

St Edmund's Catholic Academy

To Love and Serve the Lord

Tel: 01902 558888 / Email: enquiries@stedmunds.org

Principal: Mrs M Hazeldine



Compton Park
Compton Road West
Wolverhampton
WV3 9DU
29 April 2019

Dear Parents/Carers,

Here at St Edmund's we constantly review our processes and procedures in order that we can operate efficiently to meet the needs of our students, parents and stakeholders. One of the ways that we can move forward is by enlisting the support of our students as they progress on their learning journey. Ways they can help are as follows:-

- **Appointments during the academy day**

As mentioned on our website - Attendance - Appointments - Please ensure that if your son/daughter has an appointment out of the academy during the school day, it is your responsibility to notify us either by message on the absence line or by letter addressed to Student Services. Your son/daughter needs to ensure that they are available at Visitor Reception at the pre-arranged time to be picked up for their appointment. Our staff are unable to leave their workstation to fetch your son/daughter if they are not ready to meet you when you arrive

- **Equipment**

Please ensure that your son/daughter remembers PE kit, cooking ingredients and other items on the required day. It is not the responsibility of staff to receive and deliver these around the building

- **Phoning Home**

Your son/daughter will be unable to use the phone in Student Services to phone home at the end of the academy day, unless in an absolute emergency. Arrangements with regard to picking up/dropping off times should be agreed between you on a daily basis

Please encourage your son/daughter to take responsibility for themselves. This, in itself, is character building and will help them prepare, in the long term, for adult life.

Thank you for your support

Yours sincerely,

Maggie Hazeldine
Principal



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Archdiocese of Birmingham

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