



27 March 2026

Dear Parents and Carers,

As we reach the end of another term, I would like to extend my sincere thanks for your continued support and engagement with our school community.

As we prepare for the new term, I am writing to share key information to ensure all pupils feel ready and confident for the weeks ahead. This includes important dates, uniform expectations, mobile phone policy, equipment requirements and a reminder about punctuality. We hope this will support a smooth and successful start to the summer term.

Key Dates

- **Monday 13th April** – INSET day (Academy closed to all pupils)
- **Tuesday 14th April** – Start of the summer term (Academy reopens to all pupils)
- **Thursday 7th May** – Start of GCSE and A-level examination season
- **Saturday 23rd May** – Half-term break begins

Uniform Expectations

We look forward to welcoming all pupils back in full, smart uniform. To help keep the uniform affordable, the only items that must be purchased from Karl Sports (karlsports.co.uk) are the Montsaye blazer and the Montsaye tie.

PE items that can be purchased from Karl Sports include the Montsaye branded PE polo, or pupils may wear a plain black T-shirt with plain black shorts, leggings or plain black tracksuit bottoms.

- All pupils must wear grey school trousers
 - Leggings, jeans, and skirts are **not permitted**.
- A school tie must be worn at all times.
- Pupils are **expected to wear their blazers in all lessons**.
 - Blazers may only be removed with permission from the class teacher.
- Coats are permitted, but **hoodies are not acceptable** and must not be worn on site.
- All shoes must be: Plain black, polished/leather and free from any markings, coloured stitching or brand identifiers. **Trainers are not permitted**.
 - Brands such as **Adidas, Puma, Nike, Kickers**, etc., are **not permitted**, including **Nike Air Force-style shoes** or **any footwear with visible logos or branding**.



PE Footwear Requirements

- KS3 pupils must have moulded studded football boots for the astro turf pitch. This also applies to KS4 students studying GCSE PE or Sports Studies.



Mobile Phones, Earphones and Electronic Devices

Research shows that mobile phones and electronic devices significantly reduce attention, increase off-task behaviour and interrupt learning; even when they are switched off but visible. By removing these distractions, we help pupils stay focused, improve learning outcomes and maintain a positive classroom environment.

To maintain a focused and distraction-free learning environment, we operate a clear “See it, hear it, take it” rule. This applies from the moment pupils enter the student school gate until they leave the school gate at the end of the day.

Mobile phones, smart devices, earphones and wireless earbuds must not be seen or heard at any time. If a device is seen, heard, or used, it will be confiscated immediately.

Confiscated items will be kept at Student Reception and can be collected by pupils at 3.00pm.

We appreciate your support in reinforcing this expectation with your child.

Equipment

Arriving at school with the necessary equipment for learning is crucial for a pupil’s success and academic development. It promotes the sense of preparedness and responsibility, moreover, being equipped signals respect for the learning process and the teacher’s efforts. All pupils are required to bring the following equipment with them to school every day:

- A pencil case containing at least a black pen, blue pen, green pen, pencil, whiteboard pen, ruler.
- A scientific calculator (Casio FX range GCSE approved or equivalent)



Start of the School Day & Punctuality

The school day **begins promptly at 8.40am**. To help ensure pupils arrive calm and prepared for learning, we strongly encourage all pupils to be on site by **8.35am**.

- Any pupil arriving **after 8.40am** will receive a **late mark**.
- Pupils arriving late must **sign in at Main Reception**.
- They will then be directed to a **supervised room** where key messages will be shared until the start of lessons at **9.10am**.
- All pupils who arrive late will receive a **same-day 20-minute lunchtime detention**.

Your support in reinforcing good punctuality habits is greatly appreciated and contributes significantly to a positive learning environment.

As we look ahead to the new term, we remain committed to nurturing every pupil's potential and building on the successes of this year. Thank you once again for your ongoing support and encouragement.

Wishing you and your families a restful and enjoyable Easter break.

Best wishes,

Montsaye Academy Team