MR S HUNTINGTON
PRINCIPAL
SMITH'S WOOD ACADEMY
WINDWARD WAY
SMITH'S WOOD
BIRMINGHAM, B36 0UE

T: 0121 788 4100

Dear Parents and Carers,

On Wednesday 11th November, Smith's Wood Academy will hold an outdoor Remembrance Service involving all students and staff. This will be the first whole-academy service of its kind and represents an important moment for our school community.

Remembrance provides us with an opportunity to honour the courage and sacrifice of those who have served, and continue to serve, in conflicts around the world. It also enables our students to reflect upon the values of service, responsibility, peace and respect for others.

Given the significance and solemnity of the occasion, we expect every student to conduct themselves impeccably throughout the service. Students will be required to listen in silence, follow instructions immediately and demonstrate the highest standards of respect. Between now and Wednesday students will be given the details of how the service will be conducted and the role they will play in that. Each year group will have a wreath that will be placed on our specially made memorial during the ceremony. Two students from each year group will have the honour of that responsibility.

We ask parents and carers to support us by speaking to their child before Wednesday and reinforcing the importance of such an event and the expected protocols such as:

- remaining silent and attentive throughout the service;
- showing respect during readings, reflections and the period of silence;
- following staff instructions promptly;
- behaving in a manner that reflects positively upon themselves, their family and the Academy.

As the service will take place outside, students should attend in full Academy uniform and bring a suitable coat for the weather.

We are proud to be holding this important event and are confident that our students will demonstrate the maturity, dignity and respect that the occasion deserves.

Thank you for your continued support in helping us maintain the highest possible standards.

Yours faithfully

Mr S Huntington
Principal