



Our ref: AMH/ASM/MKR

July 2016

Dear Parent/Carer

As the academic year comes to an end we would like to thank students and parents for their commitment to continue to help raise behaviour standards within the College. In order that the next academic year starts well please can we remind you of the following expectations:

Uniform

All students will be expected to be in the school uniform as it was in the summer term (Blazers, trousers and skirts with the College logo etc.). Blazers must be worn at all times and jumpers will continue to be optional until October half term. Jumpers cannot be worn on their own without a blazer. No alterations can be made to the College uniform apart from the length of trousers.

Please note that belts should be plain black with a small plain buckle.

School shoes

Students must wear formal black shoes that can be polished.

Skirt Length

All skirts must be worn to knee length.

Hair

Hair must be worn in a style that, in the judgement of the College, is appropriate for a formal uniform situation. If you are unsure please check with the college prior to changes to hairstyles.

Hair should be worn in a tidy manner, long hair should not obscure the face. Hair should be tied back as appropriate for various lessons and activities such as PE and science.

Haircuts must be no shorter than a Number 2.

Shaved patterns, undercuts, hair extensions, extensive braiding* or beading are not acceptable.

Unnatural or extremes of colour, caused through dyeing, tinting or bleaching, are not acceptable.

Styles with coloured streaks, patterns or two-tones are not acceptable.

Male students must be clean shaven.

*In a few cases, because of hair type and cultural status, functional braiding may be appropriate. However, agreement must be sought from the College in advance of styling.

If you are in any doubt, please seek advice from the College before styling. The College makes the final decision in whether styling is appropriate or not. If you attend College with a style that is not deemed appropriate action will be taken under the College's Code of Conduct and Behaviour Policy.

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West Sussex County Council
PRINCIPAL: Mr J Francies

Parent Hotline: 08447 70 75 76 ID: 65536

Fax: 01444 235261



Make-up

Years 7, 8 and 9: no make-up must be worn.

Years 10 and 11: light, discreet and natural looking make-up only.

No false nails or eyelashes, nail extensions or nail polish to be worn.

Jewellery

One gold/silver plain stud only is permissible per lower ear lobe. No other jewellery is permissible.

Students presenting with any form of facial piercing (including nose and tongue piercings) will be instructed to remove the items.

Only College approved badges such as those for prefects and College council members may be worn.

One charity wristband may be worn only.

Equipment

As a College we also plan to work with students to ensure they come to school each day fully equipped for learning. Students need to bring and have available for every lesson the following equipment, in a pencil case, to College everyday:

Pen x2

Pencil x2

Ruler (30cm)

Rubber

Sharpener

Compass

Protractor or angle measure

Scientific calculator, with Sine, Cosine and Tangent (we highly recommend the Casio FX-83GT for mathematics, science and technology)

A French/Spanish dictionary (our Modern Foreign Languages department recommends the Collins Easy Learning Dictionary – to be used for language lessons)

Optional items – Glue stick, purple pen and highlighters.

Other subject areas may require additional equipment; KS4 option specific equipment and PE. In order to support your child please encourage them to pack for College the night before and check they have the correct equipment.

Staff will be asked to check equipment regularly and sanctions may be given to those students who fail to come prepared to learn.

If there are any issues that you would like to discuss please do not hesitate to contact us so that we can support you.

Yours sincerely



Ms A McGeough
Director of Key Stage 3



Mr A Smith
Director of Key Stage 4