



**Ridgeway Academy**

*'Everybody can achieve'*

Headteacher: **Mrs S Mitcherson**  
Deputy Headteacher: **Miss J Smith**  
Deputy Headteacher: **Mr D Bullock**

Herns Lane  
Welwyn Garden City  
Hertfordshire  
AL7 2AF

t: 01707 351350  
f: 01707 351357  
admin@ridgeway.herts.sch.uk  
www.ridgeway.herts.sch.uk

18th November 2022

Dear Parent/ Carer,

We have the highest standards for all our students at Ridgeway Academy and I am writing to clarify expectations. Hoodies and trainers are not allowed to be worn at school and these need to be removed before students arrive on site in the morning.

Any student who is seen wearing a hoodie on site will have it confiscated and returned at the end of the day. In addition, all students are expected to wear black school shoes. Trainers are not allowed on site and students will be asked to remove them before they enter the school gates in the morning. If students do not have shoes, they will be given replacement shoes to wear from H block.

We have also had a number of students who have been arriving late to school and late to lessons. Any student who arrives late to school, without a legitimate reason will be given a C3 after school detention. We already build in 5 minutes movement time and we are also introducing bells at the start of lessons to ensure students arrive on time. If students arrive after the bell they will receive an L1. If they receive 3 x L1 consequences in a week they will receive a C3 after school detention. Students who arrive more than 5 minutes late, without a legitimate reason will receive an immediate C3 after school detention.

These changes have been explained to all students this week in assembly and will be introduced from Monday 21<sup>st</sup> November.

Yours sincerely,

Mr D Bullock  
Deputy Headteacher