

Friday 30 August 2013

Dear Parents and Guardians

**Foundation Level first day of term – Wednesday 4 September 2013**

On Wednesday 4 September 2013, the academic year will begin for all Foundation Level students at the UCL Academy. We look forward to welcoming new students and to the beginning of a new academic year.

All students should arrive on both days in full school uniform through the **Harley Road gate no later than 8.30am**. Academy ties (already purchased by you) will be presented to students during the first day.

On Wednesday 4 and Thursday 5 September, we will be taking all students by coach to University College London main Campus in Bloomsbury, Central London. The days will enable students to learn more about our sponsor, to meet Academy and University staff. Lunch for students will be provided on these days, however, if your child has specific dietary requirements, please provide a packed lunch for them to bring on the day.

If your child has any medical conditions which require them to take medication, please contact us on 0207 449 3080, or speak to reception on Wednesday 4 September, providing us with any important medication and clear instructions.

Should you have any questions about these days at the beginning of term, please contact us on 0207 449 3080.

**Meet the Tutor event – 17 September 2013 – save the date**

On Tuesday 17 September, there will be an opportunity for parents to meet with their child's Form Tutor and Head of House at the Academy. This event will take place between

4.00pm and 5.00pm at the Academy building in Swiss Cottage. Further information will be sent to you during the first week of the Academic year.

Should you have any further questions about these arrangements, please don't hesitate to contact us or visit us in reception at the Academy building.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Bowen', with a horizontal line extending to the right.

Mr T Bowen  
Assistant Principal – Foundation Level