



**PEMBROKE**  
A PRIORY ACADEMY

5<sup>th</sup> March 2024

Dear Parent/Carer

We are beginning to notice a few issues within our year group which I would like to rectify as soon as possible.

There has been an increase in lateness to lessons, jewellery being worn and false nails being applied. I am therefore putting the following actions in place in line with our Academy policies.

During line up every morning staff will be monitoring the following:

- Should a student be wearing jewellery not on the uniform guidance (one flat ring, watch and one pair of stud earrings) the student will be required to remove these and the items will be placed in a named envelope and stored in the school safe until the end of the school day.
- Should a student be wearing incorrect uniform (e.g. trainers, no tie, no blazer) they will be expected to borrow uniform from student services, leaving an item as a deposit for uniform (mobile phone for example). We ask that you support us by checking the uniform page in your child's planner or on the school website and ensuring that students are adhering to our policies. It is important to note that shoes must be formal and black. Adidas/Nike branded footwear are not acceptable.
- Should a student be wearing acrylic nails parents will be contacted and we will ask that these are removed at the earliest opportunity. They are not safe.
- Should a student accrue more than 20 minutes being late to lessons during the week, they will be making those minutes up after school in a detention on Fridays.

Our primary goal for students at Pembroke is to **be ready, safe and respectful**, rules we have at Pembroke that will support your child to become a successful citizen of the world with excellent life chances. I would like to thank you for your on-going support.

Should you wish to discuss any of the above with us, then please don't hesitate to get in touch.

Yours Faithfully

**Mr R Lawson-Smyth**  
**Head of Year 7**

**Mrs C Veltman**  
**Year 7 Inclusion officer**

**Headteacher:** Mr S Evans

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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