

23.10.2020

Dear Parent/Carer,

We are entering the half term at the end of today (Friday 23rd of October). Over the course of this week we have been waiting to see if the government was going to echo the decisions made in Wales and Northern Ireland regarding lock down and schools. It appears, as of today, we are remaining for now at medium alert level, and therefore will be continuing to offer education to our young people as normal from next half term.

I wanted to update you on a number of key aspects of your child's learning and attendance to the Academy. Please can I ask that you take the time to review the following content, and if you have any questions relating to the information outlined below please feel free to contact the Academy on: office@cityacademynorwich.org

Can I please remind you that from the start of Term 2 all communications via the Academy will mainly be digital. This means that if you have not already done so, you should complete the sign up process to the school's coms app. Details of how to do this can be found on our website link below:

<https://www.cityacademynorwich.org/parents-students/school-comms>

Home learning \ Remote learning

We are pleased to announce that our revised Virtual Learning Academy platform is fully ready to launch and many students are already members of the online classrooms. This can be accessed via the following link and from Monday 02 November via the Academy website directly. <https://virtual.cityacademynorwich.org/home>

What will my child need to access their home learning?

Your child will need access to their own laptop with connection to the internet as google classroom is a web based platform. If you haven't already, and many of you have, we would like you to complete a survey about your current access at home to digital devices. This is important to help us build an overview of how best to support students and families within the Academy. **Digital device - Survey link here:** <https://forms.gle/LJCUWmhBzt6MIaddA>

Please note: If your child needs to self-isolate, and does not have access to a laptop, please contact the Academy, either by phone: **01603 452628** or email: office@cityacademynorwich.org

Student Wellbeing Survey

Students will be completing training on how to access home learning during the first week back after half term. They will also be completing a survey based around wellbeing – further details of this can be reviewed here: <https://www.cityacademynorwich.org/wp-content/uploads/2020/10/Schools-Health-Education-Survey-letter-to-parents.pdf>

Face coverings

A reminder that all staff, students and visitors are required to wear face coverings at the following times:

- when arriving in the morning until they reach their tutor base;
- when moving between lessons;
- when inside at break and lunchtime;
- when leaving the site at the end of the day until they exit the main academy gates.

As we move into the term 2, and with the current increase in the number of UK cases of COVID-19, we are concerned at the increasing number of students arriving at school without face coverings.

From Monday 02 November, students who arrive at the Academy without a mask, will incur a charge of 50p for disposable masks or £3 for reusable Academy branded cloth masks. These charges will be allocated to the child's parent \ carer schools coms app and will be payable directly via bank or card transfer.

If you have not yet signed up to School Gateway, our school communication app, please ensure you done by Monday 02 November as all our communications will be moving to this platform fully from this date. For information on how to access the app to download, please see: <https://www.cityacademynorwich.org/parents-students/school-comms>

The following link also demonstrates how you can make your own face mask at home:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

We are aware that some students will be exempt from wearing face coverings for medical reasons and recognise that not all disabilities are visible. If your child has a medical reason for not wearing a face covering and you have not already done so, please do make us aware, so that we can handle this sensitively.

Symptoms of COVID-19

Positive COVID -19 test over the half term holiday

Parents & carers will be aware that we had our first positive test result two weeks ago, isolated outside the main Academy building. In the event of a positive test we;

1. Speak to the Department for Education hotline immediately
2. Determine which students are required to isolate and for how many days.
3. Contact relevant parents & carers as soon as possible so that those children can go home.
4. Write to all parents & carers to notify them that a positive test has occurred.

As we approach half term it is also important that we are aware of the possibility of a positive test result for either students or staff **during the half term holiday**.

If your child tests positive during this break from school we would ask that you make sure to notify the Academy of the positive test result.

Depending on the first day of symptoms it may well be that, even though the result is in the holiday, the infectious period was in the school week leading up the half term.

In case of such an event we will still be required to go through the processes outlined above to ensure that any students who have been in close contact with someone who has tested positive only returns to school on the correct day. That day would be unlikely to be immediately after half term.

This communication can be completed in the following way:

1. Emailing: office@cityacademynorwich.org

In this communication please ensure you are clear to us.

- Your child's name and year group
- The first day that your child displayed symptoms
- The most convenient way for us to contact you.

Please be aware that these are NOT identified by PHE as COVID-19 symptoms, and that the three main symptoms of COVID-19 in children have been identified as being the same as those in adults, namely:

- a new, continuous cough
- a high temperature
- a loss of sense of taste or smell

If you suspect your child has COVID-19, you should notify the School, keep him/her away from school and arrange for them to be tested as soon as possible. Your child – as well as the rest of the household and anyone in your support bubble – should self-isolate until you receive the results.

Safeguarding & behaviour for learning

Our number one priority remains the safety and wellbeing of all our pupils. Our Safeguarding Team are fully active and will respond positively, professionally, and supportively in all cases.

Whether your child is coming into school, or working remotely from home, our aim is ensuring that they are kept safe and supported. We have therefore extended our safeguarding policy to include an addendum that details the steps we have taken to ensure that we have systems in place during this difficult period. Both the update to safeguarding and our behaviour for learning updates can be reviewed by following this link:

<https://virtual.cityacademynorwich.org/covid-19-policies>

We appreciate that these are uncertain times, and we thank you for your understanding as we first and foremost – and as always – put our children's education and wellbeing at the forefront of everything we do here at the Academy. I hope you and your family have a safe and restful half term. We look forward to welcoming all students back into the Academy on Monday 02 November with their usual staggered arrival times.

With best wishes,



Mr P Collin
Headteacher

Key Reminders and notes for Parents and Carers

Masks

Please can you ensure that your child has a facemask. Students cannot enter the Academy without a mask, and it is compulsory that every student has one, unless they are medically exempt. If they arrive without a mask, they will be given one and charged 50p for a disposable mask or £3 for a reusable mass. If this a repeated incident they will be asked to return home to get one, or you will be contacted to bring one in.



Communication

It is essential to sign up to the communication app School Gateway to receive key information from the Academy and letters from the Headteacher.

We are giving a strict deadline for this of Monday 02 November. After this time, if you haven't got the app, you will miss out on receiving key information.

Please note: that we need to have your correct phone number and email address to activate School Gateway. Details of how to sign up to the App or the desktop version can be found on our website: <https://www.cityacademynorwich.org/parents-students/school-comms>



Wet Weather

Please can you ensure that your child has a coat or broly on rainy days. Because of staggered entry in the morning, students are waiting outside and are likely to get wet. We do have a small supply of loan umbrellas for use whilst they are waiting, but not enough to accommodate every student.



PE Kit

Please ensure that your child is wearing the correct PE uniform, which is green Academy branded polo shirt, and either black shorts, plain black leggings or plain Black tracksuit bottoms. You can find confirmation of compulsory school uniform in the Student/Parent section of our website.



UCAN – Thursdays

Compulsory UCAN Thursday activities will start on Thursday 05 November for Year 7 and Year 8 students

Year 7 will attend UCAN from 14:30pm-15:30pm

Year 8 will attend UCAN from 14:35pm 15:35pm

Year 9 students can leave at 14:20pm / but if they wish to attend UCAN they will leave at 15:25pm

Year 10 finish at 15:00pm after completing Duke of Edinburgh

Year 11 finish at 15:05pm after completing Thursday intervention



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