



LEARNING CHANGES LIVES

June 2024

Dear Parents and Carers,

We hope this letter finds you well. As we progress through the academic year, we would like to take this opportunity to remind everyone of some important aspects regarding student conduct outside of school and during their journey home. We have recently received some concerns from local residents regarding the conduct of a small number of our students outside of school. While the vast majority of our students are well-behaved and respectful, the actions of this small group are unfortunately bringing the school into disrepute within the local community. To address these concerns effectively, we are requesting your support in reinforcing the importance of positive conduct at all times. . Our primary aim is to ensure the safety and well-being of all our students, while also maintaining a positive relationship with our local community.

#### School Times and Before/After-School Activities:

As a reminder, the school opens every day at 7:45 AM, and students can access a free breakfast during this time. We encourage students to take advantage of this opportunity to start their day with a nutritious meal, ensuring they are ready and focused for their lessons. Please ensure your child is at school by 8:15AM at the latest to avoid sanctions for being late.

Our school day finishes at 2:40PM each day, except for Tuesdays when we finish at 3:30PM. We offer a Homework Club every evening from 2:40PM to 3:30PM in room FO6, supported by our dedicated Learning Support Assistants. This club provides an excellent opportunity for students to complete their homework in a supportive environment and receive additional help if needed. We encourage students to take full advantage of this resource.

In addition to the Homework Club, we have a range of after-school activities, including access to the library and various clubs and teams that students can engage in. These opportunities are advertised to students each week in 'TALA News'. It is the responsibility of the student to ensure that the parents are informed of their attendance to any afterschool activities. While we cannot communicate this information to parents, there are phones available at Student Reception if students need to call home.

#### Staff Supervision and Student Support:

To ensure the safety of our students, staff members are on duty outside the school premises at the end of the school day. If any student encounters an issue or needs assistance, they are encouraged to approach one of our staff members on duty. However, we understand that staff members cannot be everywhere at all times. Therefore, if a student is unable to find a staff member and requires support, they should return to the school building where help will be readily available.

**Principal:** Mr S Trehearn MA, NPQH

The Archbishop Lanfranc Academy, Mitcham Road, Croydon CR9 3AS

T 020 8689 1255 F 020 8683 3113 E [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk) [www.lanfranc.org.uk](http://www.lanfranc.org.uk)

The Bec Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09187505

The registered office is at The Archbishop Lanfranc Academy, Mitcham Road, Croydon CR9 3AS



LEARNING CHANGES LIVES

Consideration for Public Spaces and Transport:

We kindly remind students to be considerate when using public transport and visiting local shops. Overcrowding can cause inconvenience and discomfort to other passengers and customers. Therefore, we ask students to wait patiently, travel in smaller groups, and respect the space of others.

Respect for the Cemetery:

Additionally, we remind students to avoid entering the nearby cemetery during their journey home. While we understand that some might see it as a shortcut, it is important to remember that this is a place of mourning for many in our community. We want to ensure that our students show respect and sensitivity towards those who are visiting the cemetery.

Upholding TALA Values:

At all times, we encourage our students to uphold the TALA values of Teamwork, Accountability, Leadership, and Aspiration. These values are the cornerstone of our school community and are integral to fostering a positive and respectful environment. By demonstrating teamwork, students can support one another and work together harmoniously. Accountability ensures that students take responsibility for their actions. Leadership allows students to set a good example for their peers, and aspiration drives them to strive for excellence in all areas of their lives.

By following these guidelines and embodying the TALA values, we can collectively contribute to a harmonious community atmosphere and ensure that our students are perceived positively by others. We appreciate your support in reinforcing these messages at home.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your continued cooperation and support.

Yours sincerely

Mrs R Kataria  
**Assistant Principal**

**Principal:** Mr S Trehearn MA, NPQH

The Archbishop Lanfranc Academy, Mitcham Road, Croydon CR9 3AS

T 020 8689 1255 F 020 8683 3113 E [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk) [www.lanfranc.org.uk](http://www.lanfranc.org.uk)

The Bec Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09187505

The registered office is at The Archbishop Lanfranc Academy, Mitcham Road, Croydon CR9 3AS