

Wednesday 2nd September 2020

Dear Parents & Carers

As we approach the end of our second staff training day, I wanted to take the opportunity to resend some of the information sent out at the end of last academic year, and some updated information. The starting days for each year group remain as sent previously, but there are some slight tweaks to the arrival details so please read the information below.

Please be assured that each year group will have thorough inductions where all information will be given to students, and we will continue to support students throughout their return to school. There will always be staff available at the front of school to guide students to the correct entrances.

Firstly I'd like to introduce the new members of staff who have started in the Academy this week. They are:

- Chelsea Miller – Teacher of Maths
- Tomas Parodi – Teacher of Maths
- Daisy Mae Wright – Teacher of Art
- Holly Cole – Teacher of RE
- Norhan Nabeeh – Teacher of RE
- Robert Birse – Teacher of Design Technology
- Sarah Jane – Teacher of Science
- Wafa Osman – Teacher of Science
- Stefanie Biere – Teaching Assistant
- Andrew Arthur – Teaching Assistant
- Georgina Brown – Teaching Assistant
- Hind Oman – Teaching Assistant
- Christopher Taylor – Sports Technician
- Laura Green – Bilingual Higher Level Teaching Assistant

Tomorrow, Thursday 3rd September, the Academy will be open to Year 7 pupils only. We ask that Year 7 pupils arrive via our Sports Hall entrance. There will be members of staff outside to direct parents. 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:

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

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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 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.

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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
White	Side gates into the Venue	Science
Yellow	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

Year group	Mon	Tues	Wed	Thurs	Fri
7	Blue	Green	White	Yellow	Yellow
8	Yellow	Yellow	Yellow	Green	White
9	Green	Red	Red	White	Green
10	Red	White	Green	Red	Blue
11	White	Blue	Blue	Blue	Red

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.

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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 skort – 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 purchase 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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Guidance on the use of face coverings

The guidance from the Government on this last week is that face coverings are only necessary in secondary schools in an area of local intervention (as listed on this [government website](#)), where they should be worn by adults and pupils when moving around the school, such as in corridors and communal areas. However, they should not be worn in classrooms, where protective measures already mean the risks are lower, and where they can inhibit learning.

For us in City Academy, as with all of our CLF colleagues, as we are not in an area of local intervention, there is **no recommendation for face coverings** to be worn by staff or pupils, except where they are using public transport to get to school. Instead, we will be following the existing guidance carefully, and will be training and informing all staff and pupils about how to keep themselves and others safe when coming to and from, and being in school.

Travel to and from school

The Government has advised parents, carers, staff and pupils walk or cycle to school if at all possible, and drive rather than using public transport, especially at peak times. Where pupils are using public transport, it is important to be aware of the regulations for children over the age of 11 regarding face coverings, where they are mandatory.

Attendance

Unlike in the period before the summer, when pupils' attendance to school was not compulsory, the Government has now made clear that it expects all children to attend school. This means that the duty for schools and parents and carers to ensure that children attend is back in place. We would expect the majority of pupils will be able to return to school except where, in line with public health advice, they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). Shielding advice for all adults and children was paused on 1 August 2020, which means that any pupils who are on the shielded patient list can also return to school. Please do get in touch with Lisa Bunker, our Attendance Officer, if you have any questions or concerns you would like to discuss regarding attendance.

Government Guidance for Parents and Carers

The Government has published advice and guidance for parents and carers. If you would like to read the guidance, it is available online via this link:

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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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 as soon as possible – Ms Leat is covering at the moment.

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 over the coming weeks.

Best wishes



Jon Angell
Principal, City Academy

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