



September 2025

Welcome Back, Autumn Term 2025

Dear Family,

The first week back to the Academy has been a great success, with student uniform being over 99% excellent, behaviour and attitudes being outstanding, and students settling well into their new groups and subjects.

This morning we held a Fire Evacuation Drill to ensure that all new students and staff know what to do in an emergency, and it was excellent. We are very proud of how the students have returned to school following the summer holidays and are looking forward to them being very successful.

Here are a few important updates for the next week.

Open Evening – Thursday 11th September – early finish for students

Next week we hold our annual Open Evening where we welcome Year 6 students and their families to visit our Academy, meet students and staff, and hopefully find that they want to join us in September 2026.

This Thursday, we will be having an **early finish at 2:15pm** to allow more time to prepare for the event. If you collect your child, please collect them at **2:15pm on Thursday 12th September**. If your child would like to help out with Open Evening, either by being a Tour Guide or helping in a subject, letters can be collected from Heads of Year and Heads of Department.

Please share our Open Evening details with your friends and family who have Year 6 children, we'd love to meet them and show them around.

Students are expected to be in school at the normal time of 8:40am on Friday 12th September.

Arbor Pay

As you know, we have moved from Parent Pay to Arbor Pay. There have been a few problems with the new system this week but we are working hard to resolve them. Please don't worry, if money is not showing on your child's account, we will still make sure that they have a school lunch if that is your choice for them. All students will always be offered a hot or cold meal deal, they just cannot have extra items or food at breaktime if their account isn't topped up.

In time, all school trips and other items that you can buy will be on Arbor Pay. When it is up and running properly the system will be very easy to use. We ask that you are kind and patient with the Admin Team during this time, as any issues with Arbor are out of their control.

Inclusive Attendance

We are excited to share some important updates regarding our approach to attendance at West Bromwich Collegiate Academy. Our commitment to providing the best support for your children



and families has led us to collaborate with an organisation called Inclusive Attendance. Together, we aim to empower children to attend school regularly and overcome any potential barriers they may face in their educational journey.

Our new approach is rooted in an inclusive attendance model designed to ensure that everyone - our staff, families, and children - fully understands their individual roles and collective responsibilities in supporting school attendance, active engagement in learning, and addressing potential barriers. There will be further information shared in relation to this over the coming weeks. In the meantime, please ensure that your child attends school each day and communicate with the attendance team should there be a reason for absence.

Lockdown Procedures

All schools and most workplaces have a lockdown procedure in place. In the very rare event that an intruder was to gain access to our school, and there was a risk that students or staff could be harmed, we would implement a lockdown. This means that everyone shelters in place, in locked classrooms, keeping out of sight until everything is clear.

We practised lockdown with students last year, with lots of reassurance that there is nothing to worry about. They responded fantastically. We will be practising again in the next few weeks, so that all students are reminded, and so that Year 7 students know what to do. Teachers will explain exactly what students need to do and we will take care to reassure all students that they are safe. In the event of a **real lockdown**, the Academy will send you a text message to say that we are in lockdown, children are safe but please don't phone or come to the academy.

This is because we will need to keep phone lines clear for communication, and you will not be able to gain access to the Academy as we will be in lockdown. You will then receive another message to say that the lockdown is over.

We very much hope that we don't ever have to go into a real lockdown, but it is important that everyone knows what to do, just in case. Thank you for your support with this.

Clubs and extra-curricular

In the next few weeks we will be able to announce the programme of lunchtime and afterschool clubs that will be on offer. Some activities will have limited spaces and some may run for a period of time before being offered to other students – all details will be provided very soon. We encourage all students to speak to their teachers if they have a real interest in an area and would love to start or join a particular club.

Finally

We hope that you have a restful weekend and look forward to seeing the students next week.

Kind regards,

Mrs M Henderson
Associate Principal