Our ref: SCR/EJO

May 2019

Dear Parent / Carer

I write to you at the end of another half term at Unity College. The college will close for the half term holiday on Friday 24 May 2019 at 3.10pm and will re-open for students on **Monday 3 June 2019.** Students will be expected to arrive at college for a prompt 8.45am start. Our year 11s will not have study leave and will stay until the end of their GCSE examinations, therefore years 7 – 10 will begin their new academic year with new timetables and new teachers on Monday 17 June 2019.

I write in advance to inform you that Unity College will finish for the summer holidays on **Tuesday 23 July at 12.05pm.** On Monday 22 July it is our college trip. Students will be offered a choice of either Blackpool Pleasure Beach or Chester Zoo. This year due to the “good” Ofsted report I am hoping to take as many students on the trips as possible to celebrate this achievement, but all students must have current good attendance, punctuality and good behaviour to be allowed to attend. Letters will be available very soon.

Lancashire County Council have asked Unity College to take thirty additional students into our new year 7 for September 2019 on top of our normal admission number. This has been agreed and in order to accommodate the additional students, Lancashire County Council have handed over the full use of the City Learning Centre (which is attached to Unity College) to Unity College from September 2019. There will be some alterations to the CLC over the summer break for the space to be used effectively by students and staff. The CLC will be relocated in Burnley.

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 they have this done at the beginning of the summer holiday, so it can be removed for the new term in September. **Spray cosmetics including deodorants, hairsprays etc are not permitted at Unity College due to the sensitivity of the fire alarms**

I have noticed that a few students are wearing too much makeup for college. Please 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. 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. We will only accept tailored trousers; black leggings and skinny black jeans are not acceptable as part of the college uniform. Over the knee socks are also unacceptable and should not be worn.

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.

If your child is entitled to Free School Meals and you have not yet claimed them, I urge you as parents to check this. 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 Ingham 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. College opens for students at 8.00am as we cannot guarantee supervision before that time. 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.

I take this opportunity to remind you about certain attendance issues. Holidays should not be taken in term time and will not be authorised. All holiday requests should be made in writing to the Headteacher prior to booking the holiday and we will continue to refer for penalty notices for unauthorised holidays and for persistent poor attendance. I would like to thank those parents who have supported us in this matter and continue to do so. The holiday dates are available on the website and I draw your attention to the two-week break in October 2019 where many parents have taken advantage of this to book a holiday.

If your child is ill, could you please contact the attendance team at college first thing in the morning. Please try to ensure that your child does not have time off college for doctor or dentist appointments unless it is an emergency appointment. Could I remind you 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. If you have difficulty in getting through to staff via the telephone, our website has a list of useful email addresses to enable parents to contact their child’s House Leader, Student Leader or a member of the Senior Leadership Team.

I 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 sometimes spot checks by myself and Mrs Hodgson, Deputy Headteacher, using handheld 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 with 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, lighters, matches or e-cigarettes found are confiscated and destroyed.

As so many parents drop off and pick up their child from college we have a system in place that all parents need to adhere to. I ask that, in the mornings, if you are dropping your child off in a car that you drop your child off on the turning circle only. Please ensure that you park in the drop off area. Please leave promptly after dropping off your child. Do not park on the college car park, including the disabled parking bays. Please drive slowly and give students the right of way at the crossing at the entrance of the college. Alternatively, park in the pay and display car park and you child can make their way to college from there.

At the end of college parents ARE NOT to enter the college site to collect their child and access for parents in cars will be prohibited from 2.30pm until 3.20pm. Please park on the car park opposite the college if you are collecting your child. I am aware it is a pay and display car park but as long as you do not leave your vehicle you will not have to pay. Please park sensibly on the pay and display car park to allow cars to enter and leave the car park. DO NOT park along Towneley Holmes Road as you may be issued with a fixed penalty notice. I also request that if you are parking a distance away from the college for example at the rear of Todmorden Road or Woodgrove Road that you park considerately for residents. The only cars able to access the college site between 2.30pm and 3.20pm are to collect a child who has a disability. The speed limit on Towneley Holmes is 20 miles per hour and on the college site it is 5 miles per hour. The back of college is already heavily congested with parents picking and dropping off youngsters at Brunshaw Primary School. Any more cars in that area would be extremely dangerous and cause unnecessary stress to the local neighbours. I ask that you only use the front of the college to collect and drop off your child.

If you are picking up your child after an after-college club you will be able to collect your child from the turning circle on the college site. If you are coming into college during the college day for a meeting you will be able to park on the college site including the turning circle.

**The General Data Protection Regulation (GDPR) took effect from 25 May 2018. Unity College have appointed HY Education Law and HR Specialists as their Data Protection Officer. The contact details are:**

**HY**

**1 Reed House**

**Hunter’s Lane**

**Rochdale**

**OL16 1YL**

**E mail** **INFO@WEARHY.COM**

**There is further information available on the college website regarding GDPR.**

The college website has a wealth of information for parents and students. Please take some time to look at our website [www.unity-college.com](http://www.unity-college.com)

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 during their secondary education.

Yours faithfully



S Cryer (Mrs)

Headteacher