

Westbourne Academy

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WESTBOURNE
ACADEMY

Principal - Mr Garry Trott

Our Ref: GTr/EPe

18 July 2018

Dear Parents and Students

ARRANGEMENTS FOR END OF TERM & BEGINNING OF NEW ACADEMIC YEAR

We are writing to inform you about the arrangements for the end of term. On Friday 20 July, students will have lessons 1 and 2 as normal followed by tutor time at 10.30am. Lesson 3 will be shortened by 20 minutes to allow students to return to their tutor bases at 11.50am to prepare for whole school assembly at 12.00pm. Students will be dismissed at approximately 1.15pm and there will be no after school clubs or detentions taking place. The Food Hall will be serving food and drink at morning break time only. There is no lunchtime service on the last day. If your child receives a Free School Meal this should be obtained at morning break instead of at lunch.

Tuesday 4 and Wednesday 5 September are staff training days (non-pupil days) so students will return to school on **Thursday 6 September 2018**. As usual, we will be having a staggered start as follows:

Year 7	Year 8	Year 9	Year 10	Year 11
Arrive by 8.20am. Report to the Main Hall at 8.25am.	Arrive by 9.15am. Report to tutor base at 9.20am.	Arrive by 9.15am. Report to tutor base at 9.20am.	Arrive by 9.15am. Report to tutor base at 9.20am.	Arrive by 8.20am. Report to tutor base at 8.25am.

On Thursday 6 September, all students will have tutor time at 9.20am and be given their new timetables for next year as well as their new Standards Card for the autumn term. House assemblies will be held at 15 minute intervals between 9.30am and 10.50am in the main hall. After morning break, students will follow their timetabled lessons (week 1). Please note that the student entrance gates are open at 8.10am daily.

Uniform and Equipment

Students must please wear their full and complete academy uniform when they return in September and be properly equipped for learning in terms of pens, pencils, a rule, a Casio calculator, headphones for music/computing, a reading book and a Spanish/French dictionary as appropriate for MFL lessons.

When buying new school shoes this summer, please remember to abide by our rule that shoes must be plain black and made from leather/leather-look materials. Canvas shoes are not permitted because they do not protect your child's feet in wet weather.

For a reminder of our expectations with regards to equipment, academy uniform, shoes, trousers and accessories, please visit the Parent/Uniform page of our website.

When placing uniform orders through Price & Buckland online please remember to allow up to 10 - 15 days for delivery over the summer holiday, so that your order arrives before the start of term. Between 5 and 27 July 2018, Price & Buckland are offering **free delivery** on uniform orders.

Academy Photographs

On Friday 7 September, all students will have their photograph taken during the day. Proofs and order forms will be sent home with students in tutor time at the end of September.



Food Hall

From September, our food services provider will be Chartwells instead of Vertas and we are pleased that the food hall team will continue working at Westbourne under the new contractor. Copies of the new menus for the autumn term will be shared with you as soon as they become available. We had been considering shortening the length of lunch break but, given the change of catering contractor, we have decided to keep it at 40 minutes.

Term Dates 2018-19

Our term dates, staff training days and holidays for the new academic year are available to view on our academy website under the About/Term Dates page. Please keep this in mind when booking your holidays throughout the year.

Parental Contact Information

Remember to keep us advised if you move house, change your email address or your telephone/mobile numbers so that we are able to stay in touch with you about your child. The same applies to priority 2 or 3 contacts for your child, ie if you are not contactable for any reason in the event of an emergency.

May we take this opportunity to wish you and your family a safe and restful summer. We look forward to seeing all our students again on **Thursday 6 September 2018** and to welcoming our new Year 7 students.

Yours sincerely



G Trott
Principal



Information

This is a letter about important school information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email office@westbourne.attrust.org.uk

Lietuvių kalba/Lithuanian - Informacija/General information

Tai laiškas apie svarbią mokyklos informaciją. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el office@westbourne.attrust.org.uk

Polski/Polish - Informacja/information

Jest to pismo o ważnych informacjach o szkole. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail office@westbourne.attrust.org.uk

Em português /Portuguese - Informações/information

Esta é uma carta sobre informações importantes sobre a escola. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua nativa, por favor, pergunte a alguém que fala Inglês deve contactar a escola 01473 742315 ou e-mail office@westbourne.attrust.org.uk

Limba română/Romanian - Informații/ General information letter

Aceasta este o scrisoare cu privire la informații importante școlare. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail office@westbourne.attrust.org.uk