

24 August 2020

**Re: Reopening of school from September for Year 7**

Dear Parents/Carers

I would like to take this opportunity to welcome you and your child to City Academy Norwich. As Headteacher of CAN for the last three years I am extremely proud of how far the Academy has moved forward as a school and place of learning. Although we have all been through extremely difficult and uncertain times over the last six months, I am confident and excited to welcome another group of young people into our CAN family.

When schools first closed, to all but children of key workers in March, we were all facing massive challenges and uncertainties. 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 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 from September.

I am writing to you to give you some guidance on your child returning in September. As you would expect there has been a number of changes which we have made due to government guidance and ensuring that we are a COVID secure school.

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, and 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 conformation of these amended dates and times for each year group.

**September 2020 revised start dates due to COVID-19 impact:** *(Highlighted sections for year 7 only)*

**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 you will see I highlight 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. Times for arrival on each day and for each year group are below.

The following diagram over the page outlines how each young person 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			

### **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 (*as above*), 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 outlined in the full day break down 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 early 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.

As a consequence of the current guidance, the Academy will not be providing hot food on site until further notice. 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 break downs of Mon-Fri. 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	
	PI	P2 & Break		P3	P4 & Lunch		P5	P6	Form time
Year 7	PI	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

## Tuesday, Wednesday, and Friday

	09:10-10:00	10:00-11:15		11:15-12:20	12:20-13:50		13:50-15:00	
	PI	P2 & Break		P3	P4 & Lunch		P5	Form time
Year 7	PI	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

## Thursday

	09:10-10:00	10:00-11:15		11:15-12:20	12:20-13:50		13:50-14:30	
	PI	P2 & Break		P3	P4 & Lunch		P5	Form time
Year 7	PI	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

## Uniform from September

Wearing the Academy uniform is an important part of being a City Academy Norwich student. Not only does it improve learning by reducing distraction and sharpening focus to school work, it also ensures that students don't have to worry about peer pressure when it comes to their clothes. 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 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 the 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.

In these unknown times I would like to offer a few last thoughts before we move into the next phased of welcoming everyone back to school. **'The best way to predict the future is to create it.'** *Dennis Gabour*

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, but 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 rest of your summer and I look forward to seeing our students return in September on the 7<sup>th</sup> at 8:20am for year 7.

Yours sincerely,



Mr P Collin  
Headteacher