of [this document](#).

Thank you for your support in these matters so that our students are well equipped to respond to the high standards that will be expected of them in their future careers

Yours sincerely

S Yates

Ms S Yates
Deputy Headteacher

C Mackenzie

Mrs C Mackenzie
Assistant Headteacher



Expectations: Attendance, Appearance, Behaviour, Safety and Property

Attendance	Appearance	Conduct	Safety	Property
<p>Full time attendance and presence at all timetabled lessons is required.</p> <p>If students are late for school, they must report to the School office to sign in late. Arrival after 9.30am will be classed as an absence and a note will be required.</p> <p>Students must be punctual for all parts of the School day.</p> <p>Students must remain on the school premises throughout the School day. Students are not permitted to leave the School premises at any time without permission.</p> <p>Absence must be reported to the School office by parents before 9.30am on the first day of absence. Parents must also provide a note to explain the absence by emailing the School office or using the tear-out slips in student's planners.</p> <p>Pre-arranged appointments must be notified to the School by parents in writing using the Request for Absence form available on the School website. The Blue Coat School does not approve planned leave of absence during term time unless it is for educational purposes.</p> <p>For appointments, students in Years 7-11 must be collected by a parent and must sign out at the School office. Students will not be allowed to leave on their own.</p> <p>For illness or accident, students must in the first instance go to the School office. No student can go home without permission from pastoral or senior staff and subject to authorisation, they must be collected by parent/carer.</p>	<p>School Uniform is compulsory for all students. This includes your journey to and from school.</p> <p>All items of uniform and PE kit must be clearly marked with your name.</p> <p>Shirts or blouses should be tucked inside of trousers or skirts. Top buttons must be fastened and ties worn neatly.</p> <p>Skirts must be no shorter than knee length.</p> <p>Jewellery, including any type of earrings are not permitted.</p> <p>Make-up is not permitted.</p> <p>Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back.</p> <p>Boys who need to, are expected to shave, other than for reasons of faith or religion after agreement with parents.</p> <p>The School reserves the right to make individual decisions about the suitability of a student's appearance whilst in School and you would be advised if your appearance is not suitable.</p>	<p>Students are expected to refrain from fighting, aggression, or any form of violence. They are not acceptable and will not be tolerated or excused.</p> <p>Students are expected to be polite, kind and supportive of others. Rudeness to any member of the School community is not acceptable and will not be tolerated or excused.</p> <p>Students are expected to respect others' privacy. Students must never open another student's locker or bag.</p> <p>Gambling of any kind is not permitted.</p> <p>Students are expected to follow reasonable instructions given by school staff or prefects.</p> <p>Students are expected to keep the school clean, tidy and free of litter and chewing gum.</p> <p>Students are expected to have positive attitudes to learning and classroom work and submit homework on time.</p> <p>Students are expected to take great care of all books and planners. They should be kept clean and free from any form of graffiti.</p>	<p>Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol.</p> <p>Students must not enter licensed premises whilst on the way to or from school or whilst identifiable as a Blue Coat student.</p> <p>Students must not activate the fire alarm without good and clear reason. Students are expected to be vigilant for safety.</p> <p>Students are expected to contribute to an orderly, calm and safe school environment. Students must not run on corridors.</p> <p>Students are expected to keep themselves and others safe when using ICT equipment.</p>	<p>Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name. Bicycles must be stored in the bike racks provided by the School.</p> <p>Valuables should be handed to PE teachers before PE lessons.</p> <p>Non-essential valuables should not be brought to school. The School cannot be responsible for them.</p> <p>Loss of personal valuables should be reported to the School office as soon as possible.</p> <p>All mobile phones must be switched off during the School day, including during break and lunchtime. Mobile phones will be confiscated if they are used during the School day and students will need to collect them from reception at the end of the day.</p>



School Uniform: Year 7-11

The School expects students to wear the school uniform smartly when at school and when travelling to and from school.
All items of uniform should be clearly marked with your full name.

All Students

Boys

Girls

School Uniform

- ✓ School Blazer, blue braid and blue cord
- ✓ V neck jumper or cardigan with Blue Coat crest
- ✓ White shirt
- ✓ School tie
- ✓ Dark hair bobbles to tie hair back where required.
- ✓ Earrings, facial piercings and make-up are not permitted.

- ✓ Charcoal grey trousers
- ✓ Plain black shoes that can be polished
- ✓ Grey socks

- ✓ Knee length pleated charcoal grey skirt
- ✓ Plain black flat heeled shoes that can be polished
- ✓ Grey socks or grey tights

PE Kit

These items are optional but the School will prefer students involved in school teams to have these items as part of their standard PE Kit:

- ✓ Royal Blue hooded top with school crest
- ✓ Navy blue tracksuit bottoms

- ✓ Royal Blue house polo shirt with house stripe
- ✓ Royal blue shorts
- ✓ Royal blue games socks
- ✓ Trainers (not with black soles)
- ✓ Football boots
- ✓ Shin pads
- ✓ Swimming shorts (black or navy blue)
- ✓ Towel

- ✓ Royal Blue house polo shirt with house stripe
- ✓ Royal blue games skirt
- ✓ Royal blue games socks
- ✓ Trainers (not with black soles)
- ✓ Shin pads
- ✓ Gum shield (moulded)
- ✓ Swimming Costume (black or navy blue)
- ✓ Towel

All of our branded uniform can be purchased from Kitted Out and John Lewis

School Uniform: Year 12-13

The School expects students to wear the school uniform smartly when at school and when travelling to and from school.
All items of uniform should be clearly marked with your full name.

All Students

- ✓ School Blazer, yellow braid and yellow cord
- ✓ V neck jumper or cardigan with Blue Coat crest
- ✓ White shirt
- ✓ School tie
- ✓ Dark hair bobbles to tie hair back where required
- ✓ A single stud earring in each ear is permitted
- ✓ Facial piercings are not permitted.

Boys

- ✓ Grey trousers
- ✓ Plain black shoes that can be polished
- ✓ Grey socks

Girls

- ✓ Knee length pleated navy skirt
- ✓ Plain black shoes that can be polished with heel no greater than 3 cm
- ✓ Grey socks or grey tights

School Uniform

PE Kit

These items are optional but the School will prefer students involved in school teams to have these items as part of their standard PE Kit:

- ✓ Royal Blue hooded top with school crest
- ✓ Navy blue tracksuit bottoms

- ✓ Royal Blue house polo shirt with house stripe
- ✓ Royal blue shorts
- ✓ Royal blue games socks
- ✓ Trainers (not with black soles)
- ✓ Football boots
- ✓ Shin pads
- ✓ Swimming shorts (black or navy blue)
- ✓ Towel

- ✓ Royal Blue house polo shirt with house stripe
- ✓ Royal blue games skirt
- ✓ Royal blue games socks
- ✓ Trainers (not with black soles)
- ✓ Shin pads
- ✓ Gum shield (moulded)
- ✓ Swimming Costume (black or navy blue)
- ✓ Towel

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