



# Charnock Hall Primary Academy

A L.E.A.D. Academy

Carter Hall Road,  
Sheffield  
S12 3HS  
0114 2396083  
enquiries@charnockhallacademy.co.uk

**Headteacher:** Mr P M Burgess - NPQH

December 2023

Dear Parent/carer,

Apologies for the length of this letter, but it is important as a reminder to everyone. It has been written following a discussion with pupils in assembly on Friday regarding a few emerging concerns that we need to address and work together on. As we approach the end of the Autumn Term, it is a good time to share this to allow you the opportunity to ensure things are in place for return in the Spring Term on Tuesday January 9<sup>th</sup>.

As you know, the CHPA mantra for every pupil is *'be the best I can be!'*, with a huge part of this linking to the following areas –

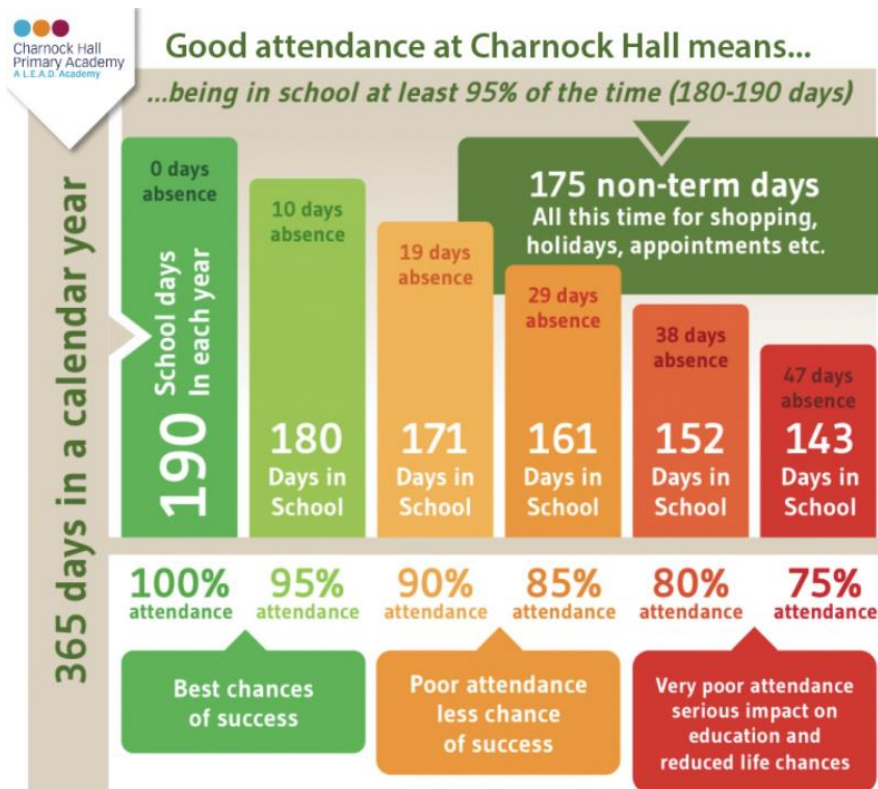
- Attendance and punctuality
- Uniform
- PE kit
- Jewellery, Hair, Make-up
- Behaviour

## Attendance and Punctuality

For pupils to develop it is imperative that they attend and are punctual. Any absence negatively affects a pupil as it results in missed learning and the gaining of new knowledge and skills, and it is imperative that pupils attend. Any absence is classed as authorised or unauthorised, both of which affect a pupil attendance percentage to reflect the lost learning. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Ideally every pupil would attend for 100% of the time. However, there are sometimes unavoidable reasons why this may not be possible, for example, illness. A minimum expectation of attendance is 96.5%, however, if you were to flip this figure and focus on the 3.5% absence, it would represent the following missed learning.

*3.5% of 190 days = 183 days attending. Therefore 7 days of learning lost = 45.5 hours of learning lost.*





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Punctuality is VERY important and whilst we acknowledge pupils may be late due to exceptional circumstances on occasion, it is imperative that pupils arrive on time. This is not just for their attendance but also arriving late means that a child is not only missing the start of their day but walking into a classroom late can often cause anxiety for young children. We are having many pupils arriving late due to "missing their alarm", "weather conditions" or "public transport", which can happen on occasion, but not daily.

Please ensure that you are making arrangements to ensure that this does not happen.

If you require any support with this please talk to Mrs Bolton, our Attendance & Safeguarding Officer, who will be happy to meet with you to support as required.

Attendance and punctuality are being very closely monitored and where appropriate, parents have started to receive letters if there are issues and concerns within this area.

These procedures are in place to ensure that every pupil has the very best opportunity to learn, develop and be the best they can be!

As a reminder, the CHPA day times are as follows -

### **Drop Off Collection**

**EYFS/KS1** Gates open 8:25am-8:35am. Gates open from 3pm. CHPA day ends at 3:05pm

**KS2** Gates open 8:30am-8:40am. Gates open from 3pm. CHPA day ends at 3:10pm

*Please note that whilst the gates are open between these times, it is expected that pupil be here for the opening time, to give them time to settle for the days learning activities.*

### **Drop-off**

**EYFS/KS1** - All pupils go directly to their individual year group and go directly to their classroom.

**KS2** - All pupils enter via the main KS2 entrance and go directly to their classroom.

### **Collection**

**EYFS** - Via the green gates on the EYFS outdoor area.

**KS1** - On the main KS1 playground.

**KS2** - On the main KS2 playground. If you wish for your child to be collected at a different point or for them to walk home alone, we require written confirmation of this for safeguarding reasons.

As a reminder to the message that was sent out earlier this week, if a pupils is late a parent/carer must come down to the office with the child to sign them in. This is part of Safeguarding.

### **Uniform**

There are increasing cases of pupils wearing clothing that does not form part of the CHPA uniform. Please ensure that you follow this when purchasing uniform for your child. We do however understand that uniform can be expensive and as such, in the next couple of weeks, the CHPA-PTA uniform swap shop will go live and will be a place where you can swap uniform or purchase pre-loved items for your child's use.

The items below come from the uniform policy -

### **3 Available Uniform items**

3.1 Available CHPA uniform for pupils is as follows.

- White CHPA polo t-shirt or white school shirt.
- Blue CHPA round neck jumper or cardigan.
- Black or grey trousers / knee-length skirt (tailored shorts, summer dress or playsuits (summer dress style but with shorts rather than a skirt) in the summer terms).
- Black or grey socks / tights (white ankle socks with a skirt/summer dress).
- Black, flat soled shoes. Plain black trainers are allowed.



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## 7 Footwear

- 7.1 CHPA wants all pupils to grow into healthy adults. We believe that it is dangerous for pupils to wear shoes with platform soles or high heels when attending, so we do not allow this. Whilst plain black trainers are allowed, these must be 100% black, with no colour. Ugg style and knee-high boots are not appropriate and should not be worn.

In the summer, months, pupils are able to wear sandals, however, these must have a strap that fixes the shoe to the foot. Flip flops/crocs are not appropriate and are not permitted as part of acceptable footwear.

For clarity, lycra style cycling shorts/leggings are not permitted (unless shorts are worn underneath a dress). Sports shorts are not permitted to be worn as part of uniform. If wearing a skirt/dress, this should be a minimum ok knee length.

## PE KIT

Please ensure that PE kits are brought in on the first day of term and kept on pupil pegs. This way we can ensure that everyone has full access to the PE curriculum. PE kit can also act as spare clothes in the event of an incident that would require them to change clothing.

- Plain Colour Team T-shirt (Don - Red, Loxley - Yellow, Rother - Green, Sheaf - Blue)
- Pair of plain black PE shorts (not Bermuda or cycling shorts)
- Pair of plimsoles (pumps) for indoor PE
- Tracksuit/Jumper for outdoor PE
- Trainers for outdoor PE

There are too many instances of pupil not having appropriate kit for PE or having no PE kit at all. As a result, CHPA will be creating PE kit bags, which in the event of them not having kit, they will be given to wear for the PE lesson. They will then be required to bring it home for it to be washed and returned the following day.

PLEASE REMEMBER THAT ALL ITEMS OF UNIFORM SHOULD BE CLEARLY LABELLED WITH A PUPIL'S NAME.

Additionally, please be reminded of the following expectations -

## 5 Jewellery

- 5.1 On health and safety grounds, we do not allow children to wear jewellery at CHPA. The exception to this rule is a wristwatch/fit bit as this supports the development of life skills. All other types of jewellery are not permitted to be worn by pupils.

There seems to be a developing culture where it is ok to come in to CHPA with earrings in and take them out then, or just wear tape over earrings. This is not the case, and they should not be worn at all. This is not a new directive or addition to CHPA uniform expectations and as a result any new piercings should be done at the start of a summer holiday to give them the time to heal through the summer holiday. From January, parents will be contacted and asked to come and take earrings out if a pupil comes in them and cannot take them out themselves.

## 6 Extreme haircuts

- 6.1 CHPA not permit children to have haircuts that could serve as a distraction to others.

## 8 Make-up

- 8.1 Make-up of any kind/type is not permitted to be worn by pupils. (Where there is a need based upon medical grounds, this should be discussed with the Headteacher).
- 8.2 Perfume/Aftershave/Cologne or any similar product is not permitted to be worn as it can cause distraction to other pupils and these scents can cause issues for individuals who may be allergic to them, and this could also affect pupils with SEND sensory needs.
- 8.3 As appropriate to their individual physical development, some pupils may need to wear deodorant. This is acceptable for hygiene reasons, but should, where possible, be fragrance free.
- 8.4 Lip balm is permitted in the event that it is needed. However, these should be scent and colour free.



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8.5 Where pupils do attend CHPA wearing make-up, we reserve the right to require the pupil to remove this. Where they are not able to do this independently, you will be contacted to attend immediately, to support your child in removing this.

## **9 The role of parents and carers**

9.1 We ask all parents and carers who send their children to CHPA to support this uniform policy. We believe that parents and carers have a duty to send their children correctly dressed and ready for their daily learning. Parents and carers should ensure that their child has the correct uniform, and that it is clean and in good repair.

9.2 If any parent would like CHPA to modify the uniform policy, they should make representation, in the first instance, to the Headteacher. CHPA welcomes children from all backgrounds and faith communities. If there are serious reasons, e.g. religious objections, why parents and carers want their child to wear clothes that differ from the CHPA uniform, we will look at such requests on an individual basis. Similarly, should an item of CHPA uniform prove problematic for a pupil with disabilities, then parents and carers are invited to draw this to the attention of the Headteacher.

## **Pupil Behaviour**

As a rule, behaviour at CHPA is good. Pupils are overall well behaved, support each other and try their best in lessons. However, there are cases where pupils are being quite unkind to each other and it is imperative that we work together to eradicate instances of this for everyone to feel happy, safe and able to concentrate on growing up with their friends in an environment that is supportive.

Naturally, there will be fall outs, but we are working hard with pupil to give them the tools to deal with this appropriately when needed.

I look forward to your support in this matter.

Regards

Mr P M Burgess

Headteacher