

# Sandwell Academy

Be Brave, Be Kind, Be Proud

Headteacher: J Saunders

Halfords Lane, West Bromwich, West Midlands, B71 4LG

Tel: 0121 525 1700, Email: [info@sandwellacademy.com](mailto:info@sandwellacademy.com), Web: [www.sandwellacademy.com](http://www.sandwellacademy.com)



August 2025

Dear Parent/Carer,

I hope you and your family are enjoying a restful and enjoyable summer break.

We are very much looking forward to welcoming your child to the Academy in September as they begin their journey with us in **Year 7** or **Year 12 (External Students)**. Starting at a new school is an exciting milestone, and we are committed to ensuring that all new students feel confident, prepared, and supported from day one.

Your child's first day at the Academy will be on **Tuesday 2 September**. This day is dedicated solely to new students, allowing them time to settle in, meet key staff, and begin familiarising themselves with our expectations and routines in a calm and focused environment. All key information regarding your child's start time, meeting point, and any specific arrangements for the first few days of term can be found in the **First Day, First Week** booklet which has been sent along with this letter. Please read this carefully with your child, as these details may differ slightly from the usual daily schedule and are designed to support a smooth and positive start to the year.

Your child should arrive 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.

If you have any questions before the start of term, please don't hesitate to get in touch with your child's Head of Year:

Year 7              Miss Parker      [aparker@sandwellacademy.com](mailto:aparker@sandwellacademy.com)

Year 12             Miss Hamill      [hamill@sandwellacademy.com](mailto:hamill@sandwellacademy.com)

As your child starts their journey at the Academy, please be aware that all behaviour information, attendance updates, and absence reporting are managed through the **Class Charts** app. It is vital that you have access to this app so you can stay informed about your child's daily experience and ensure smooth communication with the school. You will receive your login details during the first week of September.



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Thomas Telford Multi Academy Trust  
Registered Office: Thomas Telford School, Old Park, Telford, Shropshire TF3 4NW  
Company Number: 04798185 (England)



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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.

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.

Yours sincerely,

Mr J Saunders  
**Headteacher**



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