



Dear Parents and Carers,

We wish you all a Happy New Year and hope the Christmas period was a safe and restful one. The students have returned in good spirits and we are all ready for the new term ahead.

When Pembroke Academy opened in 2017, we introduced the three rules of 'Ready, Safe and Respectful'. These have become a solid foundation on which the new school has thrived; we test staff and students regularly on whether they know them, occasionally parents as well, and we even tested Ofsted on their recent visit! The three rules are clear and simple and allow us to be able to talk to each other about how we go about life at Pembroke. The ready rule is mainly about being ready to learn. To us, this means having the right equipment and being in the correct uniform.

### Equipment

Students should have with them every day:

1. A school bag
2. A blue or black pen for writing in their exercise books
3. A pencil for drawings and diagrams
4. A ruler for underlining titles
5. A green biro for making corrections and assessing their own work

Pencil crayons, a rubber and a pencil sharpener may also be desirable, but the items listed above are essential. This helps students meet our expectations on how to set work out neatly, which means they can revise their work more easily, improves their organisation skills and also teaches them how to keep work presentable when it comes to exams. We ask you to support us in this by ensuring your child has the correct equipment and checking this with them regularly.

Our presentation guidance is:

1. Blue or black pen used for writing, pencil used for drawing.
2. Titles should be written on the top line available, and underlined with a straight edge.
3. The date should be written in the format that your teacher tells you, on the side of the page next to the title, also underlined.
4. Either the next clean page is used, or you rule off underneath the last piece of work and start the new work under that.
5. Where there is a margin, the question/task numbers should be written in it.
6. Where definitions are written in books, these should be 'made fancy'.
7. Sheets should be glued or tagged in to the book neatly.

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

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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## Uniform

Uniform is part of who we are as a school; it shows that we all belong to the community of the school and helps to stop competition over clothes. We are proud of how smart our students look when they come to school. Full Pembroke uniform should be worn each day. The full list of uniform can be found on the website (under the parents tab, in uniform).

Since the height of the pandemic, we have allowed students to wear PE kit on days when they have their PE lessons. We are one of the few schools left doing this. We ask students to wear Pembroke PE kit on these days, and only Pembroke PE kit. While the vast majority of students are able to manage this well, there are a small minority who are wearing their own sports clothes. We want all of our students to recognise that this is a real benefit to them. In order for this situation to continue, we need all of our students to wear Pembroke PE kit. We ask you to support us with this by ensuring your child wears the correct kit on PE days.

An important aspect of health and safety is that hoop earrings should not be worn and neither should acrylic or extended finger nails. We will challenge the small minority that come in with these. These form dangers in the form of bags and zips on coats getting caught in hooped earrings on stairs and when moving around school, and the finger nails can be dangerous in PE lessons. We ask you to support us in ensuring these are not worn to school.

We thank all of you for the support you have shown the school. We recognise that in challenging times and a changing world some of these expectations can seem alien to students, but your support in helping them meet these expectations is welcomed and appreciated.

If you have any questions please contact us at the school, or use the [pembroke@prioryacademies.co.uk](mailto:pembroke@prioryacademies.co.uk) email address. If you are struggling with aspects of uniform also please let us know.

Yours faithfully,



Mr N Newbold  
Deputy Headteacher