



Ref:DM/SAH

August 2023

Dear Parent/Carer

Welcome to our Summer Holidays update. We are really looking forward to your son/daughter joining us in a few weeks time and I hope you have had an enjoyable and relaxing summer holiday. Please read below for some September reminders. Following this letter, and once your son/daughter has started their first day here, all subsequent general correspondence will be sent out via our Weduc portal. A copy of the term dates for the academic year 2023/24 is available on the website.

Back to School – September 2023

The first day of term for our Year 7 students is – **Tuesday 5th September 2023**. Please take a few moments to look at the transition information on this link <https://www.tkasa.org.uk/transition-tutor-groups> which lists your child's tutor and your Head of Year. For any questions please email Mrs Gibson, charlotte.gibson@tkasa.theplt.org.uk in the first instance.

Student Drop Off and Pick Up

The buses have been informed of our term dates, but should you wish to drop your son/daughter off please note that student drop off and pick up at **the start and the end of the school day is at the front of main reception, near where the buses stop**. There are visitor spaces located in the first staff car park near the gate, these spaces are reserved for parents who need to collect their children **during the school day**. Should you need to collect your child during the school day, please come to the staff car park and use the visitor spaces there and press the buzzer on the gate to let our attendance manager know that you have arrived. Your son/daughter will then be signed out by our attendance manager and will come to that gate to meet you.

Tutor Time

Tutor time starts at 8.45 am, this means that students need to be sat in their tutor rooms and ready to work by 8.45 am. School sounds a warning bell at 8.40 am, giving students a few minutes to make their way to their tutor room. The school gates remain closed until 8.25am, so please be aware that the best time to **arrive at school is between 8.25am and 8.35am**.

Weduc and Classcharts

WEDUC is the main portal of communication for parents and school. You should have received enrolment details to sign up to WEDUC. I strongly advise you that you do so as it is the portal by which you can pay for tickets, events and also top up the catering account. We will continue to use Class Charts to communicate with you about attendance, attitude to learning and behaviour issues, as well as P6 enrichment clubs. I strongly advise all parents to use Weduc and Class Charts so that we can ensure that communication between home and school is as robust as it possibly can be. That being said, for any urgent matters, please do phone into school or email on info@tkasa.theplt.org.uk.

If you haven't completed the important 'Admissions Information Form' on the Transition page of our website, can you please complete this as soon as possible so we can confirm our records. The link is here - <https://www.tkasa.org.uk/transition> .

Uniform and Attendance

Please can you ensure that your child is dressed appropriately and as per the school uniform guidance when he/she joins us and that they are fully equipped with a pencil case, including pens, pencils, ruler and other items required for lesson time. Additionally, it is essential that you support us every day ensuring your child has good attendance and avoids having any time off school. Inevitably, there may be the occasional day throughout the year where your child may be ill, but every day off school is missed learning and research proves that attendance at school is heavily linked to performance. Family holidays during term time are not allowed unless there are real exceptional circumstances and can I remind you that we have a two week October half term break where those holidays can be taken at a reduced price compared to normal school holiday prices. As I said, we really need your support with this.

Year 7 Team Building Days

As mentioned previously, we shall be running team building days for all the Year 7 students in September so that they can meet their peers and get to know their fellow students from other primary schools. We would really like all Year 7 students to attend their Team Building Day which takes place on 12th, 13th or 14th September (your child will attend one of those days) with more specific details to follow from your child's tutor or Mrs Gibson. I write to give you advance notice that these team building days are at a cost of £38 per person and will need to be paid as soon as you are able via our WEDUC app. If you would like more information or you have any queries regarding payment please speak to Ms Simpson in the Operations

Team or email operations@tkasa.theplt.org.uk.

I am really looking forward to seeing you all in September.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Dan Milford', with a long horizontal flourish underneath.

Dan Milford
Principal