



# Ark Elvin Academy

10 June 2022

Dear parent/carer,

As we approach the end of the school year, I would like to reiterate that our work on your child's education is just as important as it was on the first day of the school year. In fact, this term may be even more important as we begin our end of year assessments.

Below are three important reminders that will help ensure that pupils finish the year strongly.

**Punctuality** - Pupils must be in school by 8.23am every day. This is to ensure that pupils are ready for line up when the whistle goes at 8.27am. The school gate closes at 8.23am and pupils arriving after this time will receive a 30-minute correction. We encourage pupils to come in even earlier for breakfast club which starts at 7.45am every morning.

**Attendance** - All pupils are expected to attend school every day until the last day of term on 22nd July. Research has shown that good attendance directly leads to better progress and attainment. Also, attendance at school is a legal requirement. Holidays during term time are not permitted and will not be approved. I will refer all unauthorised term time holidays to the Brent Educational Welfare Service.

**Uniform & Equipment** - All pupils must be in full school uniform every day. Uniform details can be found on our website. Pupils must also bring their planners and full pencil cases to school every day to ensure that no learning time is lost and enable them to be successful in every lesson.

It takes a village to raise a child and I appreciate your support as we work together to ensure the success of all our children.

Please get in touch if you have any questions or concerns.

Kind regards,

Mr Ittu  
Vice Principal

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