

Be happy, Be ambitious, Make a difference

Our Ref: ljm/AMG/correspondence

3 July 2018

Dear Parent / Carer

As we approach the end of another busy but productive year at The City of Leicester College, we are writing with some key information to ensure that the start of term begins smoothly and that all students are familiar with our key expectations.

Being Ready to Learn

It is essential that we work together to ensure that students are fully prepared for learning. Please read the following information carefully to help us to ensure that your child has a positive start to the year.

Equipment

In order that your child reaches his or her potential and makes the most of all of their learning time it is important that they come prepared with the correct equipment. Students should come equipped with the following:

Student Planner, Black/Blue pen, Red pen, Ruler, Rubber, Calculator, Coloured pencils, Maths set and PE kit when appropriate.

Uniform

All students at The City of Leicester College must come to college in the correct uniform:

- **Plain black** shoes or trainers
- Plain black skirt or black trousers
- White collared shirt (short or long sleeves) which should be tucked in
- College tie or scarf
- College blazer
- Identification card with Lanyard.

Full details can be found on the college website. It is important that we uphold these expectations and that students come to school appropriately dressed and ready to learn.

Punctuality

All students must be on time for college; the college day begins from 8.00am when the building is open and registration begins at 8.30am. Students are expected to be lined up and ready to enter their tutor rooms at 8.25am for learning to begin promptly. Excellent punctuality is a life



We can offer support with the translation of this letter, please contact the College.

ਅਮੇ ਤਮਨੇ ਅਨੁਗਾਏ ਪਤਰ ਮਾਰਝੁਤੇ ਮਏਏ ਆਪੀ ਚਕਝੁੰ. ਮਏਰਯਾਨੀ ਝਰੀ ਝੋਲਝ ਨੇ ਸੰਪਝੰ ਝਰੇ

ਸਾਨੂੰ ਇਸ ਪੱਤਰ ਦਾ ਅਨੁਵਾਦ ਦੇ ਨਾਲ ਸਹਿਯੋਗ ਦੀ ਪੇਸ਼ਕਸ਼ ਕਰ ਸਕਦੇ ਹਨ, ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਜ ਨੂੰ ਪੁੱਛੋ

skill and something that we believe all students must master; if students find it difficult to be on time for school or lessons, we will help them to address this poor habit through loss of social time at lunchtimes.

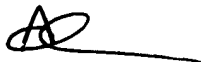
Key Staff

For any queries, questions or concerns and to communicate key information please contact your child's tutor and/or Head of Year.

Year Group	Name	Email
Year 7	Ms Sally Powell	spowell@cityleicester.leicester.sch.uk
Year 8	Ms Karen Penfold	kpenfold@cityleicester.leicester.sch.uk
Year 9	Mr Pete Davey	pdavey@cityleicester.leicester.sch.uk
Year 10	Ms Kyah Frederick	Kfrederick@cityleicester.leicester.sch.uk
Year 11	Ms Julie Nisbett	Jnisbett@cityleicester.leicester.sch.uk

Thank you very much for your continued support and we wish you a safe, happy summer break.

Yours sincerely



Anne Gregory
Head Teacher



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