



Telephone: 01503 262625

Email: [enquiries@looe.cornwall.sch.uk](mailto:enquiries@looe.cornwall.sch.uk)

Acting Headteacher: Mr S Yalden BSc (Hons)

Our Ref: SYA/HWI

23 July 2018

Dear Parent/Carer

Please find enclosed some useful information ahead of your child starting with us in September.

The first day of term for students is Wednesday 5 September and we look forward to welcoming your child to their new school.

We provide lockers for students to stow their bags, books and kit so that they do not have to carry everything around with them all through the day, for which there is a one-off charge of £5 (which equates to £1 per year). This can be paid on ParentPay or by cash or cheque (payable to SMART – Looe Community Academy).

If you have any questions or concerns your first point of contact is your child's form Tutor. Mrs Woodman is the Head of Year for Year 7.

If I can be of any assistance, however, please do not hesitate to contact me.

Yours sincerely

**Mr Scott Yalden**  
**Acting Headteacher**



Looe Community Academy is a member of SMART (South East Cornwall Multi Academy Regional Trust), an exempt charity and a company limited by guarantee, registered in England and Wales with company number 7542166. SMART's registered office is at saltash.net Community School, Wearde Road, Saltash, Cornwall, PL12 4AY.





**Acting Headteacher: Mr Scott Yalden BSc (Hons)**

# **Information for Students, Parents and Carers**

**Extract from Student Planner  
2018-19**



Sunrising, East Looe, Cornwall, PL13 1NQ  
Telephone: 01503 262625

## ACADEMY MISSION STATEMENT

“To create and sustain a caring, learning community of high quality, where everyone is valued for who they are and for what they may become”

## OUR MOTTO

*“Bydh gwella gylli” – “Be the best you can be”*

## TIMES AND DATES

Time	Period
08:00	Building open – Breakfast Club
08:40	Student day begins - morning registration
08:45	Assembly/PSHCE/Tutorial with Tutors
09:05-10:05	Period 1
10:05-11:05	Period 2
11:05-11:25	Break
11:25-12:25	Period 3
12:25-13:25	Period 4
13:25-14:10	Lunch
14:10-15:10	Period 5 – afternoon registration
16.30	Building closed to students (unless taking part in an organised and supervised activity)

## TERM DATES

**Autumn Term**                      **Tuesday 4 September 2018 – Thursday 20 December 2018**  
(Half Term)                              Monday 22 October 2018 – Friday 26 October 2018

**Spring Term**                        **Monday 7 January 2019 – Friday 5 April 2019**  
(Half Term)                              Monday 18 February 2019 – Friday 22 February 2019

Bank Holiday                        Monday 6 May 2019

**Summer Term**                      **Tuesday 23 April 2019 – Thursday 25 July 2019**  
(Half Term)                              Monday 27 May 2019 – Friday 31 May 2019

**The first day for students will be Wednesday 5 September 2018**

The following are INSET days and therefore the school will be closed to students: Tuesday 4 September 2018, Friday 19 October 2018, Monday 25 February 2019, Monday 24 June 2019 and Thursday 25 July 2019.

## COMMUNICATION

The Academy website [www.looe.cornwall.sch.uk](http://www.looe.cornwall.sch.uk) holds a wealth of useful information and policies, including copies of letters sent home. The Headteacher's weekly bulletin on the website contains news and updates. All students receive four reports on progress and an annual Parents'/Carers' Evening per school year. We use text messages and emails to make contact home. Please ensure your contact details remain updated at school.

The Form Tutor is your first point of contact, but with teaching commitments may not be able to respond immediately. If you have a concern, comment or query please contact the school by telephone 01503 262625 or email our dedicated system for parents and carers at [parentcontact@looe.cornwall.sch.uk](mailto:parentcontact@looe.cornwall.sch.uk). We aim to reply to all contact within 48 hours. If your issue is not resolved please contact the Headteacher or email [head@looe.cornwall.sch.uk](mailto:head@looe.cornwall.sch.uk)

## UNIFORM

We expect all students to wear the Academy uniform. This encourages a sense of identity and pride in the Academy, and helps us to maintain a good standard of appearance. The school blazer with badge and tie and the girls' skirt are only available from [www.uniform-direct.com](http://www.uniform-direct.com). This supplier also supplies tailored trousers for boys and girls. The style of trousers and stitched-down pleated skirt must conform to those sold by [www.uniform-direct.com](http://www.uniform-direct.com) for Looe Community Academy and not other schools. The school has a sample stock of blazers and skirts to assist with sizing and can help with ordering on your behalf. The PE uniform with the Academy logo is available from Sportswear International Limited and orders can be placed online, by phone (0845 519 0099), by post and by fax. Please go to [www.swi.co.uk](http://www.swi.co.uk) and select the Looe Community Academy page.

### Academy Uniform for Girls and Boys

Lower School: Light blue shirt  
(Years 7 – 9) Black school blazer and badge  
Academy tie  
Smart black tailored school trousers or stitched down pleated skirt in black only

### Shoes/socks/tights

Plain black, flat heeled, polishable shoes or ankle length boots with covered heels and toes. Black socks or flesh coloured/black tights

Upper School: White shirt  
(Years 10 - 11) Rest of uniform as Lower School

### Optional for all year groups

Black, plain knit, V-neck school jumper with or without sleeves.

For your convenience the Academy holds a small stock of ties for purchase from Student Services.

### For clarification

Trousers should be straight leg with a centre crease and must not be flared, bootlegged, skinny-fit or of Lycra or denim.

Skirt length should be a maximum of 10cm (or 4") above or below the centre of the knee.

Jumper (optional) should have a deep enough 'V' so that the tie knot can be clearly seen, shallow V's are unacceptable. No fancy knits, no collar, no crew neck, no fleece material and no cardigans. There should be no logo, buttons, embellishments, zips or other colours. The jumper is worn underneath the blazer, not instead of it.

Trainers, canvas or suede shoes or footwear with logos, fashion styles including large bows, buckles, studs are not acceptable. Extremes of fashion are not acceptable. Coloured T-shirts or T-shirts with visible logos must not be worn under the school shirt. Shirts should be worn tucked into trousers or skirts.

A simple black belt only may be worn with trousers.

The only jewellery allowed in school is a watch and one simple, small stud or sleeper in each ear lobe. It is against Academy rules to have other body parts pierced or jewelled. Jewellery must be removed for every Sport, PE and Dance lesson. Colour of hair should be within natural range of colour. Highlights and lowlights should be of natural tones. Extreme or exaggerated hair colouring or hair styles or cuts, eg tramlines, shaving, undercuts are not acceptable. To keep hair in place, hair grips or plain bands may be worn. No fancy hair accessories are allowed. Boys are expected to be clean shaven. Discreet make-up may only be worn by students in Years 9, 10 and 11. Coloured nail varnish, nail gels and false nails are not permitted.

Academy uniform should be named to identify the owner. Outdoor coats may be worn to and from school and should ideally be waterproof and not made of leather or denim. Coats should not have slogans or loud designs.

### **PE and Dance Kit**

This is supplied by Sportswear International Limited and orders can be placed online, by phone (0845 519 0099), by post and by fax. Please go to [www.swi.co.uk](http://www.swi.co.uk) and select the Looe Community Academy page. There is also a link from the Academy website.

#### Girls - compulsory (via Sportswear International):

- Navy/light blue trim Cuatro fleece top
- Navy/light blue trim Vapour polo shirt
- Navy/light blue trim Coolmax socks
- Choice of navy shorts - Response, Milan or Cuatro

#### Boys - compulsory (via Sportswear International):

- Navy/light blue trim Pro Tec rugby shirt
- Navy/light blue trim Vapour polo shirt
- Navy/light blue trim Coolmax socks
- Choice of shorts - Response, Milan or Cuatro

#### Compulsory for all year groups:

- White socks (indoor sports and summer sports)
- Sports trainers (no specified colour)
- Gum shield (for rugby and hockey)
- Shin pads (for football and hockey)
- Football boots (Health and Safety requirement for outdoor sports)

Optional for all year groups:

- Black leggings

GCSE PE Students have an optional kit, available to order from school

### **Participation in PE and Dance lessons**

Students should always bring their full kit to lessons, regardless of their physical condition or injury and tell their teacher if they are unable to fully take part physically. They will then take part in the learning through the role of a coach, umpire, organiser or choreographer.

The Academy holds a small stock of clean spare uniform/shoes which it will loan to a student with a uniform difficulty on a daily basis to ensure students are dressed correctly. In exceptional circumstances students will be issued with a uniform pass by the Form Tutor.

Failure to follow the uniform policy will result in a detention or education in our Internal Exclusion room.

## EQUIPMENT

- 1\* Evidence clearly shows that students who attend school suitably equipped are more likely to achieve success and less likely to get into conflict with their teachers.
- 2\* You will need the following equipment, all of which should be brought into school each day:
  - 3\* two pens (black or blue)
  - 4\* two pencils
  - 5\* a ruler
  - 6\* an eraser
  - 7\* a pencil sharpener
  - 8\* a set of coloured pencils (felt tips are unsuitable for some tasks)
  - 9\* a dictionary (desirable)
  - 10\* a calculator
  - 11\* a strong school bag
- 12\* You are responsible for looking after all equipment issued to you by the Academy. If it is lost or damaged you will be expected to purchase replacements. Remember to bring your exercise book and textbooks to every lesson.
- 13\* Look after your exercise books. Do not put graffiti over them or mistreat them so that they become scruffy, take pride in your work and the effort you have made.
- 14\* Ensure that you treat library books and textbooks with respect. Look after them and ensure that they are returned by the required date.
- 15\* Ensure that you have your student planner with you at all times. It will help you to organise and manage your own learning. If you forget your planner you will need to obtain a temporary planner from your Tutor.
- 16\* Repeated failure to be properly equipped for lessons may result in a detention.
- 17\* Any damage to property should be reported immediately to the member of staff responsible for the class or activity or to the School Office.