

Principal: S Jacob BA (Hons) PGCE  
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25<sup>th</sup> March 2024

Dear Parent/Carer

**Re: End of term and start of term arrangements**

**End of Term Arrangements**

The Spring Term ends for students on **Thursday 28<sup>th</sup> March**. It will be a half day, starting at the normal time of 8.40am, with students attending their period 1 and 2 lessons as normal, followed by celebration assemblies and tutor time. All year groups will have an extended break mid-morning, with hot food available in the canteen.

There will be a staggered end to the day with year groups being dismissed at the following times:

Year Group	Dismissal Time
Year 7	11.45
Year 8	12.00
Year 9	11.30
Year 10	11.35
Year 11	12.10
Sixth Form	11.35

**Start of Term Arrangements**

Students will be returning to school on **Monday 15<sup>th</sup> April**. We will have a staggered start to the day with welcome assemblies for all year groups. Please see below for details of start times for all year groups:

Year Group	Line Up	Start Time
Year 7	9.25	9.30
Year 8	9.25	9.30
Year 9	9.45	9.50
Year 10	9.45	9.50
Year 11	8.35	8.40
Sixth Form	-	8.40

All year groups will be following their regular timetable by or before the end of Period 2, so must ensure that they bring their books and equipment for the lessons they have on that day.

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## Uniform Expectations

Please note that, on the first day back, we will be checking students' uniform on entry to the school site. Any student not in correct uniform and unable to correct it on site will be sent home to change and return to school.

The full uniform list and expectations about personal presentation is detailed in the parent and carer handbook <https://www.colai.org.uk/parents/parentcarer-handbook-2023-24>, but here are some reminders about uniform expectations:

- Plain black or grey coats – no visible branding, no fur trims or other decorations or patterns, no hoodies or sweatshirts.
- Discreet make up only – no fake tan, false lashes or false and/or painted nails.
- Socks or tights – not both. Socks need to be plain black ankle socks – no branding, decorations (bows or frills), patterns, or fluffy socks.
- Students are not permitted to wear any jewellery apart from a single plain gold or silver stud in each ear.

Any items that are not permitted will be confiscated and will not be returned until the end of the term. Please ensure that your child arrives to the Academy in the correct uniform and with the equipment required for learning in their school bag.

We look forward to welcoming our students back to school, but in the meantime would like to wish them and you a restful holiday.

Yours faithfully,



Sonia Jacob  
Principal