

Head Teacher:  
Mr. Adrian Coleman BA  
Tel: 01922 490190  
Fax: 01922 490199



LEAMORE LANE,  
WALSALL,  
WEST MIDLANDS, WS2 7NR

Ref: AC/

7<sup>th</sup> September 2017

Dear Parents/Carers

On behalf of the Governors and Staff I am writing to welcome all the students back to a new year at Mary Elliot.

Over the next week we will be sending home a variety of important documents which we need signing and returning to school. These include our emergency contact details, updates on current addresses and a further opportunity to sign up for our text messaging service.

If your son/daughter is ill on a school day please telephone the school and press **Option 2** where you can give us all the details about the absence.

School Fund at £5 per family is now due for this term. If you wish to pay for the whole year it will be £15.00. Please send in a sealed envelope with Student's Name and Class on it.

The following staff have now joined the school:-

Diane Chell SLD teacher  
Mel Gogerty PMLD teacher

If your son/daughter has School Meals, the cost of the meals are as follows:-

Meal With Milk	£2.30 Daily/£11.50 Weekly
Meal Without Milk	£2.15 Daily/£10.75 Weekly

Please send in the money for Dinner in a sealed envelope with Student's Name and Class on it.

If your son/daughter is now in our Key Stage 5 groups (post 16) please ensure that you have returned the forms to the transport team in order to arrange for them to be transported into school on the school transport. We understand that they are now charging families for this service and you should have details in the packs that have been sent out to you.

Please contact the transport team directly if you have not heard from them or you have any issues with transport at the start of the term.

We are also recycling "Old Uniform". If you have any items that you would like to donate to school, please send them in and they will be put to good use.

Yours faithfully

A handwritten signature in black ink, consisting of a circular scribble on the left and a long horizontal line extending to the right.

Mr Adrian Coleman  
Head Teacher