

8th December 2017



LongfieldAcademy

Dear Parent/Carer

As we come to the close of the year, I would like to take the opportunity to write to all parents to thank them for the support they have shown to the academy. The relationship between academy, parents and students is vital to the success of education and we pride ourselves at Longfield as having strong, positive relationships based on respect, understanding and mutual goals so that your child can succeed. We know that our strong college structure is vital to having a knowledge and understanding of each individual child, so please do contact your child's form tutor or college office if you have questions or to update information that may be important to us when teaching your child.

The academy is always looking for ways to broaden our channels of communication and I am pleased that we are utilising our FaceBook page on a regular basis. If you use FaceBook, please do follow us to get up to date news and photos. I also hope you will be able to access our newsletter that is on our website, recounting the events, guidance and news that has happened so far this year. It also identifies clear guidance on our uniform expectations so please check that uniform is replenished and appropriate for the January start - as always footwear is the area most in need of checking as trainers are not part of the uniform and should not be worn as standard day to day footwear.

As we move into the winter period, the likelihood of bad weather increases. Longfield Academy will always try to remain open throughout these times as closing the academy at the first sign of snow interrupts learning and disrupts daily life significantly for all. However, in the event of severe weather we will primarily be guided by the bus companies, who transport the majority of our students and our site team who will assess the conditions at the academy. The health and safety of our students and staff is our highest priority.

Please note the following points:

- We shall keep the Academy open and teach normal lessons, except in the most extreme circumstances.
- Information will be posted on the website and a text message alert will also be sent. Please ensure your contact details are up to date on our records. If you have changed your details recently, please contact your college admin team.
- If it snows, we will be in constant contact with the transport companies and if services are running as normal, lessons will end at the normal time. We will release the students to go home if the transport companies advise us to do so.
- Please agree a contingency plan with your son/daughter which can be used if the Academy closes early.
- Please ensure that your child is coming to school with an appropriate outdoor coat and footwear. Coats and boots are not permitted to be worn in the building, but a change of footwear is suggested if a walk home through poor weather is envisaged.

If the weather is so severe that the Academy does have to close early, we will endeavour to make the decision as early as possible. Parents will be informed by text message before students are told. Students will then be given the opportunity to contact parents via their mobiles to confirm arrangements. The academy will remain open until all students have been able to travel home.

As we move into this winter period, attendance becomes challenging for some students. All students should aim for 100% attendance and punctuality and we congratulate those students who have achieved this throughout terms 1 and 2. Government and academy policy do not condone students taking holidays in school time because of the impact it has on student learning, progress and ultimately examination performance. Thank you in advance for your support in this matter.

We would also like to confirm that *the last day of term for students will be on Wednesday 20 December 2017*. Students will follow their normal timetable throughout the day, based on 'Wednesday timings', therefore, *finishing at 2pm*.

We would like to take this opportunity to thank you for all your support during another very successful year and wish you a happy and safe Christmas break with your family, a happy 2018 and we look forward to welcoming all students back on **Thursday 4 January 2018**.

Yours faithfully

Mrs Alex O'Donnell
Principal