Our ref: SCR/EJO

 February 2022

Dear Parents / Carers

The college closes for February half-term at the end of the day on **Friday 11 February 2022** and re-opens on **Monday 21 February 2022.**  The college will close for the Easter break after college on Friday 1 April 2022 and will re-open on Tuesday 19 April 2022.  The college will be closed on Friday 29 April 2022 and for the May bank holiday on Monday 2 May 2022.   A reminder that lessons start promptly at 8.45am and ALL students are expected to be in college by 8.40am at the latest.

I have held assemblies before the half term break to remind students about the “Unity Way”. It is essential that children come to college “dressed for business”, the business of learning.  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.  Skirt lengths must be of a modest length. Nail varnish if worn should be of a subtle colour. **I have noticed that some students are wearing too much makeup for college. Can you remind your child that, if they wear makeup, this should be minimal, otherwise they will be asked to remove it when they arrive at college in the morning.**  **False eyelashes and acrylic/ false nails are NOT permitted in college.**

**After the half term if your child arrives in college and is not “dressed for business” we will be in contact with you immediately so that the issue can be resolved.**

If your child is staying in college after 3.10pm, they should either be at a club/activity or at the Learning Zone where there is staff supervision.  Students cannot just sit in the canteen area after the end of the college day as there is no supervision available. A reminder that the Learning Zone is open after school, Monday to Thursday until 4.00pm.

Unity College is a smoke free site.  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 NOT allowed and are treated in the same way 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 they do not have cigarettes on them in college.  Any cigarettes / electronic cigarettes found are confiscated and destroyed.**  **Due to the sensitivity of our smoke alarms in college, I can no longer allow students to bring in aerosols, e.g. deodorant or hairspray; however, roll on deodorants are permitted.**

If you need to contact a member of staff about any issues, this can be done via telephone, email or letter.  It is not always possible to respond immediately due to teaching commitments, therefore we will endeavour to respond to you within 24 hours.  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.  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.

There is also a focus on the punctuality of students and to this aim we have set procedures for dealing with students who are late. This includes the use of detentions, internal exclusions and ultimately the possibility of penalty notices for parents of persistent offenders. In addition, students who are late after the register has closed will be given a U code in the register instead of a late mark and this will count as an absence from the morning session. This will affect their overall attendance percentage and the usual procedures for poor attendance will apply.

I would be grateful if you would read this letter through with your child so that they fully understand the expectations of the college.  I take this opportunity to thank you for your continued support of Unity College as we work together to offer the very best learning opportunities and experiences for your child.

Yours faithfully



S Cryer (Mrs)

Headteacher