



Updated Year 7 Information Letter

Dear Families of New Year 7 students,

Further to our letter last week, all being well you will have seen the message and letter on the website to explain that the start of term has been delayed due to building works that were not completed due factors beyond our control. This has meant, very unfortunately, that we had to change our plans for re-opening to students. In this letter, I have reinforced some key information to ensure the term starts with a smooth transition and we are really looking forward to meeting your child now on **Wednesday 4th September**.

Although these changes were unavoidable, we believe this will be of benefit to your child as they will have more time to settle into the school before all students return. They will have a transition morning on Wednesday followed by lessons in the afternoon but with less students on site this week it will help them settle into new routines and get to know the site.

Start of the day:

Following the letter sent last week on Friday explaining the delay to re-opening (see Academy website), the new term will now start for Year 7 on **Wednesday 4th September and students must arrive by 8.28**. Students will need to enter through the **Lord Street Entrance** (the gates will be **open from 8.15am**), where they will be greeted by the Senior Leadership Team, Head of Year (Mr Taylor), Assistant Head of Year (Mr Anderson) and Year 7 Form Tutors. They will then line up with their Form Tutor and spend some time settling in and refreshing their memories about key routines and procedures. Please can you ensure your child brings the letter with them, which tells them which Form Group they are in so that they can go straight to the right place when they come into school.

Uniform and ties:

All students will need to be dressed in the correct Academy uniform. If you have not been able to purchase a tie, please can I strongly recommend this is done on **Tuesday 3rd September from the Academy Reception between 9:00am – 3:00pm** which will also match their PE top. Ties are £5 each. If you are unable to do so then please can you ensure students bring £5 with them on the first day.

Data Collection Forms:

If you have not yet done so, please can you complete the Data Collection Forms to ensure that we have the most up to date information about your child, in case of an emergency. This can be done on the paper copy posted out. If you need a new copy of the Data Collection Form, please feel free to pick this up on Tuesday 3rd and ensure your child brings this back on Wednesday 4th.

Free School Meals:

If your child is entitled to Free School Meals, please ensure you have submitted the Free School Meals Paperwork to the Academy. If you would prefer to do this online, please find the FSM link below <https://www.josephleckieacademy.co.uk/fsm>



Learn together, lead together.



Joseph Leckie Academy

Walstead Road West, Walsall, WS5 4PG

Tel: 01922 721071

Email: postbox@josephleckieacademy.co.uk

Chief Executive Office: Mr James Ludlow

Associate Principal: Ms Rachel Cook



Joseph Leckie Academy

Class Charts:

Class Charts is an online platform through which important information such as homework, behaviour, detention (date and time) and general announcements are shared with Parents/Carers. Parents/Carers must download the app or access their account online to be kept fully informed and track their child's behaviour. It is vital that we have accurate email addresses for all Parents/Carers as login details and instructions to access accounts will be emailed out next week. If you do need further assistance to log into Class Charts, please feel free to contact the Academy and we will be happy to support.

Lunch on the first day:

On the first day of the Academy, we will be providing a free meal for all students, as a gesture of goodwill and to ensure that everything runs smoothly. It will be your child's responsibility to inform members of staff at the Academy, if they have any allergies.

Parent Mail:

As a cashless Academy, our online payment system (Parent Mail) will allow you to pay for your child's trips or meals via a credit or debit card by the touch of a button. All Parent Mail logins will be emailed out to yourselves on the afternoon of Wednesday 4th September. If you have not received this by 2.30pm, please contact the Academy for further support.

End of the day arrangements:

On the first day of term, students will be dismissed at 3.00pm from the Lord Street Entrance. Every other day, students will exit from the gate which is closest to their Period 5 lesson. This will be recorded on their timetable, so you are aware which gate your child will be leaving from if you wish to meet them.

If you require any further support or guidance or have any questions that have not been fully answered through our Academy website, please feel free to contact Miss Ravat (Assistant Principal) on JLATransitions2024@josephleckieacademy.co.uk

I look forward to meeting you very soon and working together in partnership to ensure that your child receives the best possible secondary education here at Joseph Leckie Academy. We know there is a lot to think about and remember and this can be an anxious time for you and your child. Our aim is to make the transition process as smooth as possible and so please reassure your child that there will be lots of people in the same position as them and we are there to support them in this process. All we ask is for them to come to school with a positive attitude, looking forward to taking on new challenges, doing their best, working hard and making the most of everything that Joseph Leckie Academy has to offer them!

Yours faithfully,

Ms R Cook
Associate Principal

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