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11th September 2026

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Dear Parent/Carer,

As your young person attends Hair and Beauty or Construction lessons at Stewards Academy, we would like to clarify the transport arrangements and expectations.

If their lesson begins in Period 1, they must arrive at the Heart Space, next to Reception, by 8:30am. They should not attend morning registration.

If their lesson begins in Period 3, they must report directly to Reception in time for the minibus departure at 11:00am. They should not go to break.

The minibus driver will take a register before transporting students to Stewards Academy. It is important that students arrive promptly. If they miss the minibus, they will remain at Passmores Academy for the duration of their lesson.

Regarding Monday lessons, students will have lunch from 1:15pm to 1:35pm. They should not attend PCT; instead, they must report directly to Reception at 1:35pm to be transported to Stewards Academy for their lesson, which begins at 2:00pm.

With your permission, your young person may be dismissed directly from Stewards Academy rather than returning to Passmores Academy on the minibus. This may be more convenient for students who live closer to Stewards Academy.

If you would like your young person to be dismissed directly from Stewards Academy, please provide your permission by completing the following form:

[Consent to be dismissed from Stewards Academy – Fill in form](#)

Kind Regards,

A handwritten signature in black ink, appearing to read 'Mark M. Fish'.

Mr M Fish

Vice Principal