



August 2025

Dear Parent/Carer,

I hope you and your families are enjoying the summer break, and that your children are making the most of the opportunity to relax and prepare for the year ahead.

As we prepare for the start of the new term, I would like to remind you that all students in Years 8, 9, 10, 11, 12 (internal students), and 13 are expected to return to the Academy on **Wednesday 3 September**. Students should arrive promptly by 8:15am and report to their PT venue. Head of Year will be present in the Cloakrooms to inform students of any changes.

Please ensure that your child attends in **full Academy uniform** and comes equipped with the necessary items for learning, including their Academy rucksack (Year 7-11 only) and essential equipment in a pencil case. Full uniform expectations include:

- Academy blazer and tie
- Grey straight/tapered trousers or Academy kilt
- Plain black socks or knee-high black socks/black tights with kilt
- Plain, black shoes
- One pair of gold/silver stud earrings and watch
- No excessive accessories or non-uniform items (e.g., bows or coloured hair clips)
- Hair must be of a natural colour and styled appropriately for school

Uniform standards are an important part of our culture and expectations, and we appreciate your ongoing support in maintaining them.

Please ensure your child arrives punctually by **8:15am** each morning, so they are ready to begin sessions promptly at **8:20am**. A **Late Gate** will be in operation from 8:16am, and any student arriving after this time will be marked as late.

All students will spend the morning in an extended Personal Tutor (PT) session. During this time, students will be welcomed back and begin work on *The Sandwell Academy 'SA' Way*. In the afternoon students will follow their normal timetable (a print out of which will be provided). Teachers will deliver curriculum-based lessons with a strong focus on establishing and practicing classroom routines. This structured start is designed to set a





consistent and purposeful tone for learning and behaviour across the Academy.

From September, all student absences must be reported exclusively through **Class Charts**, as communicated during the summer term. ***Voicemail and email will no longer be monitored for absence notifications.*** This change means that behaviour, attendance, and absence reporting will now all be managed through a single platform making it easier for parents and carers to stay informed and engaged. It is essential that all parents and carers have access to the app. If you need support accessing Class Charts, please contact your child's Personal Tutor in the first instance.

Please also find attached our **Family Guide** — a vital reference point containing all the key information you and your child will need throughout the school year, including daily routines, expectations, support available, and contact details. We encourage you to keep this guide handy and refer to it whenever needed.

We are moving from September to an exciting new chapter in **catering provision** at Sandwell Academy. We will be working in partnership with Angel Hill, an experienced provider who already work with some other schools in the Thomas Telford Multi-Academy Trust, to provide tasty, nutritious and exciting meals for students. You will find as a separate attachment some information pertinent to this, and a sample menu, and you will find regular updates on our website.

The **Parent Charter** found within the Family Guide has been updated – please take a moment to read the revised version and complete the Microsoft Form to acknowledge that you are willing to work in partnership with the Academy.

<https://forms.office.com/e/u8LXtQ2djc>

I look forward to welcoming the students back.

Yours sincerely,

Mr J Saunders  
Headteacher

