

28/04/21

Dear Parents/carers

We find ourselves at the start of the final term of this academic year. Our Year 11 students are preparing themselves for their final few weeks with us at Young People's Academy and are working hard towards producing the evidence for their final grades. We wanted to take this time to just remind you of a few of our expectations and systems at YPA.

### **Attendance**

We expect all students to attend all of their lessons unless they have an individualised amended timetable. If they do have an individualised or amended timetable, you will have been consulted as their parent/carer/guardian. However, those who are following the full timetable are expected to be in lessons and if they aren't or they aren't attempting their work in lessons, they will not be permitted to attend their reward's sessions. They will be expected to complete work in catch up sessions on site.

### **Search**

At the start of each day students are expected to hand items such as phones, money, energy drinks or keys in during the search process in the mornings. This will all be given back to them at the end of the school day. If they refuse to hand in their phones, you will be expected to collect them. If a student is found to have smoking paraphernalia such as cigarettes, tobacco, filters or lighters, it will be confiscated and not returned to them at the end of the day. You will be expected to come and collect it from us as their parent/carer/guardian. If they are found with drug's paraphernalia such as king sized rizlas, grinders or drugs, they will be confiscated and passed on to the Safer School's Police Officer. The SSPO will then contact you to follow up on this.

### **Leaving the school site during the day.**

Students are not permitted to leave the school unsupervised during the school day. If they do, they will not be permitted to attend their reward's session that week. They will be expected to catch up on any work missed during catch up sessions. You may also be expected to attend a meeting with a member of SLT/Skills Coach to discuss this and agree a support plan; if your young person repeatedly leaves the school site without staff supervision.

When a young person leaves the school site without adult supervision the following process will be initiated:

- As soon as the young person leaves the school site – you will be notified by a phone call/text message.
- If they return within 15 minutes – you will be updated and the young person will be spoken to by their Skill's Coach.

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- If they haven't returned within 15 minutes – a phone call will be made to 101 reporting them as missing.
- If they return to school after this call has been made – a follow up call will be made to 101 to cancel the MISPER call.
- If they do not come back for the remainder of that day – you will be requested to attend a meeting with a member of SLT or their Skills Coach to investigate what we can do to support your young person with remaining on site and accessing their education successfully.

If your young person comes back on site and their behaviour is erratic or causes us to believe that they may have ingested illegal substances, they will not be permitted to attend practical lessons such as Food Tech or Design Tech on site, nor will they be allowed to attend courses off site such as Mechanics. This is to ensure that all students and staff are kept safe. You will also be contacted to come into school to meet with a member of SLT/Skill's Coach to put together a support plan for your young person.

All of these systems are in place to ensure that all students and staff are kept safe when onsite at YPA and that the learning environment at YPA is kept peaceful and calm. They are each mentioned in the Home/School agreement letter that you have signed before your young person began at YPA.

I want to end this letter by thanking you all for your ongoing support of YPA.

Yours sincerely,



Mrs K Izard  
Principal