

30<sup>th</sup> August 2023

Dear Families of Year 6 students,

I hope you have had an enjoyable and relaxing summer break. As new members of the Academy family, we are really looking forward to meeting you on Wednesday 6<sup>th</sup> September. In this letter, I have included some key information to ensure the term starts with a smooth transition.

**Start of the day:**

For all Year 7 students, the new term will start at 8.30am on Wednesday 6<sup>th</sup> September. Students will need to enter through the **Lord Street Entrance** (the gates will be open from 8.20am), where they will be greeted by the Senior Leadership Team, Head of Year (Mr Gain), Assistant Head of Year (Mr Taylor) 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 do not worry, students can purchase these during Form Time. Please can you ensure students bring £5 with them on the first day, to make the purchase.

**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 or online by clicking on the form below

[https://forms.office.com/pages/responsepage.aspx?id=1nL8GWyFxE2X2ta8PfHBO7Jsrbo2iZNV2\\_dhneQdL9UN1FXMVpUUKtJkQxOFVMMVERUMkRaMFJWOC4u](https://forms.office.com/pages/responsepage.aspx?id=1nL8GWyFxE2X2ta8PfHBO7Jsrbo2iZNV2_dhneQdL9UN1FXMVpUUKtJkQxOFVMMVERUMkRaMFJWOC4u)

**Free School Meals:**

If your child is entitled to Free School Meals, please complete the form on the link below

<https://www.josephleckieacademy.co.uk/fsm>

**Class Charts:**

Please can I take this opportunity to remind you to log into Class Charts (login details have been provided to you). Class Charts acts as an interactive tracker and enables the Academy to share information on Achievement Points, Behaviour Points and Homework. If you 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 week of return, the Academy will be providing a free meal for all students, as a gesture of goodwill and to ensure that everything runs smoothly at the start of term.

Unfortunately, whilst works have taken place over the summer we have had a technical issue within



Learn together, lead together.



Joseph Leckie Academy

Walstead Road West, Walsall, WS5 4PG.

Tel: 01922 721 071

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Principal: Mr James Ludlow



# Joseph Leckie Academy

the Academy canteen. As a result, there will be a limited selection of cold food available such as baguettes, sandwiches, salads, fresh fruit, yogurts and cakes for whole of the week. Vegetarian and Halal options will be available. The food will be served in our new external canopy area and students are very welcome to bring their own food which can also be eaten in our new canopy. Hopefully we will be able to resume our full-service by Monday 11<sup>th</sup> September at the very latest.

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 6<sup>th</sup> 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 2.50pm 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 [transition2023@josephleckieacademy.co.uk](mailto:transition2023@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 all we really want 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,

Mr J Ludlow  
Principal



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