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Ref: ELE/TSK/09022018

Monday 12th February 2018

Dear Parent/Carer,

- **Half-term Update**
- **Additional Training Day Tuesday Feb 27th**
- **Parent Forum Meeting Thursday 1st March**

It has been a very busy half term at City Academy. Highlights have included our wonderful drama production, Addams Family; our year 7 and 8 boys and year 7 girls winning their indoor athletics school partnership qualifiers; and 2 members of staff becoming parents. It has been fantastic to see the tremendous talent and potential of our young people as they have taken part in these great opportunities.

As Director of Education with CORE Education Trust, I am now based in the school full time to support with improvements to the experience of our students. These improvements include carrying out some urgent building works during half term and also launching a new timetable when we return from the break. I am therefore writing to inform you that in addition to the training day on Monday February 26th, we need to bring forwards our final training day of the year to Tuesday February 27th so that we can be sure to complete the building works and ensure the school is fully ready for students to return. I apologise for any inconvenience caused but hope you will be happy with the improvements we are making.

After half term, we will be having a major push on high standards and attitude to learning. I would appreciate your continued support with three key things we will focus on:

1. **Uniform:** please make sure that your child is wearing either a grey skirt or grey trousers to school. Black uniform is not acceptable.
2. **Equipment:** please could you check that your child is leaving home with a school bag, passport, and pen/pencil/ruler.
3. **Co-operation:** we are going to be working very hard as a staff team to ensure rules are clear and are consistently applied so that every student is supported to work well with their teachers. We will send you a copy of our revised school rules early in the new half term and would be grateful if you could discuss these with your child.

I would like the opportunity to discuss developments at City Academy with parents so you are warmly invited to join me on Thursday March 1st either from 3.15-5pm or 5.15-7pm, to get your input into our improvement plans.

Finally, some key dates for your diary:

Year 8 Parent's Evening – **Thursday 15th February 2018**

Parents Forum – **Thursday 1st March 2018**

Year 8 into 9 Options evening – **Thursday 15th March 2018**

Thank you for your continued support,

A handwritten signature in black ink that reads "Emma Leaman". The signature is written in a cursive style with a large initial 'E'.

Ms E Leaman

Director of Education, CORE Education Trust