

20 July 2023

Dear Parents/Carers

**First day arrangement – Academic year 23/24**

The first day of the new academic year will begin for our students on the 5 September. On this day, parents and carers are asked to attend a 20-minute appointment with a member of our team and their child to ensure we have up to date personal details, emergency contact details, medical information, consent, and a signed copy of our school expectations. This is a key opportunity for us to go through your child's timetable with you both and to give you your child's uniform ready to wear to school on Tuesday 6 September.

Once you and your child have completed this short meeting, students will continue with their timetabled day in school and parents are free to leave.

Your meeting time will be communicated to you via text. If you are unable to attend this meeting, please email us at [cc-admin@maidenerleghtrust.org](mailto:cc-admin@maidenerleghtrust.org).

Kind Regards,



Charlotte Baggley  
Assistant Headteacher – Behaviour, Well Being and Personal Development

