

Haywood Academy

High Lane, Burslem, Stoke-on-Trent,
Staffordshire, ST6 7AB

T 01782 853535

E info@clt.haywood.coop

www.clt.haywood.coop/

Principal: Mr Mike Dawes



Haywood Academy

Inspiring Creativity & Achievement



part of the

City Learning Trust

Inspiring Outstanding Achievement

Dear parent / carer,

6.12.22

We've had an exceptionally positive start to our second half-term of the Academic year. I am pleased to say that our disaster recovery plan following the flooding during the October half-term has reached stage two and that our main reception area is now re-opened for parents, carers and visitors to the Academy.

In addition, I'd like to provide some clarity on some specific issues:

Absence and Students who are late to the Academy

All students **should arrive at the Academy by 8.35am** to ensure a prompt start to the Academy day.

Students who arrive to the Academy after 8.40am will receive a late mark and serve at 40 minute detention on the same night. Parents and carers will be informed of this via text message. Between the hours of 8.40am – 8.50am, any students who are late are to arrive via the lower Haywood Road gate where a member of the Student Support Team will greet them. Any students late to the Academy after this time are to report to the main reception area.

Our Academy aims for all students to achieve **more than 95% attendance** each Academic year. Regular attendance is vitally important; any days your child is absent from the Academy will mean that learning opportunities are missed. Research shows that 17 days of absence from school in one Academic year equates to a drop of one GCSE grade.

If your child is too unwell to attend the Academy, please endeavour to communicate this with us by 8.20am on each day of absence using one of the following methods:

1. Emailing the Haywood Academy inbox using info@clt.haywood.coop
2. Using our 'My Ed' app messaging service.
3. Calling our telephone absence line, 01782 853535 and selecting option '1' for student absence.

Uniform

We understand that there may be unavoidable situations which means that your child requires temporary adjustments to their uniform. If this is the case, please place a note in your child's planner, stipulating the date of which the changes will be made to ensure that your child is compliant with the Academy uniform



Haywood Academy

High Lane, Burslem, Stoke-on-Trent,
Staffordshire, ST6 7AB

T 01782 853535

E info@clt.haywood.coop

www.clt.haywood.coop/

Principal: Mr Mike Dawes



Haywood Academy

Inspiring Creativity & Achievement



part of the

City Learning Trust

Inspiring Outstanding Achievement

policy.

Appointments with members of Academy staff

We understand that there may be occasions where you may need to speak to a member of staff about an urgent matter.

We politely request that you contact our main reception by telephone or email rather than coming directly into the Academy without an appointment. This will enable us to ensure that a private space and the correct member of staff is able to deal with your concerns.

Please understand that we cannot disturb staff in lessons or in pre-arranged meetings. To avoid a wasted journey, we ask that appointments are made in advance.

Your concerns are very important to us and we want to make sure that they are dealt with as swiftly as possible and in absolute confidence.

There are times, albeit infrequently, when members of staff are being subjected to verbal abuse from visitors and those telephoning the Academy. We consider it a basic requirement that staff at Haywood Academy treat people with courtesy and respect at all times and we expect the same in return. Visitors who are rude or abusive to members of staff will be asked to leave the Academy site and future visits will be agreed, on an appointment basis only, by the Principal. If staff are treated disrespectfully over the telephone, staff will bring the call to an immediate close.

Finally, there will be times where school will need to contact you. Please can you ensure that whenever your contact details change, you inform the Academy so that we can contact you as swiftly as possible when we require to do so.

Yours sincerely,

Mr N. Legg
Director of Inclusion

