

9 October 2020

Dear Parent/Carer

Firstly, I would like to say a huge 'Thank You' for your continued support over our initial first few weeks of re-opening our doors again to all our young people. As you might imagine there has been a few tweaks which we have needed to make, largely due to the rain and timings. However, both students, parents, and carers have been incredibly supportive and we really appreciate all the positive comments, emails and thank you messages over this time.

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 be digital. This means that, if you have not already done so, you should complete the sign up process to School Gateway, our schools comms 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 Google Classroom remote learning platform is fully ready to launch and many students are already members of the online classrooms. Many parents & carers will be aware that Google Classroom is our online platform which we used to provide access to our curricula and resources over the lock down period; should a student need to self-isolate in line with COVID-19 government guidance or the Academy needs to close fully or to partial year groups, this will be the provision we will use.

Google Classroom is also now going to be used for home learning (homework) to ensure that students are familiar with its use. If your child is in school, they will continue with their regular in-school work and should only complete home learning as and when it is set by their teachers. (Further details on how to access our google classroom resources can be found here: <https://www.cityacademynorwich.org/student-access/home-learning-support>)

A vital part of pupils' education is taking the initiative to support their learning at home through home learning. Home learning is an activity which pupils are asked to do outside school time, either on their own or with parents or carers. The expectation is that home learning will be set and needs to be completed if your child is asked, or needs to self-isolate and not showing symptoms.

The Purpose of Home learning:

The main reasons for setting home learning are:

- To give learners the opportunity to work on challenging activities to deepen concepts relevant to the curriculum.
- To give learners an extended opportunity to develop their organisational and time management skills, good study habits and self-discipline.
- To give learners the opportunity to investigate on their own.
- To involve parents & carers in the educational development of their child and enhance socialisation.

Role of Parents & Carers:

Parents/carers should understand the important role they have to play in helping their child complete homework to the best of their ability. They should provide a conducive safe environment for their child to undertake study and provide as much practical support where possible.

How is home learning set at CAN?

From Monday 2nd November 2020 we will be setting all home learning via Google classrooms. We have not set home learning within the first term back, to allow students to regain habits and routines in school. Full details of their timetables can be found on the school website on the following link:

<https://www.cityacademynorwich.org/education/home-learning-revision>

Your child will receive training in lessons on how to access their home learning and how to upload their work on completion.

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. We would like to offer you the opportunity to complete a survey about your current access at home to digital devices. This will help us build an overview of how best to support students and families within the academy. If your child does not have access to a laptop, and needs to self-isolate please contact the Academy directly via the main school phone: **01603 452628** or email: office@cityacademynorwich.org

Please complete Digital Device Survey link here: <https://forms.gle/LJCUWmhBzt6MIaddA>

With student attendance at 92% since the start of term and overwhelmingly positive support of our measures and approach from our brilliant school community, with your help we are meeting – and indeed exceeding – the requirements for the national guidance for safe opening of schools, whilst providing our usual excellent standards of education within these new parameters.

We had a visit from Ofsted, as part of the new inspections on schools and academies during COVID-19 pandemic, on Tuesday 29th September 2020 which confirmed our positive return to school, systems and approaches to the curriculum.

Face coverings

It has been uplifting to see how readily our decision to implement the wearing of face coverings by students and staff has been adopted, and I would like to thank you specifically for your support of this important measure. 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 new term, 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.

Whilst we have a limited supply of disposable masks for students not in possession of their own face covering, for environmental purposes, we are encouraging you to send your child to school with their own face covering. If students arrive without a mask from the start of Term 2, on Monday 2nd November, they will be asked to return home to get one, or you will be contacted to bring one in.



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

With the cold and flu season approaching, your child may develop symptoms such as a runny nose and/or sore throat. **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 them 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.

If a child shows symptoms of COVID-19 at school, we will ask them to return home and be tested as soon as possible.

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 these links:

<https://www.cityacademynorwich.org/wp-content/uploads/2020/04/CAN-COVID-Safeguarding-POLICY-addendum.pdf>

<https://www.cityacademynorwich.org/wp-content/uploads/2020/09/Addendum-to-School-Behaviour-Policy-due-to-Covid19.pdf>

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.

With best wishes,



Mr P Collin
Headteacher

Please see key Academy reminders on next page

Half term break

Monday 26th October – Friday 30th October

Masks

Please can you ensure that your child has a face mask. Students cannot enter the Academy without a mask, and it is compulsory that every student has one, unless they are medically exempt. From Monday 2nd November, if they arrive without a mask, they will be asked to return home to get one, or you will be contacted to bring one in.



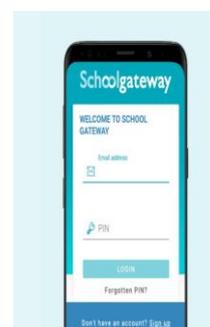
Communication

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 2nd November. After this time, if you haven't got the app, you will miss out on receiving key information.

Please note: you need to make sure that we have your correct mobile phone number and email address so you can 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 our child has a coat or broly on rainy days. Because of the staggered entry in the morning, students are waiting out and are likely to get wet. We 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 – Academy branded green polo short, and either black shorts, plain black leggings or plain black tracksuit bottoms. You can find confirmation of compulsory school uniform in the Parent section of our website.



UCAN – Thursdays

Our UCAN programme of activities starts in school on Thursday 5th November, and will run every Thursday in term time. It is compulsory for Year 7 and Year 8.

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

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

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

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

Year 11 finish at 15:05 after completing (Thur intervention)

