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31st August 2023

Dear Parent/Carer,

I hope you have all had a enjoyable summer holidays and we are very excited to be welcoming your son/daughter to Bourne End Academy. I'd like to share some key points to help prepare for Monday and the first week at BEA.

Leadership Day – 4th September

Leadership Day is the first day we welcome our Year 7s to Bourne End Academy. Students should wear their full school uniform, bring their equipment pack and a pair of trainers.

Please arrive at the top gate (next to Bourne End Junior Sports Club) at 8.30am where students will be registered and greeted by their Head of Year, Ms Slade and Form Tutors.

Parent/Carer Guide 2022-2023

I strongly recommend that you read through our Parent/Carer Guide on our website, section: Parents/Information for Current Parents: [click here](#). The Guide covers, timings of the school day, attendance, transport, curriculum intent, homework, call backs, uniform/equipment and how our academic calendar works.

Timetable

Student timetables will be issued during alongside their Leaders Guides on their first day. Students will be shown how the timetable works and room locations. Please note on the day your son/daughter has PE timetabled they must wear their PE kit to school.

Code of Conduct

All parent/carers in every year group will receive electronically our Code of Conduct during the first week with an agreement form to confirm you have read and understood. This will be sent via ClassCharts.

Extra-Curricular

There will be no extra-curricular or Junior Champions Hour (homework club) during the first week.

Breakfast Club

Commences on Tuesday 5th September and is open from 7.30am, any student who arrives before 8am will receive breakfast free of charge.

Developing Future Leaders



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Burnham Bus

Our coach will collect our new Year 7s on Monday 4th September at 7.45am from the old BPA site and will return students to the same location at approximately 4pm (the coach will depart BEA at 3.25pm).

Canteen Purchases

Please ensure that you have funds in your ParentPay account to cover canteen purchases. There is a maximum daily spend of £5. During the first week at BEA, Year 7 students may be asked to provide their name at the tills but we will be setting them up with biometric fingerprints on arrival.

If you son/daughter is entitled to Free School Meals, please note the daily allowance to purchase food and drink is £2.30. Once the limit has been reached any extras will be charged to the student's ParentPay account.

ClassCharts

ClassCharts is a platform that allows you as parent/carers to report a student absence and view your son/daughter's timetable, homework and behaviour points. ClassChart access codes will be sent home during your child's first week. Please note that if your child receives a call back you will receive notification from ClassCharts via email, however, the email will not give you the reason for the call back, you need to open the app to view the full details and reason why the call back has been issued. To read more about our call back process please read our Parent/Carer Guide: [click here](#).

We use SchoolComms for any short quick announcements and these will appear as emails in your inbox or as a text on your mobile. Please also follow us on Facebook and Twitter.

We look forward to building strong and positive relationships with you all over the next year and the further six years at Bourne End Academy to come. If you have any questions or concerns, please use the [Contact Us](#) form on our website.

Kind regards

Yours sincerely

Ms Sophie Kayani
Head of Communications