



WESTFIELD
ACADEMY

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Headteacher: T.Body BA (Hons), MA

13th December 2018

Dear Parent/carer,

Whilst the majority of Sixth Form students come in looking very smart and professional, we have noticed that for some, the standards are slipping.

As role models to the rest of the school we expect our Sixth Form students to not only behave in a mature manner but to also look smart and professional.

Below is the list of dress code expectations which you were given on enrolment day. Please read through this and if your son/daughter is not adhering to the dress code, please ensure that they use the break from school to replenish their wardrobes with suitable items.

Female	Male
<ul style="list-style-type: none">• Smart jackets• tailored trousers, loose fitted – No jeggings/leggings/denim or tight fitted trousers• Tailored skirts of knee length• Simple dresses• Smart shoes – dark colours	<ul style="list-style-type: none">• Smart jacket• Tailored trousers• Shirts• Tie• Waistcoat (optional)• Black leather shoes

One of the main issues we have is the length of girls skirts. The dress code clearly states that skirts must be of knee length. Some students are coming in with very short skirts which are not an acceptable choice for the school/work environment. Other dress code rules to remember are:

Make-Up, Jewellery and Hair

- Make-up should be natural looking. Body art of any form is not allowed
- Discreet jewellery is permissible. Piercings should be hidden apart from ear and nose studs which should be small and discreet
- Hair should be of a natural colour and may not be extreme in style
- Nails should be natural looking – colours should be discreet
- Fashion contact lenses are not to be worn in school

Unlike the old buildings, this building provides an acceptable climate all year round. This means that there is absolutely no need for students to wear coats inside the building. The rule across the school is that coats must be removed when students enter the building. Lots of our Sixth Form students find this difficult to adhere to and are constantly having to be reminded to remove coats.

We do have banks of lockers available for them to store books and coats. We do request a £10 deposit per locker which is refundable when they return the key at the end of their time with us. If they fail to return the key, the deposit is used to cover the cost of replacing the key for future students use. Payment for lockers should be made using parent pay.

Your support is appreciated.

Yours sincerely

Mrs E Keys
Associate Assistant Deputy Headteacher
KS5