



Principal Designate: Emma Smith

Dear Parent/ Carer,

Please find within this letter a number of key pieces of information relating to the start of term on **September 4th 2018**. All students must arrive on site by **8.30am** wearing full school uniform and ready for lessons to begin at 8.40am. During the first few weeks of term there will be a number of letters being sent home via email which will provide information on how to set up accounts for both our online parents information site and parent pay - the electronic payment system. Please take some time over the summer to look at our website and follow us on Facebook and/ or Twitter as any relevant news items and updates will be posted online.

### **Uniform**

All uniform orders must be placed by **7th of August 2018** to ensure delivery before the start of the academic year. The full uniform list can be found below:

Blazer	Navy blue Boys/Girls Blazer with Academy Crest
Jumper	Navy 50/50 Cotton/Acrylic V Neck Jumper with Academy Crest
Trouser/Skirt	Charcoal grey signature classic trouser or pleated skirt (Skirts must be worn on the knee)
Shirt	White button up shirt
Tie	Leigh Academy Blackheath Founders Tie
Socks/Tights	Plain navy or grey
Shoes	Black leather shoes (Kickers' boots are accepted). Trainers, shoes with heels or long boots are not permitted
Hijab (if required) should be plain navy blue	

### **School bags and equipment**

All students must have a large school bag to carry their books and equipment. We recommend a rucksack or something similar which is both sturdy and waterproof. They must also be equipped everyday with the following:

- Pencil Case

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- Writing pens (several with blue and black ink)
- 1 green and 1 red pen (biro or writing pen)
- Several pencils (HB and 2B)
- Eraser and sharpener
- 30cm ruler
- An adhesive glue stick
- A pack of multi-coloured highlighters
- Scientific calculator
- Water bottle
- Reading book

### **Times of the day and travel**

The academy site will be open for students from 8.00am until 4.00pm Monday to Friday and 8.00am - 2.00pm on a Wednesday. All students should be on site by 8.30am when the building will be opened ready for the start of lesson 1 at 8.40am.

The visitor and student entrance is located on Shooters Hill Road. Due to limited parking, and to maintain the safety of our students on site, there is **no vehicle access for dropping off or collecting students at the academy**. Students are advised to travel by public transport, walk or cycle, there are bicycle racks on site for bike storage during the day. The academy advises that students who wish to cycle to school should use appropriate safety wear including a helmet.

Our students safety is a priority for us and we ask that if they are dropped off or collected from school by car that parents and carers make appropriate arrangements to do so in side roads near to the site. Please do not use the academy or neighbouring gateways, or drop students at the traffic lights as the roads can be very busy at both times of the day.

### **Break and lunchtime**

#### **Breaktime**

Students may bring a healthy snack to eat at breaktime. Sweets, including chewing gum, are not permitted. There will be no food available for purchase before school or at breaktime this academic year.

#### **Lunchtime**

Hot food will be prepared daily by our caterers Cucina and served across two sittings during the lunch break. Menus will be published every three weeks on our website but the menu for our first three weeks is attached to this letter. A hot meal costs £2.30 and includes a main

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course with salad and fresh bread with a dessert. Payment should be made using cash for the first two weeks but once our online payment system is set up all payments will be made online. Students can bring a healthy packed lunch if they prefer.

### **Drinks**

Students should bring a refillable bottle to school daily, this can be refilled with water if required during the school day. No carbonated or energy drinks are permitted.

### **ParentPay**

All payments for food and school activities such as trips and visits will be made using our online payment system - ParentPay. Account and login details will be issued during the first two weeks of term alongside instructions on how to set up individual accounts.

### **Trip to Kingswood**

If your son/ daughter wishes to travel with us to Kingswood for the LAB Learner field trip on Monday 1st October - Wednesday 3rd October 2018, please complete and return the reply slip on 4th September 2018. The full payment of £120 must be made by Friday 7th September to the main academy office. A copy of the trip letter and reply slip are attached to this letter.

### **Homework**

All students were issued with a summer holiday project at our 'Head Start Day', a copy of the task is also attached to this letter. Students are asked to bring in their completed work during the first week of term, the final deadline for submitting the work is Friday 7th September. Mr Morrison, Assistant Principal, has also included a summer reading list for students which can be found in the latest edition of LAB News.

### **Home school agreement and registration forms**

Please ensure that you have signed, completed and returned the Home/Academy Contract and the registration form included in the welcome pack by **July 27th 2018** to:

Leigh Academy Blackheath  
% Stationers' Crown Woods Academy  
145 Bexley Road  
Eltham  
SE9 2PT

Scanned copies can be sent to: [info@leighacademyblackheath.org.uk](mailto:info@leighacademyblackheath.org.uk)

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### **Tutor groups and college membership**

Students will receive details regarding their tutor group membership on the first day of term. There will be six mixed ability groups each with 30 students. College membership will be announced during the first few weeks of term, once the academy community has agreed the name of each college following the students summer holiday project.

We hope that you have a peaceful and enjoyable summer break and we look forward to seeing all of our founding students on September 4th 2018!

Best wishes

A handwritten signature in black ink, appearing to read "Emma Smith".

**Emma Smith**  
**Principal Designate**

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Leigh Academy Blackheath is part of Leigh Academies Trust