



1 March 2021

Dear Parent

### Full reopening of school

I am pleased to be able to share our plans for the reopening of school. I would like to take this opportunity to thank you for your support as we prepare for all students returning to what we hope is a permanent reopening. This letter contains important information so please take the time to read it carefully with your child.

As a school we are delighted to welcome all students back and we are confident in the adjustments that we have made as part of the reopening plans, maintaining most of the structures we had in place before the Christmas break. There are however, specific changes in relation to the wearing of face coverings and asymptomatic testing which will be covered in the content of this letter.

### Testing arrangements

The arrangements for asymptomatic testing were shared on the 25 February [here](#). For those parents who have given consent, please check that you are aware of the scheduled date and time of the first test. We ask all students to arrive during their allocated time slot and not before or after. Students do not need to wear school uniform whilst attending school for testing before Tuesday 9 March but they **must wear a face mask and sanitise hands on arriving on site through the student gate next to the Theatre.**

If your child displays any symptoms of Covid-19 then they should not come on site at any time. and you should seek medical advice. We have published the times for the testing to take place for year groups and there cannot be any flexibility on these times due the volume of tests needing to be undertaken in year group bubbles. Carlton Forum is now operating as a [community test centre](#) and you are welcome to take your child there between 8:00am and 6pm (Tuesday-Friday) should they not be able to attend the school test window. We ask that you only do this if it is impossible for your child to come to school at their allocated time.

### Learning provision from Wednesday 3 – Monday 8 March 2021

Pages 2 and 3 of the letter sent on 25 February, found [here](#), outlines the online learning provision during the period of mass testing. This is summarised as

- **Wednesday 3 March** - online lessons will happen periods 3-5 for Years 12 and 13, periods 4–5 for Years 10 and 11, periods 1-5 for Years 8 and 9 and periods 1-3 for Year 7.
- **Thursday 4 March** - online learning for all students all day.
- **Friday 5 March** - no live lessons at all. All work for this day will be set on Satchel:One for Years 7-11 and Post 16 teachers will direct students in advance. This day is being used to undertake mass staff testing and preparation for students returning to site.
- **Monday 8 March** - online lessons will happen periods 1, 4 and 5 for Year 10, periods 4 and 5 for Year 11, periods 1-5 for Years 8 and 9 and periods 1-3 for Year 7. Students in Years 12 and 13 will be taught in school as per their timetable and should arrive at the start of the school day.



## **9 March onwards**

We look forward to welcoming all students back to school on Tuesday 9 March at the normal start time for the year group. Students should go straight to their tutor room upon arrival. Timetables will continue as they were when we were last in the building. Due to operational changes please note that the majority of PE lessons will be outdoors and students should come prepared for this. We are very excited to be seeing the first ever lessons in our new food technology and textiles rooms which are now ready for use.

### **Face coverings (masks)**

In line with Government guidance, we will continue to ask all students to wear face coverings in the form of masks in all indoors settings which has now been extended to classrooms. This includes when walking in the corridors, queuing for dining, all classrooms and indoor social spaces. **Masks must be plain.** Students are expected to arrive with a face covering every day and will be asked to put them on when they come onto the school site. Students will not need to wear them when outside or during PE lessons or when eating or drinking in the dining spaces.

Everyone needs to ensure they follow the practice for safe wearing and removal of face coverings which requires the: cleaning hands before and after touching - including to remove or put them on and safe storage of them in individual sealable plastic bags between use. **Please ensure your child has a sealable plastic bag for them to place their face covering in between use.** We will continue to ensure there are plentiful stocks of sanitiser for students to use but parents may also want to provide their child with their own as an addition. Parents should also consider providing their child with a spare face covering to wear if their face covering becomes damp during the day.

There has been a change to guidance around face coverings and exemptions which have been shared with you on a [form](#) issued on Monday 1 March. We have asked parents whose children genuinely fall into one of the exemption categories to identify both the child and the reason for requesting exemption on the form which closes on Wednesday 3 March. We will respond to completed forms prior to the full reopening of school.

### **Uniform**

The Carlton Academy has very high expectations regarding school uniform and expect all students to be in full school uniform and fully equipped for learning. As stated in the letter sent last week our [uniform suppliers](#) are open for online orders and operating a full service. As ever, our rules around make-up, hair dye and piercings remain as they always have been and we ask that students do not come to school with visible make up, including nail varnish or false nails and that piercings are studs only to a maximum of one in each ear. We will challenge any breaches of our school uniform in the normal way and again thank you for your support with this.

### **Approach to learning and equipment**

Our expectations include students attending school every day, on time, fully equipped, in full school uniform (including PE kit), work hard and have a positive attitude to learning. Please note that we cannot provide shared equipment. To this end, I ask that you check your child has all of the essential equipment for learning, which is outlined on our website <http://www.theacademycarlton.org.uk/uniform-and-equipment>. Students should bring their exercise books to school as per their timetable and any work that has not be submitted electronically to hand into their class teacher.

### **Expectations**

During the last 8 weeks routines and ways of working have been very different. The reopening of our school sees a return to long established routines and expectations. We demand the highest of standards from all students in all areas. We will always challenge behaviour that is not at the level we expect and poor behaviour will be dealt with immediately. The expectation is that every student comes to school and works hard.

### **Attendance**

All students are expected to attend school every day. Please contact our Attendance team should you have any reason for absence, and they will speak to you.

### **Work for students not able to be in school**

Any students that are not able to attend school will be able to access lessons in line with what is being taught in the classroom via Student SharePoint. All students have been shown how to access this and a helpful video is found on our YouTube channel [here](#).

### **Break and lunch time arrangements**

The break and lunch time arrangements are also as they were before the Christmas holiday period. Students in Years 10 and 11 will purchase their lunch from the Old Gym whilst we carry out asymptomatic testing. We will continue to provide a break time offer for students in Years 9 and 10 as well. Sixth form students will have the option to purchase sandwiches from the dining room during period 3 should they wish to. They also have the option to go off site to purchase lunch. These arrangements will change from 16 March when we have completed testing and will see us using the Dance Studio and Theatre for catering as before Christmas including an enhanced offer.

### **Ofqual published guidance**

Ofqual have now published the guidance to all schools in relation to how grades will be awarded this summer. We will communicate the specific detail of this to those students that are affected directly by the end of this week. It is essential that all students, including those in Years 11 and 13 return to school with a very positive approach to learning. Staff will be working hard with students completing courses this summer to ensure that we have evidence of the very best work they are capable of completing to help ensure all students receive the best possible grades that they deserve this summer.

### **Parents coming onto school site**

Our arrangements for parents coming onto school site remain the same. For the moment no parents should come onto the school at any time unless it is to drop off or collect a student with accessibility issues who cannot meet you off site or for a prearranged appointment.

### **Opportunities Programme**

Our in-school opportunities programme will begin 15 March 2021. This year group based offer will be shared with students during tutor time next week and we encourage all students to get involved. Further details will also be made available on our website shortly. We want to encourage all students to take part in something, this is more important than ever before as we look ahead to a what we hope is a permanent opening of school.

### **Communication**

Please keep up to date with our school website for dates and information about forthcoming events. If you have any questions or queries, please contact us at the school via phone or email at [office@theacademycarlton.org](mailto:office@theacademycarlton.org)

We look forward to welcoming all students back to school next week.

Thank you for your ongoing support.

Yours sincerely

Ms Egwuma  
Head of School