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**Principal:** Alan Warboys B.Ed. (Hons)

Dear Parent/Carer

## Information regarding updates to the Pastoral System and the Academy Day

I am writing to inform you of the updates that we have taking place from September at Ossett Academy regarding the pastoral system and who to contact should you have a query about the year group your child is in. The academy has moved into a single tier system utilising experienced non-teaching staff who will be on hand to support the students throughout the academy day. As an academy we will no longer have separate Learning Leaders and Achievement Officers but move to a Pastoral Year Leader (PYL) structure. The PYLs have a wealth of experience of working in secondary schools and with supporting students and will be on hand to support students and teachers in lessons, with movements around the building and with any pastoral issues that may arise. The PYLs will also be a supportive presence in and around lessons to support the progress made by their year group.

If you need to contact the relevant PYL to raise a query or concern, the existing email addresses will still be active e.g. [yenquiries@ossettacademy.co.uk](mailto:yenquiries@ossettacademy.co.uk) etc or if you would prefer to leave a message, please ring through to the main switchboard on 01924 232820 and you will be directed to a voicemail account for the PYL that is checked regularly throughout the day. Please note that it may not be possible to speak to a PYL as soon as you ring as they may be out in the main academy building supporting learning, but the PYL will return your call on the same day.

The Pastoral Year Leaders from September will be:

- Mr R Oginni – Year 7
- Mrs R Walker – Year 8
- Mr M McHugh-Hicks – Year 9
- Mrs C Burland – Year 10
- Ms S Pollin – Year 11

The new PYL team have already met this week and are planning their activities ready for September and they are excited about working with their new year groups and will have time before the end of the academic year to pop into the assemblies and introduce themselves.

## The new structure of the academy day

Please note that the start and end times of the day have not changed. The academy day will continue to start at 8:35am and finish at 2:45pm. However, there are several changes that I would like to make you aware of. The academy day will begin with Period 1, not form time. This makes punctuality to school even more important. We understand that on occasions there may be a reason for lateness to the academy, but regular lateness can have a detrimental impact on the progress made.

All students will attend Periods 1 and 2 at the same time and then either go to Period 3 (Tutor time) or go to break. This 'split' has been timetabled to enable a free flow of students through the dining rooms and less time spent in queues with more space and time available to enjoy their mid-morning snack. After 20 minutes, the groups swap over. All students then go to Period 4, then the same arrangement for lunch will be in place as it is currently i.e.

Period 5 or lunch and then at 1:45pm all students will attend their final lesson (Period 6). All students will be dismissed at 2:45pm unless they choose to stay behind for an extra-curricular activity or have an afterhours sanction to serve. I have attached a visual representation of the day to help highlight the changes described.

Time	Y7	Y8	Y9	Y10	Y11	Length (mins)
8:35 – 9:35	P1	P1	P1	P1	P1	60
9:35 -10:35	P2	P2	P2	P2	P2	60
10:35 -10:55	Break	Break	P3	P3	Break	20
10:55 -11:15	P3	P3	Break	Break	P3	20
11:15 – 12:15	P4	P4	P4	P4	P4	60
12:15 – 12:45	P5	Lunch	P5	P5	Lunch	30
12:45 – 13:15	Lunch	P5			P5	30
13:15 – 13:45	P5		Lunch	Lunch		30
13:45 -14:45	P6	P6	P6	P6	P6	60
14:45 – 15:45	Extra Curricular activities/Clubs					60

I am aware that some of our students in the academy may find change difficult, but please be rest assured that this process will be shared with the students with ample time to prepare them with support before the summer holidays to reduce any worry or anxieties around a change such as this.

If there are any questions regarding any of the updates for September, please do not hesitate to get in touch.

Yours faithfully



Matt Schofield  
Vice Principal