



July 2020

Dear Parent

Reopening of The Carlton Academy for all staff and students, September 2020

As you are aware, Government guidance is that schools will reopen from September. We have been working extremely hard over the last few weeks in anticipation of the full re-opening of school and I am delighted to tell you that The Carlton Academy has now completed planning to welcome students and staff in all year groups safely back to school.

This has been a complex and challenging time for us all and, as I am sure you can imagine, there have been many aspects of school life to consider. When we return in September, there will need to be some significant changes to how we operate, some of which may offer us opportunities and others that will restrict us but for good reason.

Year 7 start of term arrangements

Year 7 will start at The Carlton Academy on **Wednesday 2 September** and will have a full induction day where they are the only year group in school. Attendance is compulsory for all students as per government guidelines. Due to the requirement to have staggered starts to the school day to allow for social distancing, we have set specific arrival and departure times for year groups, along with specific routes that students will need to use to get in and out of the school site. This is shown below for Year 7, staff will be on hand each day to help direct students.

Year	First day of term	Arrival time and route	Departure time and route
7	Wednesday 2 September Year 7 Induction Day	8:30-8:40 via Main Student Entrance Gate (not main drive)	3:00pm via Main Student Entrance Gate (not main drive)

On arrival, students will be met by staff and taken to their tutor rooms. They will then undertake a days induction, including having an assembly with their Head of House and the leadership team.

I have detailed below some of the **key** structures that we have had to put in place:

- On arrival, all students will be required to sanitise hands as they will do at regular intervals during the school day. Students are welcome to bring their own hand sanitiser to school to use as well as that which we will provide
- Tutor time will move to the start or end of the day to enable us to manage movement of students around the site



In relation to the day to day running of school, the following steps have had to be taken in accordance with the guidelines we have to follow:

- Students will work in whole year group bubbles and will not come into contact with students from other year groups at any time
- Classrooms will be designated into 'year group zones', minimising the mixing of different year group bubbles
- Vertical tutor groups will be temporarily replaced by pastoral year groups for each year – students will be in a same age tutor group with students from the same House and will remain firmly linked to their House and pastoral team as normal. The tutor programme, DRIVE and PSHE programmes will be delivered in tutor time and assemblies will be done as live streamed events in classrooms for each House until further notice
- There will be a lunchtime food offer for all students, making use of the Dining Room and the Theatre, which has been rearranged into a dining space. The food offer will be broadly similar to normal with some slight adjustments depending on which space each year group is using. Students will eat in year groups and those who bring sandwiches will remain with their peers. In the event of wet weather, students will go to their classroom areas at social times as year groups cannot mix at any time
- Water fountains will remain turned off. **It is essential that all students bring their own water to school to drink during the day as we cannot allow students to leave rooms to get drinks**
- Students will be able to access the cash machines to insert money for lunches at very specific times, however we ask that you make **every effort possible** to make payments online to avoid the need for using the machines in school
- Students will have their normal timetable of lessons with their specialist teachers – there will be some changes to some practical lessons such as D&T, PE and music where regulations mean that not all normal practical activities can take place for the time being, Further information will be shared with students in September - students do not need to bring PE kit into school for the first day of school

Expectations and Ethos

We have managed to run school safely for limited numbers since March with very tight processes in place. The arrival of the rest of the school is hugely welcomed. It is essential that all students appreciate the seriousness of the situation and the need for complete compliance of rules at all times, and even more so with the new systems in place. I ask that you discuss this with your child and their role in supporting their school, their peers, staff and community in demonstrating outstanding behaviour. We have the same expectations as ever in relation to school uniform and equipment. Any students who do not meet these expectations will be dealt with quickly in order to support the safe running of school. Please ensure you have all school uniform and equipment well in advance of the new term, further information is available on our website and was sent to you in June. The full equipment list is found on our website at <http://www.theacademycarlton.org.uk/uniform-and-equipment>

Year 7 Parent Meetings

We want to give all parents of children joining us in Year 7 a chance to meet with some key staff. We cannot hold the normal 'Meet the Tutor' event as your child will likely not be with their 'normal' tutor at the start of term. However, we have organised the following dates and times for you to come and meet with Mr Pierpoint or Ms Egwuma, your Head of House and leadership team Link for an important briefing about our school. These are being held at the following times and **replace the previous dates that you were sent in June**. Please attend the event for your child's House only and pick which of the times work best for you on that night, **there is no requirement to let us know or book a space at your chosen time**. These events will be held in the Theatre which is the building to the left of the main school building if looking at the entrance. We will be organising a formal meet the tutor event with you when we can move students back to their vertical (mixed age) tutor group.

House	Hollinsclough	Cavendish	Grove	Carnarvon	Hutchinson
Day and Date	7 September	8 September	9 September	10 September	11 September
Session 1	5:00-5:30 – Theatre - one adult per family only no students				
Session 2	6:30-7:00 – Theatre - one adult per family only no students				

Finally

As you would expect, huge consideration has been given to how we can best help our students on return to school. I am confident that the adjustments we have made, ensuring students are not disadvantaged academically through not being in school, aligned to the support they will all receive following an unprecedented period of absence, will help everyone to achieve a successful return. I can assure you that the whole staff team will be focused on the 'whole child' as we all re-adjust back into school life.

In September, we will email you weekly with updates. It is our clear intention to return to 'normal'; as soon as we can, including launching our extensive Opportunities Programme and Inter House events along with the outstanding academic offer. However, for now we need to ensure we get students back into school safely and give them, you, our staff and the wider community the confidence that we are delivering an outstanding service in the most unrepresented of times.

You will find enclosed a document pack that we ask you to complete and return with your child on **the first day of term**. This includes consent forms and a data capture to ensure we have the correct contact details for you, we communicate mainly via email and text message and urge you to provide us with an email address wherever possible for all parents. We remind those students joining us from the City Council Borough to apply to the County Council for Free School Meal entitlement because this does not transfer automatically.

Many thanks for your on-going support.

Yours sincerely



Richard Pierpoint
Executive Head



The Carlton
Academy

Equipment for Learning

At The Carlton Academy, we believe that being prepared is a vital part of achieving academic success. We do not provide an exhaustive list of equipment, however we do provide the following guidance on what is **essential**.

Essential

School bag – large enough for A4 folder
Pencil case, Highlighter pens, calculator
Maths geometry kit: protractor, compass, set square.
Black or blue ink pens (biro or handwriting pen)
Red pen – for responding to marking
Pencil(s), eraser & sharpener
Coloured pencils or felts, Ruler
PE kit
Equipment for practical lessons when needed, e.g. cooking
Refillable water bottle (or similar) for drinking water