

03 September 2020

To: Parents and Carers of all students

Dear Parent/Carer

Thank you for your ongoing support as we prepare for all of our students to return on Monday.

We are aware that there may be some worry and anxiety about returning to school after this period. If you have any concerns or worries, please do let us know by contacting your child's Head of Year:

Year 7	Ms Dunne	dunnek@westlakesmat.org.uk
Year 8	Ms Clements	clements@westlakesmat.org.uk
Year 9	Miss Kelly	kellyj@westlakesmat.org.uk
Year 10	Ms Wightman	wightmans@westlakesmat.org.uk
Year 11	Mrs Williamson	williamsonc@westlakesmat.org.uk
Year 12/13	Ms Robson/ Mrs Brown	robsonr@westlakesmat.org.uk/ brownd@westlakesmat.org.uk

TUTORS AND ROOMINGS

You will shortly receive an InTouch message about your child's tutor and the room they need to go to as they enter the academy on Monday morning. Students will go straight to their tutor rooms and be met by their tutor. We will be having an extended tutor period during the morning to allow us to communicate with our students some of the changes at the academy and complete a student well being survey as we are keen to hear from our students about their experiences during this time and how we can support with their transition back to the academy.

EQUIPMENT AND UNIFORM

I recently sent you a letter about the equipment students will need from Monday morning. Please can you ensure that this is in place. As a reminder, here is the list to the equipment that will be needed:

- a pencil case
- black pens
- pencils
- a ruler
- red pens for completing self-assessment
- blue pens for completing peer assessment
- a rubber and a pencil sharpener
- a calculator
- a compass and a protractor
- highlighters

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t: 01946 820356 e: contactus.wla@westlakesmat.org.uk w: www.westlakesacademy.org.uk

- Their iPad, which needs to be fully charged (new Year 7 students will receive their iPads during their first week at the academy)
- Students' equipment will be checked daily by their tutor.

Uniform expectations can be found here: <http://www.westlakesacademy.org.uk/about-us/general-information/school-uniform/> . Please note that skirts need to sit on the knee or just above the knee at all times.

PARENT MAIL INFORMATION

Students will be able to purchase food from servery points around the academy. To assist us and our systems with this and to limit cash handling, it would be helpful if parents/ carers can preload money on to students' accounts via the Parent Mail system prior to returning in September. If you need any support or help with this for students in Years 8-11 and Year 13, please contact: finance@westlakesmat.org.uk.

Our new students in Year 7 and 12 will receive information about their Parent Mail logins during the first few weeks at the academy. Our new students will be able to upload their money via the machines in school on their first day.

We are all really looking forward to seeing our young people again and welcoming them back to the academy.

If you have any concerns, please do not hesitate to contact me via my email address: relphm@westlakesmat.org.uk or by telephoning me at the academy 01946 820356

Yours faithfully



Melissa Relph
Vice Principal

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