



Specialising in English and The Arts

Our ref: SCR/JBN/7-10

May 2013

Dear Parent / Guardian

I write to you at the end of our academic year at Unity College. The college will close for the half term holiday on Friday 24 May 2013 at 3.30pm. The college staff have a training day on Monday 3 June, therefore the college will open on Tuesday 4 June 2013 with a prompt start for students at 8.45am and they will begin their new academic year with new timetables and new teachers.

I wrote to you at the beginning of March regarding changing the college day. There were in total three responses against the proposals, two written responses and one via the telephone. I have taken the views from these parents into consideration and responded to them. Due to only three parents disagreeing with the changes, **from 4 June 2013 the college will finish at 3.10pm each day.** There will be no change to the start of the day and students are expected to be in college ready for learning at 8.45am. The governors will review the change of the college day in twelve months time see how effective it has been.

College will close for staff and students at **3.10pm on Wednesday 24 July 2013** for the summer holidays. College will re-open for staff and students on **Monday 9 September 2013**. Students can arrive from 8am onwards, with lessons starting at 8.45am prompt. All students, year 7 to 11 will start at the same time on that day.

For those students who arrive early they may wish to use the Learning Zone, which opens at 8.00am to 8.40am, Monday to Friday. It is also open every day after school until 4.30pm. Staff are available during these times to assist students with their homework or any questions they may have about their learning.

Students must be in full uniform every day. If they are not in full uniform please expect them to be sent home. If there are any financial difficulties at home preventing your child being in full uniform can you please contact your child's House Leader at Unity College. It is essential that all students are in full uniform at all times creating a "dressed for business" atmosphere throughout the college. Hair styles and colour must also conform to a "dressed for business" ethos with no unnatural hair colours or extreme hair styles. For those students who wish to wear makeup this should be minimal and subtle, otherwise students will be asked to remove it. A reminder that jewellery at Unity College is not permitted except for a watch. We do not allow any piercings. **If your child wishes to have a piercing please can you ensure that it is done at the beginning of the summer holiday so that it can be taken out for the start of college in September.**

I am concerned that we still have some children coming to college each day without the correct equipment for learning. Can you please ensure that your child has everything they need each day including the basic writing/drawing implements eg a pen and pencil, also any specialist equipment/clothing eg ingredients/PE kit for their lessons.



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Could I take this opportunity to remind you about certain attendance issues. Holidays should not be taken in term time and will not be authorised unless there are exceptional circumstances and/or the students' attendance is above 95%. All holiday requests should be made in writing to the Headteacher prior to booking the holiday.

We will continue to refer for penalty notices for unauthorised holidays and for persistent poor attendance. I'd like to thank those parents who have supported us in this matter and continue to do so.

If your child is poorly can you please contact the attendance team at college first thing in the morning. Can you also try to ensure that students do not have time off college for doctors or dentists appointments unless it is an emergency appointment.

A reminder that the first port of call for any concerns regarding your child is via your child's Personal Development Tutor (PD tutor). You can contact the PD Tutor via telephone on 01282 683010. I am aware that a number of parents have had difficulty in getting through to staff via the telephone. On our website there is a list of email addresses for parents to contact their child's House Leader or a Student Leader or a member of the Senior Leadership Team.

If your child is currently in year 7, when they return to college in June they will move up into a vertical PD group with a new PD Tutor.

I ask that if you are dropping your child off before college or picking them up after college that you meet them at the front of college and not the back. The back of college is already heavily congested with parents picking and dropping off youngsters at Brunshaw Primary School and any more cars in that area would be extremely dangerous and cause unnecessary stress to the local neighbours. When collecting your child from the front of college or Towneley Holmes please make sure you are aware of your surroundings as approximately 1000 children may be leaving on foot and crossing roads within the vicinity. The car park opposite the college can you be used for dropping off and picking up your child and will ease the congestion on the college grounds particularly at the end of the college day.

On 27 June 2013 the Antiques Roadshow will be filming at Towneley Hall and therefore there will be heavy traffic throughout the day. Anyone caught parking on the road leading up to Towneley Hall may get prosecuted by the police. However, parents can park on the CLC car park without any charge and with no time limit.

I write to pre warn that there may be industrial action in the form of a strike on **Thursday 27 June 2013** in some schools in the North West. This action is not against Unity College itself but is part of national industrial action organised by trade unions. I will write to you nearer to the date if this strike action will affect Unity College in any way.



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The mobile phone policy that we have in place is working extremely well and I take this opportunity to thank you for your support with this.

I take this opportunity to thank you for your support to Unity College as we work together to offer the very best learning opportunities and experiences for your child.

Yours faithfully

S Cryer (Mrs)
Headteacher