

October 2008

Dear Parent / Carer

Firstly, could I thank you for your support during the early weeks of this academic year. I am sure you will agree that your child looks very smart in their new uniform.

As an Academy, we aim to ensure that each of our students maximise their learning opportunities and to do this all students must be punctual. Could we therefore remind you that the first lesson of the Academy day begins at 8.45am. Students therefore need to be on site **at or before 8.40am** and ready to start lessons **by 8.45am**. Whether you give your child a lift to the Academy, or they make their own way here, could you please ensure that they are not late. Staff are on duty at each entrance to the site and will be taking the names of any students that are late without good reason. These students will be given a break time detention, and we will notify you about the need for them to improve punctuality.

We will be rewarding students with 100% attendance in a number of ways and for the first term we will be giving them an early lunch, which will also be free of charge. Students must also have been punctual each day to receive this.

Even though we are very pleased with the attitude of students towards uniform, could we remind you that when signing the Academy Agreement, together we agreed to ensure your child did not bring any of the following items into the Academy. This includes MP3 players and any headphones / earphones, ear rings other than gold or silver studs and chewing gum. Should your child bring such items onto the site the likelihood is they will be confiscated. In addition to this, you will be contacted and our preference is for you to come and collect these items.

Thank you for your continued support in these matters. We have really appreciated the great support we have received from parents during our opening period.

Yours sincerely

D CANE
Vice Principal
Student Support and Guidance