

19th June 2018

Dear Parent/Carer

The induction of new students will commence on Monday 9th July. This is a very important time for you, your child and Manor Community Academy.

During the two weeks, your son/daughter will be following the school day of Manor Community Academy and start as a new Year 7 pupil.

On the first day, students need to arrive at the academy for **9am**. The following days, they will be asked to arrive at **8.25am** prompt. Students will remain in the academy at lunchtime and will receive a free meal for the full transition period.

Our school day ends at **2.30pm**, please complete and return the below slip to inform us whether you would like your son/daughter to be held until they are collected, or if they can leave the academy as normal.

Please note that Manor Community Academy breaks up on the 19th July 2018, students will be expected to return to their own Primary schools on the 20th July 2018.

We are really looking forward to welcoming your child to Manor Community Academy.

Yours faithfully



Mr L Kirtley
Principal

Student: _____

Form: _____

I require my son/daughter to be held till collected:

My son/daughter can leave the academy as normal at 2.30pm: