



18th December 2024

Dear Students, Parents and Carers,

I hope this letter finds you well. I am writing to let you know about our end of term arrangements, our return to school arrangements for 2025 and a reminder on how best to contact us to get your queries resolved quickly by the right member of staff.

End of Term Arrangements

Attendance up to Friday 20th December is compulsory. Term will end for all students on Friday 20th December at 12:30pm. All students in the Academy will have the opportunity to purchase a hot 'grab and go' lunch on this day as they leave.

As a well done to their excellent year group attendance for Half Term (2) in hitting the 90% attendance at school mark, we will have a non-uniform day on Friday 20th December for the following years:

- Year 7
- Year 8
- Year 10
- Year 11

Return to School Arrangements

Students are to return to school on Monday 6th January 2025 at 8:25am. Breakfast Club will be open from 7:50am and our Library open from 8:00am for students on that day.

Parent Communications with The Albion Academy

All enquiries should be directed to our contact form [Talk With The Albion](#). Using [Talk With The Albion](#) will save you waiting time on phone lines and ensure that the most relevant person will deal with your request.

Since we have started [Talk With The Albion](#) we have received and resolved over 500 enquiries from parents. It allows your message to go directly to the right members of staff for your query. We pledge that all enquiries will be responded to within 2 working days. We cannot promise to have fully sorted things out by then, but we will have responded to you, so you know we are dealing with things.

To report same day absence, please use [Talk With The Albion](#). Your child's head of year will contact you during the day to discuss the absence. For urgent enquiries relating to safeguarding, please use the phone number found at the bottom of this letter.

Merry Christmas and a Happy New Year to you all,

Mathew Rogers
Principal

Principal Mr M Rogers

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