

Friday 23rd September 2016

Dear Parent/Carer,

I write to ask for your help with a couple of matters which have arisen since the start of term.

At BOA we always try to encourage and facilitate students to improve their work and skills whenever possible. Therefore, we do not want to limit such opportunities, but we would like clarify the situation for students working or rehearsing independently in the academy between 4.15pm and 8pm when the building closes.

There is always an adult presence in the building with security, site staff, the senior leadership team and often with teaching staff completing work. However, if students choose to do independent work, for example using the computer facilities, or if they are rehearsing independently, for example in a dance or music studio, we cannot guarantee that they will be supervised directly by a teacher or other responsible adult. It is important therefore for the student to take responsibility for their own health and safety at these times. Please could you indicate on the form below that you consent to independent work taking place under these conditions.

Secondly, we need to collect some additional items of information about your son/daughter. The Department for Education has asked schools to collect this information for all students nationally.

Please could you complete the reply slip below to indicate the following:

- Student's First Language, ie English or another language. This information will be used partly to ensure that students receive appropriate support with their language and literacy.
- Country of Birth
- Pupil Nationality

You have the right to refuse to inform us of any of these points, but please would you still return the slip below with the word "refused" in the appropriate area.

Please contact me on tony.dean@boa-academy.co.uk should you require any further information.

Yours sincerely



Mr A Dean
Vice Principal

PLEASE RETURN TO YOUR TUTOR

Student name: _____ Year group: _____ Form: _____

Pathway: _____

I have read the letter dated 23/9/16 and consent to my son/daughter having the option to work or rehearse independently in the academy outside of the school day. **Yes / No (please delete as applicable)**

Student's First Language:
Student's Country of Birth:
Student's Nationality:

Parent name: _____ Parent signature: _____