

July 2018

Dear applicant

I am writing with further details relating to your application for Outwood Post 16 - Doncaster. It is important that you confirm your intention to take up your place by enrolling in the Academy on **Thursday 23 August**. Once you have collected your GCSE results, please make your way to the Post 16 enrolment area which will be located in the Academy Hall. Staff will be available to discuss any changes to course or subject options you may wish to make in light of your GCSE results. If you are unable to attend the enrolment day, but still wish to enroll, please inform me via email and you will be offered an alternative date to attend.

Please note: You will need to bring the following documents with you when you register:

- **Completed Year 12 Registration Day form – detailing your GCSE Results**
- **Completed Learner Agreement form**
- **Completed Confidential form**
- **GCSE results slips**
- **SEN documentation if applicable**

The term begins on Tuesday 4 September 2018 and students should report to the Academy Hall at 10.25am. The dress code is smart business wear (see included letter from the Principal for details).

We hope you have a well-deserved break during the summer and look forward to welcoming you in September. In the meantime please do not hesitate to contact me via email on n.copsey@adwick.outwood.com if you have any queries or concerns.

Yours sincerely

N Copsey

Mr N. Copsey
Director of Post-16

19 July 2018

Dear Post 16 Parent/ Carer,

Leadership of Post 16

Our Post 16 students are a very important part of Outwood Academy Adwick and to make you aware of the changes, Mr Copsey (Assistant Principal) will now be Director of Post-16 and Miss Addy will remain as the Post-16 Learning Manager.

Arrangements for September 2018

Year 12 Students

Term will begin on Tuesday 4 September. Students are asked to meet for an assembly in the Main Hall at 10.25am. Support will be available to further discuss option subjects for those students who may need further help to decide on the options best suited towards their own skills and abilities and best support career aspirations.

Year 13 Students

AS exam results will be available from 8.00am- 11.00am on Thursday 16 August in the OIE building on Tenter Balk Lane.

Year 13 students are on work experience from 3rd to 7th September, so will not be in the Academy until Monday 10th September. On this day, students are asked to meet in the Post-16 Centre at 8.25am.

Business Dress

Dress code for Post 16 students continues to be business dress. This includes:

- **Female:** Smart jacket with trousers, skirt or dress, appropriate blouse or top (not low cut), tights must be worn with skirts or dresses. Smart shoes with heels up to 1½ inches or smart boots but not UGG type boots.
- Shorts, trainers or canvas shoes are not permitted and sandals or shoes/boots with open toes are not to be worn for health and safety reasons.
- Hoodies are not to be worn.
- **Male:** Smart suit (jacket and trousers of the same colour), shirt and tie of choice, a tie must be worn with shirt collar fastened and tie length to reach the top of trousers/belt, Smart shoes.
- Shorts, trainers or canvas shoes are not acceptable and sandals or shoes/boots with open toes are not permitted for health and safety reasons.
- Hoodies are not to be worn.
- Students taking performing arts or sport subjects are asked to attend in business dress and to change into PE or performing arts clothing for lessons only.

It is the responsibility of the student to maintain the boundaries of acceptable business dress and presentation. In all cases the judgement of the Principal/Director of Post 16 will be final on matters of acceptable dress and presentation. Students should consult with the Principal before having a facial piercing or wearing an item of clothing about which they are unclear as to its suitability.

Car Parking

Any sixth form students who wish to drive to the Academy must park in the overflow car park at the bottom of the school drive, off Windmill Balk Lane. Students are reminded to drive sensibly, safely and respectfully on Academy property.

Holidays

Finally may I wish you a happy and safe summer holiday. We look forward to welcoming students back in September and to further developing our Post 16 provision to become truly outstanding.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Allott', with a long horizontal flourish extending to the right.

Mrs L Allott
Academy Principal