



THE BURGESS HILL ACADEMY

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Our Ref JFS/ESD

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www.theburgesshillacademy.org.uk

Principal: Mr Jon Francies

22 October 2020

Dear Parent/Carer

Thank you for all your support in these challenging times. Students have responded brilliantly to the new routines and regulations. I would like to thank my staff for their hard work and dedication during this term in enabling us to welcome all back with a full curriculum. Unfortunately, as I write the COVID restrictions do not look like relaxing in the immediate future. The arrangements are the same. We will be making a few internal adjustments to the day to accommodate wet breaks and further improve the controlled movement of students around the site. We will send out reminders at the start of next term. We are prepared and ready to provide learning using Microsoft TEAMS in the event of any closure or partial closure.

We have had a lot of interest about admissions for next September. Parents with siblings still need to go through the application process to guarantee a place. The deadline for applications is 31 October and information can be found here <https://www.theburgesshillacademy.org.uk/join-burgess-hill/admissions>

After half term our catering service will be provided by Chartwells. There will be no change to the payment system already in place. A reminder if there are any problems with on-line payments for catering, please contact via email s.everest@theburgesshillacademy.org.uk (Cafe Manager) or bh.finance@theburgesshillacademy.org.uk (Finance Office).

Below this letter are some key information updates from the Academy, please ensure you have noted the contents.

Wishing you and your family a happy and healthy half term. A reminder that Friday 23rd October is an INSET day. Students should return at their normal times on Monday 2nd November, which is week B.

Yours sincerely,

Jon Francies
Principal



Staff to contact for each year group

YEAR GROUP CONTACT	Email address
Year 7 – Emma Flin	e.flin@theburgesshillacademy.org.uk
Year 8 – Nicola D’Costa	n.dcosta@theburgesshillacademy.org.uk
Year 9 – Hannah Randall	h.randall@theburgesshillacademy.org.uk
Year 10 – Paula Ridley	p.ridley@theburgesshillacademy.org.uk
Year 11 – Wendy Howell & Kath McIver	w.howell@theburgesshillacademy.org.uk k.mciver@theburgesshillacademy.org.uk
Pastoral Hub Manager & Safeguarding Lead Deborah Simmons	d.simmons@theburgesshillacademy.org.uk

Face Masks

Students are required to wear facemasks when they arrive at school, moving around the building, during lesson change over and when moving and queuing for lunch. When they are inside the classroom, outside in their bubble, they do not need to wear a face mask or when they are eating their lunch. We understand that some students have reasons **for not wearing** a facemask if this is the case then please could you let your child’s pastoral lead know. Students who are exempt from facemasks should be prepared to respond politely to staff when asked. Please ensure your child has a facemask with them at all times. Should they forget this then they can speak to their pastoral lead who will provide them with a disposable one for the day.

Wellbeing Support

It was great to see so many parents and students attend our first webinar on the 19th October on Skill One for Wellbeing. If you would like to catch up on this, then please sign up to Action Your Potential website. (www.actionyourpotential.org). Details of how to access this website were emailed out previously to all parents and students. If you would like them again then please email a.mcgeough@theburgesshillacademy.org.uk for these details. There are over one hundred short videos to support our wellbeing on the website for everyone to access.

PE Lessons and PE kit

There have been some questions over PE uniform. To clarify, the expectations are;

- Students will attend school in their PE kit on the days they have PE.
- The PE kit for Year 10 & 11: white PE top. They can also wear blue/black jumper/hoodie and blue/black tracksuit bottoms over their PE Kit. They can wear blue/black base layers or leggings under their PE kit.
- The PE kit for Year 7, 8 and 9: students should wear their rugby shirt and/or white PE top. They can also wear layers underneath their PE kit when the weather is colder. **Blue or black jumpers/hoodies can be worn to and from school but not in school during lessons.**
- Where possible could the blue/black bottoms and jumpers be as plain as possible rather than large logos.

All students have the option of wearing a black jacket with TBHA logo. Please see this on the GR website - <https://www.grclubshops.co.uk/burgess-hill-academy-students>

Emails and IT login for students

Due to an upgrade in the IT system for the Trust, student email addresses have changed this year as have their email passwords. Students at The Burgess Hill Academy are provided with an Academy email address and access to Microsoft Office 365. All students should have a personalised page with their login details. Please ensure your child has followed the instructions on this sheet and is able to login into Microsoft Office 365. **If your child does not have this information, please let their pastoral lead know and we will ensure we get this information to them.** As this is our primary means of communication in this climate, please could you ensure your son/daughter checks their emails at least once a day.

School shoes

Students must wear formal black shoes that can be polished. Please note the trainer type school shoe (like the example here) is **not** acceptable. If your child is currently wearing these then please can they be changed for after half term.



This is an example of shoes that are not acceptable.

Uniform

All issues with our suppliers have been sorted now. Ensure you encourage your child to wear the uniform with pride with shirts tucked in and belts should be plain black with a small plain buckle. All skirts must be worn to knee length and not rolled up. Black or white socks (no higher than knee length) or plain black or natural tights. Hoodies or sport jumpers are not part of school uniform and will be confiscated. Students **must wear their blazers** to school every day they are in school uniform.

Hair

Unnatural or extremes of colour, caused through dyeing, tinting or bleaching, are not acceptable. Hair should be tied back as appropriate for various lessons and activities such as PE and science. If you are in any doubt, please seek advice from the Academy before styling.

First aid room and support

If your child is ill before school please assess this at home, as our first aid room is for first aid response only and staff are not medical trained to diagnose students. So if needed you should take your child to the GP.

Absence Line

If your child is absent, please can you report this on the Studybugs app, email absence@theburgesshillacademy.org or call the absent line. Please state your child name, year group, tutor and reason for absence. If your child is late to school in the morning, twice in a week they will have a 30min detention on a Friday after school and if they are late three or more times in a week this will be an hour detention on a Friday after school.

Class Charts

Please use the Class Charts app to support discussions at home with your child. Please monitor this and should you have any concerns please do contact your child's pastoral lead. Please see our [Behaviour for Learning Policy](#).

There will be a follow up for behaviour concerns and removal from lessons after half term. We will be reintroducing detentions after half term. Due to Covid 19 restrictions there will be a change to the detentions set and this will work one day a week for most year groups. The following will apply:

Year Group	Issue	Sanction	Day for Detention
Year 7	<ul style="list-style-type: none"> • One removal from Lesson (on call) per week. • Two removal from lessons per week. • Three removal from lessons per week. 	<ul style="list-style-type: none"> • 30 minute detention • 1 hour detention • Isolation the next day. 	<ul style="list-style-type: none"> • Friday at 14.20 in D5
Year 8	<ul style="list-style-type: none"> • One removal from Lesson (on call) per week. • Two removal from lessons per week. • Three removal from lessons per week. 	<ul style="list-style-type: none"> • 30 minute detention • 1 hour detention • Isolation the next day. 	<ul style="list-style-type: none"> • Thursday at 14.30 in D5
Year 9	<ul style="list-style-type: none"> • One removal from Lesson (on call) per week. • Two removal from lessons per week. • Three removal from lessons per week. 	<ul style="list-style-type: none"> • 30 minute detention • 1 hour detention • Isolation the next day. 	<ul style="list-style-type: none"> • Thursday at 14.40 in D7
Year 10	<ul style="list-style-type: none"> • One removal from Lesson (on call) per week. • Two removal from lessons per week. • Three removal from lessons per week. 	<ul style="list-style-type: none"> • 30 minute detention • 1 hour detention • Isolation the next day. 	<ul style="list-style-type: none"> • Friday at 14.50 in D7
Year 11	<ul style="list-style-type: none"> • One negative log • Two negative logs • Persistent and repetitive negative logs or a removal from the lesson 	<ul style="list-style-type: none"> • There is a discussion with their Head of Year • There is a 15min restorative conversation the same day 	<ul style="list-style-type: none"> • Every day in D2

Year Group	Issue	Sanction	Day for Detention
		<ul style="list-style-type: none"><li data-bbox="858 197 1088 340">• 30minute restorative conversation the same day.	