

15th July 2019

Dear Parents & Carers of Year 6 students

This is a copy of our whole school letter that we are sending out to current pupils. This includes information about our school arrangements and additional arrangements due to covid 19.

Due to the current situation we have not been able to hold our normal transition day for year 6 students, so we understand they may feel anxious about starting school in September. Please reassure your child that their first day in school, on Thursday 3rd September, will be just for Year 7 only. During this day they will meet their learning family and their Learning Facilitator (Tutor), meeting staff, having a tour of the school and doing activities to help with their transition.

On Thursday 3rd September, please can parents bring their child to the Theatre entrance at 8.30am. There will be staff outside to guide you to the right entrance. Here we will welcome your child, and we will check that we have the necessary information from you.

As we approach the end of the academic year at City Academy, I'd like to take this opportunity to send home some key information and dates ahead of next year.

We are currently facing an unprecedented situation both in schools, at home and in the UK and indeed the world due to Covid-19. I am immensely proud of the way our students, parents and staff have faced the challenges it has presented. It has been particularly difficult for our Year 11s, with their GCSE exams having been cancelled. Students will be awarded grades based on an assessment of the grade they would have been most likely to achieve had exams gone ahead. These grades are based on a range of data, assessment evidence and professional judgement. I am confident that our year 11 students will achieve their best possible results based on the huge amount of work and effort put in by your children, with your support and the hard work of their teachers over the last 5 years. Results day will still be on Thursday 20th August and we have sent Year 11 parents a letter with the information for this day.

We have planned the first two weeks of school to allow each year group to have an induction back to school. On Tuesday 1st and Wednesday 2nd September, the Academy will be closed for pupils, to allow full staff training to take place.

On Thursday 3rd September, the Academy will be open to Year 7 pupils only. We ask that Year 7 pupils arrive via our Theatre entrance. Year 7s will spend the day with their learning families, having an induction day.

On the following days, we are adding an additional year group each day, to allow us to fully induct the pupils back into the Academy to ensure things are safe and organised. The first two weeks are as follows:

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Monday 31 st August	Bank Holiday - School closed to all
Tuesday 1 st September	School closed to pupils, staff in school for training
Wednesday 2 nd September	School closed to pupils, staff in school for training
Thursday 3 rd September	Year 7s only – arrive at 8.30am to the Theatre via the side doors
Friday 4 th September	Year 7 – student gate Year 11 – arrive at 8.30am to the Theatre via the side doors

Monday 7 th September	Year 7 – Carlton Park gate Year 8 - arrive at 8.30am to the Theatre via the side doors Year 11 – side/venue gate
Tuesday 8 th September	Year 7 – cage gate Year 8 – student gate Year 10 - arrive at 8.30am to the Theatre via the side doors Year 11 – Carlton Park gate
Wednesday 9 th September	All Students back in school at 8.30am Year 7 – side/venue gate Year 8 – student gate Year 9 – cage gate Year 10 – Sports Hall gate Year 11 – Carlton Park gate
Thursday 10 th September	All students in school at 8.30am Year 7 – student gate Year 8 – cage gate Year 9 – side/venue gate Year 10 – Sports Hall gate Year 11 – Carlton Park gate
Friday 11 th September	All students in school at 8.30am Year 7 – student gate Year 8 – side/venue gate Year 9 – cage gate Year 10 – Carlton Park gate Year 11 – Sports Hall gate

Covid 19 Arrangements for September

Year groups will be kept apart as much as possible from arrival, throughout the school day and on departure from school. Unfortunately, we are unable to provide breakfast whilst these arrangements are in place. Students will be expected to arrive at a specific gate and enter the Academy from 8.30am until 8.40am. They will leave at the end of the day through the gate to which they arrived in the morning.

Students will enter via 5 entrances. These will be determined in advance according to where that Year group bubble will be for lessons that day. There are specific places for break time and lunch time for each group. Students will be given their timetable during their induction day which will show which gate they must go to each day. We will have staff on duty at the front of school and on all gates to help direct students. Please can you do everything you can to encourage your child to go to the correct entrance and not meet at the front of the school, especially at the end of the day. We need to make sure that we are

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following the government guidelines about social distancing and no large groups. I would also encourage you to get your children to walk or bike to school. This is a really healthy way to travel, it's better for the climate and air pollution and is often quicker.

Students will be asked to wash and sanitise their hands throughout the day. We are continuing our hygiene measures with enhanced cleaning throughout the building.

Students must bring their own pencil case and a bottle of water labelled with their name. Students can bring a bag with their books in, but we are unable to allow students to use lockers so please only bring in items that can fit comfortably in their bag.

On days where students have PE, they are to wear their PE kit to school and can wear it all day to avoid the use of the changing rooms. On other days we would like students to wear uniform as recommended by the government guidance.

Entrance Colour	Location of Entrance	Location of lessons
Yellow	Side gates into the Venue	Science
Purple	Student gates into student entrance	Maths
Red	Sports Hall gates into red fire exits	Red
Blue	Carlton Park gates into blue fire exits	Blue
Green	Cage gates into green doors	Green

There will be an online Parents Forum via Zoom on Thursday 16th July at 5pm to share the details behind these plans. Please email cabinfo@clf.uk if you would like to take part in this meeting so that we can email you the electronic link.

CLF Covid 19 Information Hub

The Cabot Learning Federation has a webpage with all the latest COVID Information <https://clf.uk/covid-information-hub/> This will be updated regularly with up to date guidance and information, including information about attendance.

Permanent changes to the timing of the school day, lessons and Learning Family.

We have made a slight adjustment the school day timings, lessons and Learning Family. This is to maximise the amount of learning time, and allows us to teach a broader curriculum

We will now have Learning family every day from 8.40am. Mondays to Thursdays we will now have 6 lessons of 55 minutes, and finish school at 3.20pm. On Fridays we will have 5 lessons of 55 minutes and finish at 2.25pm.

Year 11s have a compulsory additional lesson on Monday, Tuesday, Wednesday and Thursday so will finish at 4.15pm.

The timings are shown overleaf.

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YEAR 7, 8, 9 and 10 – Timings of the School Day

Year 7, 8, 9, 10		
Learning Session	Monday to Thursday	Friday
Learning Family	8.40am – 8.55am	8.40am – 8.55am
Period 1	8.55am – 9.50am	8.55am – 9.50am
Period 2	9.50am – 10.45am	9.50am – 10.45am
Break	10.45am – 11.05am	10.45am – 11.05am
Period 3	11.05am – 12.00pm	11.05am – 12.00pm
Period 4	12.00pm – 12.55pm	12.00pm – 12.55pm
Lunch	12.55pm – 1.30pm	12.55pm – 1.30pm
Period 5	1.30pm – 2.25pm	1.30pm – 2.25pm
Period 6	2.25pm – 3.20pm	

YEAR 11 – Timings of the School Day

Year 11		
Learning Session	Monday to Thursday	Friday
Learning Family	8.40am – 8.55am	8.40am – 8.55am
Period 1	8.55am – 9.50am	8.55am – 9.50am
Period 2	9.50am – 10.45am	9.50am – 10.45am
Break	10.45am – 11.05am	10.45am – 11.05am
Period 3	11.05am – 12.00pm	11.05am – 12.00pm
Period 4	12.00pm – 12.55pm	12.00pm – 12.55pm
Lunch	12.55pm – 1.30pm	12.55pm – 1.30pm
Period 5	1.30pm – 2.25pm	1.30pm – 2.25pm
Period 6	2.25pm – 3.20pm	
Period 7	3.20pm – 4.15pm	

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Term Dates 2020-2021

Term	Start	End
Autumn Term 1	Tuesday 1st September	Friday 23rd October
Autumn Term 2	Monday 2nd November 2020	Friday 18th December 2020
Spring Term 3	Monday 4th January 2021	Friday 12th February 2021
Spring Term 4	Monday 22nd February 2021	Thursday 1st April 2021
Summer Term 5	Monday 19th April 2021	Friday 28th May 2021
Summer Term 6	Monday 7th June 2021	Wednesday 21st July 2021

Key Dates 2020-2021

INSET Days

Tuesday 1st September 2020
 Wednesday 2nd September 2020
 Thursday 22nd October 2020
 Friday 23rd October 2020
 Friday 18th December 2020
 Monday 4th January 2021
 Wednesday 17th March 2021
 Friday 2nd July 2021

Other:

Thursday 3rd September 2019 – Year 7 First Day
 Thursday 1st October – Open Evening – students finish school at 2.25pm
 Thursday 17th December – students finish school at 12.55pm
 Wednesday 21st July - students finish school at 12.55pm

Friday 2nd April – Good Friday Bank Holiday
 Monday 3rd May 2020 – Bank Holiday
 Friday 7th May – Closed for school to be used for elections – Only Year 11 in school

Parent & Other Evenings

Year 7	Thursday 8 th October 2020 Thursday 24 th June 2021	Parents Evening – settling in Parents Evening
Year 8	Thursday 25 th February 2021	Parents Evening
Year 9	Thursday 28 th January 2021	Options Evening and Parents Evening
Year 10	Thursday 24 th September 2020 Thursday 11 th February 2021	GCSE Information Evening Parents Evening
Year 11	Thursday 10 th December 2020 Thursday 25 th March 2021	Parents Evening Parents Evening

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Uniform and Equipment

All uniform needs to be ordered online – please see the information enclosed for guidance. The website address is <https://www.pbuniform-online.co.uk/cityacademy>

The school uniform we require is as follows:

- Blazer with Academy Logo – must be ordered online
- Tie – must be ordered online. For next year the colours will be as follows:
Year 7 – Purple
Year 8 – Yellow
Year 9 – Red
Year 10 – Blue
Year 11 – Green
Please note that this is for replacement ties – if your child already has a different colour, this is fine.
- You are welcome to purchase a sweater with Academy Logo, but this is optional – but this must be ordered online
- White shirt/blouse – can be purchased anywhere
- Black Trousers or skirt – can be purchased anywhere
- Black shoes (Not trainers) – can be purchased anywhere

The school PE Kit we require is as follows:

- Red long socks – must be ordered online
- Red PE T shirt or polo shirt– must be ordered online
- Red PE jumper or long-sleeved games top – must be ordered online
- Black shorts or black skirt – can be purchased anywhere
- Plain black tracksuit bottoms or plain black sports leggings – can be purchased anywhere
- Trainers and football boots with studs or moulded studs – can be purchased anywhere but must be suitable for 4G pitches.

Students must also have:

- A bag large enough to fit an A4 sized textbook
- A pencil case containing pens, pencils, a rubber, a sharpener and a ruler
- A calculator

Students will be issued with an A4 sized planner on their first day in September, which must be carried at all times.

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Finally, I am pleased to confirm that the following pastoral support staff have responsibility for the year groups as follows:

Ms Leat – Pastoral Leader for Key Stage 3
Mr Pearce - Pastoral Leader for Key Stage 4
Miss Bailey - Pastoral Support Worker for Year 7
Pastoral Support Worker for Year 8 – to be confirmed in September
Mr Farmer – Pastoral Support Worker for Year 9
Ms Henry - Pastoral Support Worker for Year 10
Mr Konsal - Pastoral Support Worker for Year 11

Finally, from me, thank you for all your support. We look forward to seeing all students in September.

Best wishes



Jon Angell
Principal, City Academy

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