



Looe Community Academy

Specialising in the Performing Arts,
Maths and Computing
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Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

5 June 2015

Dear Parent/Carer

Looe Community Academy Induction Day and Evening - Tuesday 30 June 2015

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 30 June 2015.

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 his or her 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. 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. Any students using public transport will need to pay the fare.

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. Tariffs are available on our website, but as a guide, the main meal plus dessert is £2.20. Snacks start at 35p for fresh fruit. Weather permitting, outdoor games may be part of the programme, therefore shorts, a T-shirt and suitable footwear should be packed; pens and pencils will also be required. 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 Casson, Deputy Headteacher 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, also on Tuesday 30 June. My presentation will begin at 7pm in the main hall. This will be followed by information from my 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 formal presentation.

Enclosed with this letter you will find the Academy's Admission Booklet for completion.

Please ask your child to complete their own Student Academic and Personal Profile.

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 New 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 **Thursday 11 June 2015**.

During the summer holidays we are delighted to once again offer the Looe Community Academy Summer School which will be coordinated by Mrs Helen Casson, Deputy Headteacher. The Summer School will run from Monday 17 August to Friday 21 August. The week will be an opportunity for your child to meet other Year 6 students, explore the school and local community and prepare for the Autumn term. Please complete the enclosed form to indicate your interest in this and further details will be sent to you nearer the time.

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



Mrs Heather Jenkins
Headteacher

Enc Admission Form
 Cashless catering information x 2
 Student Academic and Personal Profile
 Free school meals application form
 Summer School information request form