Dear parents/carers,

We hope you have had a restful break. Staff at LECA have enjoyed two excellent staff training days this week and very much look forward to welcoming your son/daughter for the new academic year. Please find final arrangements for next week below:

**Monday 5th September** (Only Year 7 and 11)

Year 7 students will arrive at school via the rear and side gates and congregate in rear playground where they will be greeted by their form tutor. Year 11 students will arrive via reception (on this day only) and wait in the canteen area. Both year groups will spend time with their form tutor, have an assembly and attend lessons. Year 7s will leave site at 14.55, year 11 will finish at 3pm as per normal school day. Students will not need PE kit on this first day.

**Tuesday 6th September** (All Year Groups)

All year groups will arrive by the side/rear gates and congregate in the playground area. Students will be with their form tutor until 9.15am and then attend normal lessons. Years 8, 9 and 10 will also have an assembly.

If you have any questions about the induction programme please let Mrs Hedges know [jo.hedges@lecacademy.org](mailto:jo.hedges@lecacademy.org). Please note the school gates close at 8.30am.

Form time has been extensively planned to ensure this important time is maximised and relationships across the school are developed. Tutor sessions across the two induction days will outline plans for the year ahead including our revised rewards expectations. Timetables for all students should be visible on Go4Schools now, thank you for your patience while data has transferred.

In line with recently issued DfE guidance on reducing cost of uniform we have updated our Uniform policy which is now available on our website. The uniform policy will be under consultation this term in order to prepare for changes in September 2023 due to the long lead time for our suppliers. We are aware of some confusion about uniform expectations so this policy will hopefully alleviate any concerns. Please do ensure nail varnish/nose rings are removed before all students return on Tuesday 6th so that the high expectations we were able to establish at the end of the year can continue in to the new academic year.

We have also updated our behaviour and exclusion policies in light of guidance issued in July. Final versions are still to be ratified by Governors but will be shared again as soon as this happens. We will hold our first parent working party group very soon, please do let Mrs Hedges know if you’d like to be involved as we further develop and embed the necessary changes to behaviour and culture at LECA.

Finally, we welcome our new attendance and admissions officer Donna Ellsmore on Tuesday 6th September. Please ensure you notify the absence line before 8am on the first day of child’s absence or email Mrs Ellsmore [donna.ellsmore@lecacademy.org](mailto:donna.ellsmore@lecacademy.org) with any information regarding your child’s absence/attendance.

Yours sincerely,

Alice McCleary (formerly Eastham) - Assistant Principal