

Dear Parent/Carer,

Firstly, on behalf of our entire school community, I would like to welcome you to the new academic year. I hope that you and your families had a wonderful summer break.

I extend a particularly warm welcome to our new starters in Years 7 and 12, as well as those joining us in other year groups. Starting at a new school can understandably feel a little daunting, but I am confident that you will quickly feel at home at Branston Community Academy.

We are also delighted to welcome back those students who have chosen to continue their studies in Sixth Form following their GCSE results this summer. We are always proud when students choose to continue their journey with us post-16, and we look forward to supporting their continued growth, development and success.

As we begin the new academic year, I write to provide some important updates and information.

The School Day

The timings of our school day have been updated for this academic year. Details of the school day, including lesson and break times, can be found here:

<https://branstonca.lincs.sch.uk/key-information/for-students/>

Our Academy Structure

Our academic structure is organised around six faculties who work collaboratively to raise achievement across the academy.

Our pastoral structure is organised around Heads of Year and Sixth Form Progress Tutors, who oversee the pastoral care, wellbeing and wider progress of students within their year group.

Details can be found here: <https://branstonca.lincs.sch.uk/organizational-structure/>

Who to Contact

For all enquiries, be they **pastoral or academic**, we ask parents and carers to contact the Academy through enquiries@branstonca.lincs.sch.uk in the first instance, and state, where possible, the intended recipient.

- For **pastoral matters**, your child's Form Tutor or Sixth Form Progress Tutor would ordinarily be the most appropriate person. The pastoral teams know their

students well and are best placed to respond to most day-to-day pastoral enquiries, involving other colleagues where further support is needed.

- For **academic matters**, your child's subject teacher would ordinarily be the most appropriate person, with the relevant subject or faculty leadership team providing further support where required.

We hope that these arrangements provide parents and carers with a clear route for communication and ensure that enquiries reach the member of staff best placed to help as quickly as possible.

Finally, as we begin another academic year, our priorities remain firmly centred on providing the very best education and opportunities for every young person at Branston Community Academy. Excellent attendance, high standards of behaviour and a safe, positive learning environment remain fundamental to this. Alongside these expectations, our values of **kindness, respect, aspiration, resilience and community** continue to underpin Academy life.

We look forward to working in partnership with you throughout the year ahead as we strive for personal excellence, high standards and outstanding outcomes for all of our young people.

Yours sincerely,