

«FirstName» «LastName»  
«FullAddressLabel»

29<sup>th</sup> May 2018

LFB/JHR/P16InductionDay

Dear «FirstName»

**Re: Post-16 Induction Programme - Tuesday 3rd and Wednesday 4th July 2018**

It gives me great pleasure to welcome you to The Leigh Academy and I would like to formally invite you to attend our Post-16 induction programme, which will take place on Tuesday 3rd and Wednesday 4th July 2018.

The induction programme marks the start of your Post-16 education and gives you the opportunity to experience Post-16 life, to gain a vision for your Post-16 education, to meet your peers and your teachers and to sample taster lessons in the subjects for which you have opted. You may already have questions that you would like to ask and the induction period gives you the chance to do so, as well as clarifying whether you have chosen the right subjects. Your subjects, however, do not need to be confirmed until you formally enrol, after you have received your GCSE results.

Our dress code is smart business attire. While you may not have bought your Post-16 wardrobe by the induction, please follow the dress code as closely as you can. Male students will need to wear a suit, a collared shirt and a tie or smart trousers and a collared shirt and tie. Female students will need to wear a suit or a smart dress or skirt, with a blouse that covers the shoulders. Off the shoulder, halter neck or thin-strapped tops are not allowed and short skirts are not considered acceptable. All students need to wear smart leather shoes, with no open toes.

When you arrive at the Academy on Tuesday 3rd July, please report straight to the Lecture Theatre and register there between 8.30am and 8.45am. The first presentations will begin at 9.00am. The first day of induction will finish at 3.15pm. The second day will begin at 8.30am and finish at 12.15pm.

Please return the attached reply slip or email [jane.wilson-hart@leighacademy.org.uk](mailto:jane.wilson-hart@leighacademy.org.uk) to confirm your attendance.

Yours sincerely



Mr Lee Forcella-Burton  
Director of Post-16

«StudentTutorGroup»