



Joseph Leckie Academy

Name:

Form:

December 12th 2016

Dear Parents

I am writing to let you know about the arrangements for the end of term on Friday, December 16th 2016.

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 Tuesday, January 3rd 2017.

From the start of the New Year, the gates on Lord Street, West Bromwich Road and Walstead Road West will be locked at 8.35am so please remind your child(ren) that they must be on the Academy's grounds by this time.

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

Has full uniform and is smartly dressed. This means:

- wearing sturdy black shoes which cover the whole foot, not canvas or trainers even if they are black. Boots should only be worn when there is snow and ice on the ground, not as every day wear
- ties on correctly with two stripes and logo showing, top button fastened and shirts tucked in to trousers or skirts.
- everyone is on time for all morning tutorial periods. This means students being in their tutor rooms by 8.40am.
- everyone 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.

Joseph Leckie Academy

Walstead Road West, Walsall,

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Principal: Keith Whittlestone

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- everyone has a suitable bag in which to keep their books, planner, stationery items and PE kit / other items such as ingredients for food technology lessons in order to be ready to learn in lessons for each day.

You will remember that failure to meet the above minimum standards will result in a detention being given. Your child may also be sent home to change or be placed in isolation for the day. Persistent failure to adhere to the Academy's rules may result in 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 must 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.

This is particularly more important as the weather has got colder and wetter and an outside coat will keep them warm and dry on their journey to and from school as well as walking between lessons when they will need to go outside.

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, appearing to read 'Keith Whittlestone', is written above a horizontal line.

Keith Whittlestone
Principal

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