



## **ACTON HIGH SCHOOL** & CENTRE FOR MEDIA ARTS

---

20<sup>th</sup> September 2011

Dear Parent/Carer,

I am delighted to be writing to you all for the first time as the Headteacher of Acton High School. The first weeks of the new term have been exciting and full of activity, and I have been impressed by the level of commitment to learning that I have seen from staff and students. I am sure that this will be a great year for Acton High, and that we will make strides forward towards becoming the great school with which we all want to be involved.

In this first letter I would like to inform you of important developments within the school. The first of these is the preparation for the school's Open Evening, which will take place on **Thursday 29<sup>th</sup> September**. The event will start at 5.30 and will continue until 8.30. As this event is important for the school and for prospective students and their families, we do a great deal of work to prepare for it. One of the consequences of this is that we will need to close the school early on Thursday 29<sup>th</sup> September, and so students will be dismissed at the end of **Period 4, at 12.30pm**. There will be no school lunch that day. However, students with lunch cards can use them during break time. To allow for the taking down of displays and the other work related to the aftermath of Open Evening, we will also be closing early on **Friday 30<sup>th</sup> September**: on that day, students will be dismissed at the end of **Period 5, at 2.40pm**.

As many of you will know, we are starting our own Sixth Form in September 2012. This is a tremendous opportunity for Acton High and its students, and we will be working very hard over the next twelve months to prepare for the induction of our new Y12 students and the start of their courses. I have attached a notice that provides more detail about the Sixth Form and the work we will be doing to prepare for its opening.

Many staff and parents have commented on how smart Acton High students look in their new uniforms, and I am very impressed by the way that the great majority of students are presenting themselves. However, I would like to remind families that the new uniform is not compulsory until March. Until then, students can wear the old uniform, if necessary. Parents who would like to find out exactly what makes up the new uniform can find that information on the school website. As I am sure you will agree, schools work best when there is good communication between school staff and families. That is why I would like to underline how important it is for all students to have their planners with them every day, and for parents to be reading the planners on a regular basis.

Important messages about homework, progress and school events will all be recorded in the planner, and it is also a useful way for parents to send messages to teachers or other school staff. So please do check that your child is coming to school fully equipped, and that the planner is always the first thing into the school bag. Please also note that students should not bring compasses or scissors to school as part of their equipment: these implements will, where necessary, be provided by school staff, and their use will be supervised. At Acton High we will always look to promote positive behaviour for learning. I am sure that you will support us in this, and would ask you to give close attention to the attached letter from Mr Pittaway, our Assistant Headteacher with responsibility for Inclusion.

I am looking forward very much to working with all of the staff, students and families of Acton High. If there is anything that you would like to contribute to the discussions about how we can continue to improve as a school, please contact the appropriate member of staff directly or email us at [enq@actonhigh.ealing.sch.uk](mailto:enq@actonhigh.ealing.sch.uk).

Yours sincerely,

Dr Andy Sievewright  
**Headteacher**