

**Principal:** Mrs L Monk – BMus (Hons) **Specialisms:** Science, Performing and Creative Arts

LMO/gb

10<sup>th</sup> November 2017

Dear parents/carers

Over the last couple of terms we have acquired a large number of lost property items that students have left at the Academy. For health and safety reasons we will be running a campaign for students to collect lost items but at the end of which we will either dispose of the clothing or hand appropriate garments to our chosen charity.

The campaign will run from Tuesday 14<sup>th</sup> November to Friday 17<sup>th</sup> November. Lost property will be on show in the dining hall each night at the end of the Academy day for students to come and identify their property and collect it. This process will be overseen by Academy staff each night.

Please can I urge you to talk to your son/daughter if they have left items of clothing at the Academy so they are aware of the protocols during the campaign; we will of course talk to students in assemblies.

Can I also remind you that students should have items of clothing clearly labelled so that any future lost property can be returned in a timely manner.

Yours faithfully



Mrs L Monk  
Principal