

Dear Parent/Carer

I want to take this opportunity to remind you how to report any concerns regarding bullying and for you to discuss this with your child to check that they know how to speak out against a bully.

Attached to this letter is a guide for parents, staff and students on how to report any concerns. You will see from the guidance that students are able to speak to any staff member regarding bullying but they are also able to speak to the designated team of anti-bullying ambassadors, 3 students in each year group, who can then report it to the relevant members of staff. There is a clear procedure which then is implemented to record and act upon any concerns. I hope you have also noticed that there is a "report bullying" link on the school website under the Students tab. This is available for parents, students or any members of the community to report any concerns directly to Mr Willerton the Senior Vice Principal. We reserve the right designated to us by the Department for Education to tackle a range of incidents, including bullying, outside of school hours.

We work incredibly hard at the academy to ensure bullying is eradicated and take a zero tolerance towards this. As a parent myself I understand the worries this may cause and so please do not hesitate to contact me directly if you any concerns over your child or any student at the academy.

Thank you for your continued support

Mr W Clarke

**Assistant Principal**

## The Sutton Academy definition of bullying:

*Any action which makes someone feel unhappy. This may not always be deliberate. These actions may be verbal, psychological or physical.*

## How does the Academy deal with this?

The Academy will deal with incidents of bullying incredibly seriously. We understand that students aren't always aware of what impact their actions are having on others but should be tackled none the less. Any accusations of bullying is recorded and all students involved spoken to as well as parents. Depending on the nature of the bullying a range of consequences may be considered.

If the bullying continues at this point – this becomes serious bullying, as the actions are continuing despite the fact that the students know the impact they are having. This now becomes a serious consequence in the academy which may result in permanent exclusion or/and police involvement.

## How to report bullying?

Bullying can be reported to any member of staff. Students can also approach our Anti Bullying Ambassadors at any point, there are 3 in each year group. Information can then be passed to the appropriate staff member. There is also a Report Bullying email link on our webpage for pupils or parents to contact the academy directly. Emails are automatically sent to the Senior Vice Principal Mr P Willerton. This link is located under the student tab.

## Who to speak to about this?

All staff in the academy are available for parents or students but the following members of staff need to be made aware by students, staff or parents/carers of any incidents:

**Year 7** – Mr D Hughes (Head of Year), Mr R Hughes (Achievement Leader) and Miss Seddon (Assistant Principal)

**Year 8** – Miss Keenan (Head of Year), Mr R Hughes (Achievement Leader) and Miss Seddon (Assistant Principal)

**Year 9** – Mrs Wilson (Head of Year), Mr Tootle (Achievement Leader) and Mr Harker (Vice Principal)

**Year 10** – Miss Tickle/Mrs Bibby (Head of Year), Mr Tootle (Achievement Leader) and Mr Harker (Vice Principal)

**Year 11** – Mr Friar (Head of Year), Mr Cawley (Achievement Leader) and Mr Harker (Vice Principal)

**Mrs Potter (Designated Safeguarding Lead), Mr Clarke (Assistant Principal) and Mr Willerton (Senior Vice Principal) will be made aware of any incidents to track the impact of any actions taken.**

All staff at the academy will deal with bullying issues but if anyone within The Sutton Academy community (students, staff, parents/carers) does not feel they are being listened to or the issues are not being addressed, please contact Mr P Willerton or Mrs Sherman directly using the link: [bullying@thesuttonacademy.org.uk](mailto:bullying@thesuttonacademy.org.uk)