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Dear Parents and Carers,

I hope you have had a lovely summer and are looking forward the new school year.

As part of our Academy drive to help prepare our students for life in the future world of work, we are pleased to let you know that we are introducing an Academy Student Planner.

The use of this planner is one way that we, as teachers and parents, can encourage and monitor the organisational skills of being prepared for daily classes, tests, activities, homework and important events.

Our planner is different from a commercial one because there are excellent references for both students and parents at the front and back pages. Please sit down with your child and review our school policies and rules, phone numbers, dates and important information about the school day/year. There are also many pages that are there to support your child academically and can be used as a teaching aid during lessons.

The planner has been issued to students on their first day of the autumn term and should be brought to school every day. As this will become an important tool for students to keep themselves organised, failure to bring the planner will result in a restorative after school conversation with their Form Tutor.

I hope that the planner will also become a useful way for parents and carers to communicate with staff and I would appreciate it if you could make sure that you regularly check your child's planner.

As always I thank you for your co-operation and support.

Kind regards,

Kevin Gallacher  
Principal