

17 July 2020

**Update as of Friday 17 July 2020**

**Re: Reopening of school from September**

Dear Parents/Carers

It is my sincere privilege to thank you for all your support over the last sixteen weeks of lockdown. My whole team hugely appreciate the kind comments, emails and communications that you've made to support, thank and promote our ongoing commitment to you, our young people and your family over this uncertain and difficult period of time.

When schools first closed to all but children of key workers in March, we were all facing massive challenges and uncertainties. We hope you feel that we dealt with those first weeks with a committed focus, managing the complexity of providing for all our young people within the Academy and supporting remote education for our students learning at home. This was indeed unprecedented within education.

As we passed the peak of the virus and schools began to welcome back more students in June, we know there was apprehension among some parents and carers about the return to school for our year 10 students. We would like to thank all parents and carers that have supported us in getting students back into education. I know we are in a strong position to welcome all children back to the Academy when the new autumn term starts.

As I mentioned in my communication on the 10<sup>th</sup> of July there will be some changes needed, some of which we are currently doing. Further changes include staggered starts and finishes, breaks and lunch times, to minimise movement and gathering in and around the Academy.

I would like to confirm again that our originally published 'back to school dates' in September have been modified to support the safe return of all our students. We also want to ensure all young people are able to have a walk-through of the changes in a safe and meaningful way before the whole school population returns together. Please see below confirmation of these amended dates and times for each year group.

**September 2020 revised start dates due to COVID-19 impact:**

*Week commencing 24<sup>th</sup> – 28<sup>th</sup> August – Year 6 summer school*

*03 September 2020 – Inset Day 1 – no students in school*

*04 September 2020 – Inset Day 2 – no students in school*

*07 September 2020 – Year 7 only in school*

*08 September 2020 – Year 7 & Year 11 only in school*

*09 Wed September 2020 – Year 8 only in school*

*10 Thurs September 2020 – Year 9 only in school*

*11 Fri September 2020 – Year 10 only in school*

*Monday 14<sup>th</sup> September*

*Whole school returns in full with all students (staggered start times as per attached diagram)*

As has been highlighted in all my communications, the safety and wellbeing of all our young people, staff and visitors into the Academy is key. The steps we have taken from the Government guidance will ensure that we minimise transmission as much as possible whilst allowing us to use common sense and flexibility to make this work at City Academy Norwich. Therefore, from September attendance will be compulsory for all young people from their given start date above.

The following diagram over the page outlines how students will arrive each day to school from the start of September and gives details on a number of other areas for next term.

## School timetable overview – September 2020

### Start of the day:

Year group	8:20-8:30	8:30-8:40	8:40-8:50	8:50-9:00	9:00-9:10
Year 7	Arrive	Tutor time			
Year 8		Arrive	Tutor time		
Year 9			Arrive	Tutor time	
Year 10				Arrive	Tutor time
Year 11					Arrive – straight to PI

### **Changes to the Academy day from September:**

As you can see from the above we are asking all students to arrive to school in the mornings in a staggered way. Year 7 first, followed by year 8,9,10 and then 11. Year 11 will make up any lost learning time towards the end of the Academy day which is shown in the full day outline diagrams below.

To achieve and meet with all of the government guidance we will not be offering a breakfast club onsite until further notice. No student will be able to arrive any earlier to school than their allocated time. It is very important that all students arrive when we have asked to avoid having to queue or wait to come into the Academy, as we are not permitted to mix year groups for any length of time.

The Academy will not be providing hot food on site until further notice, as a consequence of the current guidance. If your child receives free school meals they will be provided with a packed lunch bag daily which will consist of a drink, sandwich, fruit and biscuit or cake. All families who are not in receipt of free school meals should arrange for the child to bring their own packed lunch to school daily.

We understand that these changes to the Academy day may cause some complications for families. However, we ask you to understand that we are committed to providing education around the new COVID Secure guidance which has affected our normal working provision.

The main school day will also look different for all students, please see below the outline of Monday to Friday. Monday and Thursday still retain a slightly different day and our overall Academy finish time is different for each year group to allow for a staggered exit.

## Monday

	09:10-10:00	10:00-11:15			11:15-12:20	12:20-13:50		13:50-15:00	15:00-16:00		
	P1	P2 & Break			P3	P4 & Lunch		P5	P6	Form time	
Year 7	P1	Break 10:00-10:15	P2 10:15-11:15		P3	Lunch 12:20-12:50	P4 12:50-13:50	P5		Leave at 15:10	
Year 8	P1	P2 10:00-10:45		Break 10:45-11:00	P2 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	Leave at 15:15	
Year 9	P1	P2 10:00-10:15	Break 10:15-10:30	P2 10:30-11:15		P3	Lunch 12:20-12:50	P4 12:50-13:50	P5	Leave at 15:20	
Year 10	P1	P2 10:00-10:30	Break 10:30-10:45	P2 10:45-11:15		P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	P6	Leave at 16:00
Year 11	P1	P2 10:00-11:00			Break 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	P6	Leave at 16:05

## Tuesday, Wednesday, and Friday

	09:10-10:00	10:00-11:15			11:15-12:20	12:20-13:50		13:50-15:00		
	P1	P2 & Break			P3	P4 & Lunch		P5	Form time	
Year 7	P1	Break 10:00-10:15	P2 10:15-11:15		P3	Lunch 12:20-12:50	P4 12:50-13:50	P5	Leave at 15:10	
Year 8	P1	P2 10:00-10:45		Break 10:45-11:00	P2 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	Leave at 15:15
Year 9	P1	P2 10:00-10:15	Break 10:15-10:30	P2 10:30-11:15		P3	Lunch 12:20-12:50	P4 12:50-13:50	P5	Leave at 15:20
Year 10	P1	P2 10:00-10:30	Break 10:30-10:45	P2 10:45-11:15		P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	Leave at 15:25
Year 11	P1	P2 10:00-11:00			Break 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5	Leave at 15:30

## Thursday

	09:10-10:00	10:00-11:15			11:15-12:20	12:20-13:50		13:50-14:30		
	P1	P2 & Break			P3	P4 & Lunch		P5	Form time	
Year 7	P1	Break 10:00-10:15	P2 10:15-11:15			P3	Lunch 12:20-12:50	P4 12:50-13:50	P5 DEAR in form	Leave at 14:30
Year 8	P1	P2 10:00-10:45		Break 10:45-11:00	P2 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5 DEAR in form	Leave at 14:35
Year 9	P1	P2 10:00-10:15	Break 10:15-10:30	P2 10:30-11:15		P3	Lunch 12:20-12:50	P4 12:50-13:50	P5 DEAR in form	Leave at 14:40
Year 10	P1	P2 10:00-10:30		Break 10:30-10:45	P2 10:45-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5 13:50-15:00	Leave at 15:00
Year 11	P1	P2 10:00-11:00			Break 11:00-11:15	P3	P4 12:20-13:20	Lunch 13:20-13:50	P5 13:50-15:00	Leave at 15:05

### **Returning Loaned IT equipment**

If your child has borrowed one of the Academies digital devices over the lockdown period, we would ask that they bring this into school with them on their first day back in September. We will collate all devices and contact any parents or carers who have not returned these from the start of the second week of term.

### **Uniform from September**

Wearing the Academy uniform is an important part of being a City Academy Norwich student. Fundamentally it promotes our ethos of being ready to learn by reducing distractions and sharpening focus to school work. From September the Academy will be resuming our full expectations for uniform. Please see the Academy website for details: <https://www.cityacademynorwich.org/parents-students/uniform>

## Getting ready for September

Coronavirus hasn't gone away, a second peak of COVID-19 has not been ruled out, and today the Prime Minister and his team have outlined the next steps to maintain our safety nationally. We will remain responsive to local rises and be prepared for a temporary closure if requested by Norfolk County Council to ensure we avoid another national shutdown again. I personally look forward to returning and seeing all our young people in September and can equally say my team is eager to see everyone in September as well.

I would like to offer a few last thoughts before we move into the summer holidays. I think they are a great way of reminding ourselves of the lessons learnt over this time. Stay **'connected'**; **'be active'**; **'take notice'**; **'Learn'**; and **'Give'**.

Life will not entirely be back to normal in September and we will have to make some operational changes at the Academy to ensure the safety of all. Nevertheless, the pride in our community, positive mind-set and passion for high expectations and education for every child, same chance; will remain unchanged.

I wish you a happy, safe and restful summer and I look forward to seeing our students return in September.

Yours sincerely,



Mr P Collin  
Headteacher