



## Joseph Leckie Academy

Name:

Form:

December 10<sup>th</sup> 2015

Dear Parents

I am writing to let you know about the arrangements for the end of term on Friday, December 18<sup>th</sup> 2015.

The term will end for all students at lunchtime; meals will be available as usual at this time.

**The Academy will re-open at the normal time – 8.30 am for 8.40 am on Monday, January 4<sup>th</sup> 2016.**

May I take this opportunity to ask you to continue to support the following with your child by ensuring that he / she:

1. Has full uniform and is smartly dressed. This means ties on correctly with 2 stripes and logo showing, top button fastened and shirts tucked in to trousers or skirts.
2. Is on time for all morning tutorial periods. This means students being in their tutor rooms by 8.35am.
3. Has essential equipment for all lessons. This means having a pen, pencil and their student planner. For PE lessons students must have the correct kit, as specified in the uniform list, as well as a towel.

You will remember that failure to meet the above minimum standards will result in a Red Card being given which means a lunchtime detention. Persistent failure to adhere to the Academy's rules may result in detentions after school, being placed on report and or a meeting with the Governors' Behaviour Panel.

If your child has a problem with any of these requirements please would you write a note in his / her planner or on a separate piece of paper if you prefer?

May I remind you that leather jackets, hooded tops and sportswear are not appropriate and should not be worn to school? What should be worn is a proper waterproof, dark coloured, outdoor coat for protection from the cold, rain and snow.

### Joseph Leckie Academy

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Principal: Keith Whittlestone

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Boots should only be worn when there is snow and ice on the ground, not as every day wear.

Please would you ensure that your child does not have an extreme haircut or brightly coloured hair, this includes patterns or tram-lines which are not allowed. Any student who fails to follow this policy (as agreed by the Governing Body), may be taught in isolation or sent home. Similarly, patterns and lines in eyebrows are not permitted.

Thank you for your support as always this term, which is much appreciated.

I hope you and your families will have a peaceful and relaxing Christmas holiday and a successful New Year.

Yours faithfully

A handwritten signature in black ink that reads "Keith Whittlestone". The signature is written in a cursive style and is positioned above a solid black horizontal line that spans the width of the signature.

Keith Whittlestone

Principal

<http://www.josephleckieacademy.co.uk/letters.html>

