

11<sup>th</sup> May 2018

Dear Parents/Carers

I would like to thank you and the students at Green Spring Academy Shoreditch for supporting us at such an important time of the year, when our Year 11 and Sixth Form students are about to begin their final exams.

We would like to take this opportunity to remind students and families about some key academy expectations around uniform and equipment. If students continue to do their best to get the basics right, it ensures that everyone's attention can be focused on learning and progress.

Please share the following key information with your child:

### **Equipment**

- Please bring a water bottle to school. Please ensure it has a secure lid and will not leak in your bag
- Ensure you have a planner with you at all times and place it on your desk at the start of every lessons. Get your planner signed by your parents/carers and your tutor weekly
- Ensure you have a pencil case which contains all the items listed in the planner
- Additional pens are available to buy from the stationery stop in The Street on Monday and Thursday break times

### **Uniform**

- Ensure that your uniform is smart at all times
- Shirts should be tucked in
- Ties should be neat and reach the waistband of your skirt or trousers
- Blazers may be removed in hot weather, but should not be worn around the waist
- Skirts should be no more than two inches above the knee
- Students should not wear tracksuit tops over shirts
- There should be no makeup or nail varnish worn in Years 7 and 8 and only light makeup is permitted from Year 9 onwards, e.g. mascara only. Students wearing makeup which is not permitted will be asked to go to reception to remove it
- Jewellery: Only a single pair of small stud earrings are permitted. Rings, bracelets and necklaces should be left at home.

### **Punctuality**

Students are expected to arrive at the academy by 8.35am so that they can go to their line ups and be ready to start the school day for 08.40am.

We wish all our students sitting exams in the coming weeks the best of luck and again thank all families and the rest of our students for their continued support at such a busy time of the year.

Yours sincerely

Ms J Montgomerie  
Acting Head of School

## **Green Spring Academy Shoreditch**

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