



## Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

14 May 2018

Dear Parent/Carer

### **Induction Day and Evening - Tuesday 26 June 2018**

I am delighted that you have chosen Looe Community Academy for your child and that a place has been offered.

Our Induction Day for new Year 7 students is Tuesday 26 June 2018. Your child is invited to spend the day with us starting at 8.40am. The purpose of this visit is to introduce your child to their tutor group peers, and to some of the staff who will be working with them. In addition, it enables each student to have a closer look at the school and its routines. Normal primary school uniform should be worn.

Refreshments will be available from the canteen for breakfast and at break and lunchtime and we suggest your child brings money unless they are bringing a packed lunch. We provide a variety of main meals, sandwiches, snacks, drinks and meal deals, as a guide, the main meal plus dessert is £2.20. Weather permitting, outdoor games may be part of the programme, pens and pencils will also be required.

Cornwall Council have advised that students can travel on their contracted buses for this day if space is available, but as this cannot be guaranteed, it remains the responsibility of the parent/carers to ensure that students get to school. For your information, please see the enclosed 'dedicated bus route' information. Any students using public transport will need to pay the fare. We have arranged with our school buses to bring primary pupils in from the normal village bus stops, and return them at the end of the day when school finishes at 3.10pm, alternatively, you may prefer to make your own transport arrangements. From 3.30pm to 4.30pm Mrs Jackman, Assistant Headteacher, Mrs Chapman and Mrs Woodman, the Leader of Learning for Year 7, will be available to discuss any matters concerning your child's schooling.

I would also like to formally invite you to attend the parents'/carers' Induction Evening which will also be on Tuesday 26 June. The presentation will begin at 6pm in the main hall. This will be followed by information from the Leadership Team, an opportunity to ask questions and try on school uniform blazers, for sizing, prior to ordering from our online suppliers. You will also be given a parents'/carers' handbook detailing school procedures and routines and the Year 7 tutors will be available to meet you. Your child is also welcome to attend, however, I would request that children sit with their parents during the presentation.



Enclosed with this letter you will find the Academy's Admission Booklet together with a Student Profile form for completion. Also enclosed for your convenience, you will find a free school meals application form, which we would be grateful if you would complete, if you are eligible. I am aware that some families do not claim free school meals, which they may be entitled to. The Government's Pupil

Premium means that the school will receive £935 for each child who is eligible for free school meals, even if your child chooses not to take up the free school meal offer. This money will help us to support children with additional resources. You may wish to post this directly to County Hall, Truro, alternatively if you return it to school then we will forward it on your behalf.

We are pleased to advise that the Academy operates a cashless catering system which offers you several payment options including credit and debit cards and PayPoint. Our system also allows you to monitor your child's food purchases. Further details are enclosed together with a consent form should you wish your child to use the biometric payment method at the till.

We would be grateful if you would return the completed documents to your child's current school office by **Friday 15 June 2018**.

If we can be of any assistance at this time please do not hesitate to contact us and we very much look forward to welcoming you and your child.

Yours faithfully



**Mr Scott Yalden**  
**Deputy Headteacher**

Encs    Admission Form  
         Letter regarding requests for absence  
         School closure letter  
         Student Profile form  
         Cashless catering information x 2  
         Free school meals application form  
         Dedicated Bus Route information  
         List of Allergens





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