

# Unity College

Towneley Holmes, Burnley, Lancashire BB11 3DF  
Tel: 01282 683010 • Fax: 01282 683012  
www.unity-college.com • enquiries@unity-college.com

Our ref: SCR/JBN

July 2017

Dear Parent / Guardian

I write to inform you that the college will close after school on Friday 21 July 2017 for the summer holiday. The college will re-open on Monday 4 September and lessons will start promptly at 8.45am.

On Friday 21 July 2017 some students have been invited to attend the Blackpool reward trip. If your child is attending this trip they do not need to wear uniform. They will need to be in college by 8.40am at the latest. For those students attending college on Friday 21 July 2017 the college day **will run as normal from 8.45 - 3.10pm and students will be expected to be in full uniform.**

**It is important to note that students will not be under direct staff supervision whilst on the Pleasure Beach unless specific arrangements have been made. They MUST stay on the Pleasure beach site at all times. There will be a staff presence at a pre-defined meeting point throughout the day. If you wish to discuss this further, please contact your child's House Leader.**

The Blackpool reward trip for **July 2018** is already planned and your child must have at least 95% attendance, no more than 8 lates, have good behaviour and complete their homework set. Students will be monitored from **June 2017 - May 2018** if they wish to be invited onto the trip next year. This expectation has been fully explained to your child in assemblies recently.

I also write to remind you of some key dates between now and December 2017:

Week beginning 25 September 2017 - Year 10 Examinations

Week beginning 2 October to Friday 13 October 2017 - Year 11 Mock Examinations

October half term - Wednesday 25 October until Sunday 5 November 2016

Week beginning 27 November 2017 - Year 8 Examinations

Christmas holiday begins after school on Friday 22 December until Sunday 7 January 2018

**Further key dates can be found on the college website.**

I have been extremely impressed in how smart most students look in their uniform. 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. Please ensure that your child is in the correct full uniform every day. A reminder that jewellery at Unity College is not permitted except for a watch. We do not allow any piercings due to health and safety reasons, this includes ear piercings, face piercings and tongue piercings. If your child is going to have a piercing can you ensure that he / she has this done at the beginning of the summer holiday so it can be removed for the new term in September.

I have noticed that a few students are wearing too much makeup for college. Can you remind your child that if they wear makeup this should be minimal and subtle, otherwise they will be asked to remove it when they arrive at college in the morning.

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Some skirt lengths are also causing me concern as they are not of a modest length. If your child is going to wear a skirt for college please ensure that it is a modest length and appropriate for college. Also we will only accept tailored trousers; black leggings and skinny black jeans are not acceptable as part of the college uniform.

We continue with our huge focus on literacy and oracy with an ambition that all students read well and develop a love of reading. **All students must have a reading book in their bag every day and as parents I request that you continue to encourage your child to read widely and often at home. Our college library is open from 8.15am – 8.40am and every break time for children to use.**

I urge you as parents to check if your child is entitled to Free School Meals and have not yet claimed them. By parents claiming this entitlement extra funds come into college for students. If you have any questions about your entitlement please do not hesitate to contact Mrs Clark at the college.

A reminder that the Learning Zone is open after school, Monday to Thursday until 4.30pm and it is open every day before college from 8am to 8.40am. Students cannot arrive in college until 8.00am as we cannot guarantee supervision. Also some students are staying in college after 3.10pm and not attending a supervised club or activity and this is not acceptable. If your child is in college after 3.10pm they need to be supervised in a club or activity by a member of staff or be in the Learning Zone. They cannot just sit around college after 3.10pm without being supervised for health and safety reasons. They will be asked to leave the premises or be escorted to the Learning Zone.

I also want to ensure that Unity College is a safe environment for students and staff. Following the guidance from the Department for Education and Skills on "Screening and searching of pupils for weapons" there are spot checks by myself and Mrs Hodgson, Deputy Headteacher, using hand held metal detectors. This measure is a precaution and it is not meant to alarm parents or students, it is intended to ensure that we do not have knives in college and that we continue to have a safe learning environment at Unity College. We have had this system in place for the last ten years ensuring that all members of our college community are safe. If a child is caught in possession of any knife at Unity College I will not hesitate to permanently exclude them from Unity College. There is always on going publicity in the national newspapers about drugs and weapons being used by students in and outside of school. If a student is caught selling drugs or the intent to sell drugs to anyone at Unity College that student will be permanently excluded immediately

Unity College is a smoke free college. We have a clear policy that is available to read on our website. If your child is caught smoking on the college site I will not hesitate to inform law enforcement officers and encourage them to issue an immediate £50 fine to the child. We will also follow the sanctions set out in the policy with any child caught smoking on the college premises. Electronic cigarettes are also not allowed and are treated the same as cigarettes. Lighters and matches are NOT allowed in college and if students are caught in possession of these items there will be a serious sanction. We have regular searches of students to ensure that students do not have cigarettes on them in college. Any cigarettes found are confiscated and destroyed.

Please inform us if you have a change of address, telephone number or other contact details. It is vital that we keep your child's records up to date. If your child needs to take any medication whilst in college they must bring in a letter from a parent / guardian with full authorisation and instructions. Your child must take it to the first aid room. The medication must be clearly labelled. Any medication will be stored securely in the first aid room. If there is a medical emergency it will be the decision of the first aider and a member of the senior leadership team as to whether an ambulance is needed.

UNITY

PASSION


RESPECT

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. J. Cryer', written in a cursive style.

S Cryer (Mrs)  
Headteacher