



Outwood Academy Portland

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Principal: Mrs Danielle Sheehan

Our ref: MCA/MGR

22nd July 2025

Dear Students, Parents and Carers,

Welcoming the Class of 2030 September 2025

We would like to extend a warm welcome to all of our new Year 7 students and families as you prepare to join the Outwood Academy Portland community this September. Following our fantastic transition days on the 2nd and 3rd of July, we want to say a heartfelt thank you. The enthusiasm, positivity and exemplary behaviour shown by students made a brilliant first impression. You are already proving yourselves to be a wonderful addition to our academy.

We now look forward to officially welcoming you on your **first day of school: Wednesday 3rd September 2025**. Please arrive **no earlier than 7.55am and no later than 8:15am**. Students should meet on the **Piazza**, just as they did during transition. This first day is exclusively for Year 7, providing the perfect opportunity to get to know the building, meet staff again and settle into academy life without the presence of older year groups.

Uniform & Equipment

It's essential that all students arrive in full uniform and ready to learn. Our uniform is designed to foster pride, focus, and equality. Key reminders:

- Jewellery is not permitted (including piercings and clear plastic retainers).
- Students may only wear a wrist watch and, if required, a Medic Alert necklace or bracelet. Smart watches are not allowed in the school.
- No false nails, polish, eyelash extensions or noticeable make-up.
- Skirts must be black, pleated and knee-length; trousers must be black and tailored (not leggings or tight fit).
- Shoes must be plain black, polishable, and free from logos or coloured stitching (including Vivian Westwood and Kickers).
- Socks must be plain black.
- Coats should be worn over blazers but removed upon entering the building.
- No hoodies or tracksuits are allowed on site.
- Hair bands and bobbles must be plain black or purple, and should not be worn on wrists. Hair clips should not be attached to blazers.

A full list of uniform expectations can be found in the planner and on our website
<https://www.portland.outwood.com/uniform>

- All students must bring a suitable school bag containing:
- A pencil case with black pen, pencil, a ruler, and an eraser
- A reading book
- PE kit on PE days

Students will receive their planners and timetables on the first day of term.

Important Dates

Uniform Collection: Monday 28th July

Find your collection time slot:

Time slots BY FIRST LETTER OF YOUR CHILD'S SURNAME	Collection time
A, P & Q	10am-10.30am
B	10.30am-11am
C	11am-11.20am
D & E	11.20am-11.40am
F, G & I	11.40am-12pm
H & J	12pm-12.30pm
K & M	12.30pm-1pm
L & N	1pm-1.20pm
O & T	1.20pm-1.40pm
R	1.40pm-2pm
S & U	2pm-2.30pm
V, W, X, Y & Z	2.30pm-3pm

Uniform exchange days: Friday 1st August & Monday 4th August

Find your exchange time slot:

Time slots BY FIRST LETTER OF YOUR CHILD'S SURNAME	Exchange time
Friday 1st August 2025	
A, P & Q	10.30am-11.15am
B	11.15am-12pm
C	12pm-12.30pm
D & E	12.30pm-1pm
F, G & I	1pm-1.30pm
H & J	1.30pm-2.15pm
Monday 4th August 2025	
K & M	10am-10.45am
L & N	10.45am-11.15am
O & T	11.15am-11.45am
R	11.45am-12.15pm
S & U	12.15pm-1pm
V, W, X, Y & Z	1pm-1.45pm

- School Photo Day: Wednesday 3rd September
- How My Child Learns at OAP: Tuesday 9th September (hosted by Vice Principal Mr Morton and Assistant Principal Mrs Atkinson— further details to follow).

From September, most of our communication will be sent via **Groupcall email**. Please ensure your email notifications are turned on and your contact details are up to date.

Our Standards and Values

From day one, all Year 7 students will begin our **ACE (Academy Conduct and Expectations) Programme**, which introduces the high standards we uphold around learning, behaviour and contribution. We are committed to supporting your child in becoming a respectful, responsible, successful and extraordinary member of our school community.

Our behaviour policy — **Positive Discipline for Learning and Life** — is built on mutual respect and clear expectations. By joining Outwood Academy Portland, we ask parents and carers to support this approach, including:

- Ensuring your child is in correct uniform and properly equipped.
- Supporting attendance, punctuality and engagement - attend meetings with staff to discuss their child.
- Using the Parent Portal and planner to track progress and effort.
- Trusting in the school's approach to rewards and sanctions.
- Modelling respectful communication.

Please do encourage your child to take pride in their conduct both inside and outside the academy, especially when travelling to and from school. Our students are ambassadors for our values — Be Safe, Be Respectful, Be Responsible, Be Extraordinary.

Phones & Online Conduct

We are a **phone-free school**. While we understand the need for phones on the journey to and from school, they must be switched off and out of sight once students cross the purple line at the gates. Phones seen or heard will be confiscated and only returned to parents/carers. We ask that students never use their phones to contact home during the school day — if needed, staff will always facilitate contact.

Please also remain vigilant about your child's social media use. Inappropriate content, group messaging and video sharing can negatively impact wellbeing and behaviour, and we encourage open dialogue between families and children on these topics.

Wider Opportunities

As your child joins us, they become part of a vibrant and exciting school community. This year alone, our students have:

- Attended inspiring trips to the Thackeray Museum, Yorkshire Sculpture Park, Barcelona, Belgium, and even Wimbledon.
- Participated in theatre visits, musical productions, Expressive Arts showcases and Move-It in London.
- Engaged in science, maths and careers events like the OGDEN Science Fair, AMSP Maths Fest, and What's Next? Careers Fair.
- Represented the school in rugby, basketball, music festivals, dance competitions and charity matches.

- Celebrated success at our ACE Gold events, Honours Showcases, and enjoyed 100% attendance rewards at the Savoy Cinema and with the Easter Bunny.
- Benefitted from wellbeing sessions on sleep hygiene, body image, and even visits from Paddy the therapy dog.

In September, we proudly received Ofsted 'Good' rating and achieved the Leading Parent Partnership Award, became a host school for the Exemplary Leadership Course because of the culture and ethos at Portland and lastly we proudly became Inclusion Quality Mark School of Excellence, reflecting our unwavering commitment to excellence, inclusion and family partnership.

As we begin this exciting chapter together, I want to thank you for choosing Outwood Academy Portland. We are proud of our caring, high-performing community and delighted that your child will be a part of it.

If you have any questions before term begins, please don't hesitate to get in touch with us or visit our website for updates and information about local holiday activities in the Bassetlaw area.

Wishing you a safe and restful summer break. We look forward to welcoming our new Year 7s on **Wednesday 3rd September 2025.**

Warm regards,
Danielle Sheehan
Principal