



28<sup>th</sup> October 2016

«Parental\_addressee»  
«HouseNumber» «Street»  
«District»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

I am pleased to tell you that we have had a very busy and rewarding half term at The Kingsway Academy. The students and the staff have done us proud. As you know I was new to the Academy at the end of last term and one of my key roles has been to raise expectations of what is possible. Both students and staff have responded very positively to this. It has been a real pleasure to be here and to begin working with some of you.

We continue to meet regularly with parents and I am posting Frequently Asked Questions on the website to keep you up to date with our progress.

We have had a very successful awards evening for achievement and progress in 2015/16 and student success is now celebrated in a noticeboard in the heart of the school. We want all students to feel proud of their increasing success both in school and in the other activities they undertake. To that end we are putting as many 'Good News' items as we can on the newly revamped academy website. I hope you become regular visitors to this site if you aren't already. We are also working on establishing a Parents' Forum to ask questions on the website itself.

There are also some things I need to bring to your attention.

A number of girls have begun to wear skirts that are not school uniform. The uniform policy clearly states that skirts should be plain black, pleated or straight and knee length or black trousers should be worn. Can I politely request that this rule is adhered to and that new clothing is bought for Monday 31<sup>st</sup> October.

We have had an incident in school where a student was shining a laser pen. This could have damaged another child's eye. Students have been told very clearly in assembly that bringing an item such as a laser pen or anything that can be considered a weapon into school will automatically result in Permanent Exclusion. This is not something we wish to do but we must place the safety of all students above everything else.

I look forward to welcoming students back next week and to a successful second half of term.

Yours sincerely

Mrs S Potter  
**Principal**