

Dear Parents and Carers,

We're really proud of the wide range of lessons and activities taking place each week, both on site and out in the community. These experiences are carefully planned by our staff to support students' learning, development and engagement.

To help us maintain a calm and focused environment, we kindly ask for your support in reinforcing a few key expectations with your child:

- **Clothing** should be school-appropriate for all lessons and activities – even during warm or extreme weather. You'll find a helpful visual guide below to show what this looks like in practice.
- **Mobile phones** should be handed in at reception each morning for safekeeping.
- **Headphones and earbuds** should not be used during the school day.
- **Computers** should only be used for school-approved activities.

Please see the diagram on the next page highlighting clothing that is **unsuitable** for school;

ON TRACK EDUCATION – WESTBURY

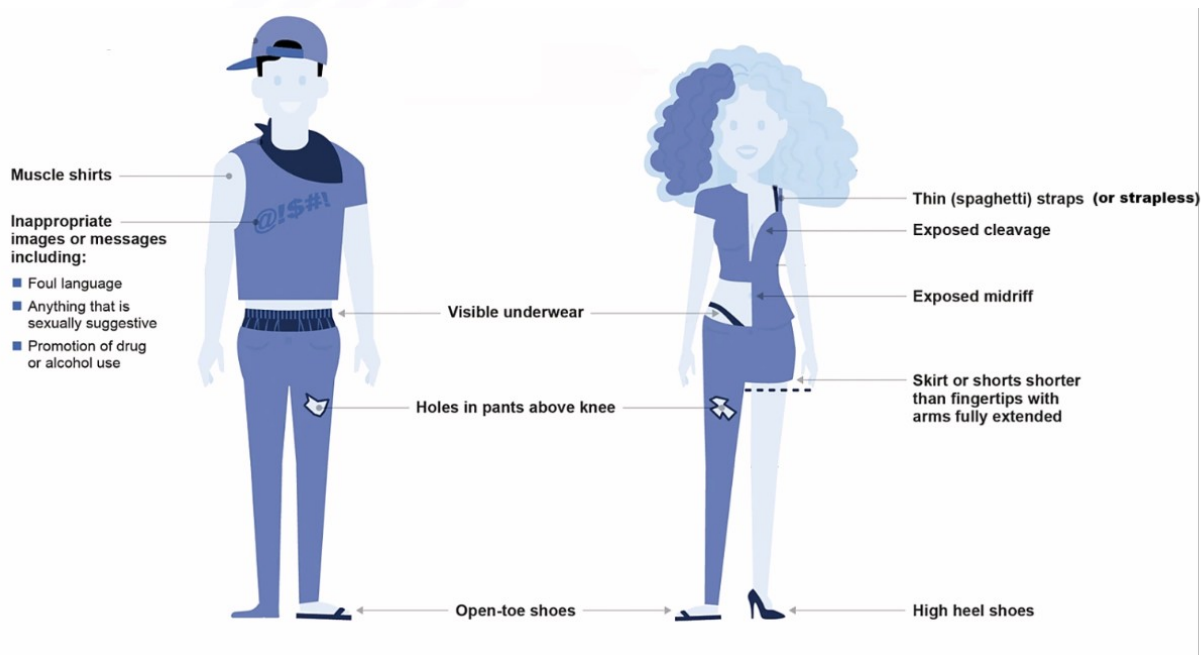
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On Track Education Services Limited
by Guarantee Company No: 5363653



ON TRACK EDUCATION



At On Track, we are aware that some students at times may need to contact a parent/carers during the school day - we are happy to facilitate this through our reception phone or a staff mobile - please inform your child's key worker so that this can be added to student records.

We understand that some students may need to reduce background noise for sensory reasons. Where this is the case, we're happy to provide soft ear plugs or ear loops – whichever they find most comfortable.

We are very grateful for your ongoing support. Working together helps us ensure a positive and respectful learning environment for all our students.

Kind regards,

On Track Westbury SLT

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