



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

5th December 2017

Dear Parent/Carer

LOST PROPERTY

In an attempt to keep the lost property to a minimum would you ask your child to remove all their belongings (particularly items in their lockers) from school before Wednesday 13th December. This will help to assist us not only with the cleanliness of the school, but also with any Health and Safety issues that arise due to property that is left in locker areas.

Any items left behind will be kept for a short while and a walk past will be offered to pupils during school time and parents after school on Tuesday 19th December; however, any remaining items that are not collected during this time will be donated to Charity.

Yours faithfully

Mr Hutchinson

Principal



Leek
Education
Partnership

