



July 2021

Dear Parent/Carer,

As we approach the end of a very busy school year, I wanted to write to all parents to help prepare you for the year ahead. It has been widely reported that this has been one of the most challenging times schools have faced in recent history. However, it has not felt like that here at the Academy and your support has allowed us to get on with our job of providing an outstanding education in the best way that we can. Thank you for your unwavering support this year. It has made real difference to the Academy and the Students. I also wish to extend my thanks to the incredible staff at ASFA who have worked tirelessly this academic year to ensure your children are safe and well educated.

We have received guidance from the government about the return to the Academy in September. We are planning to return in a similar way as we did last year, building in time for COVID testing. We will be keeping the control measures we have had this year including increased hand hygiene and increased ventilation. To ensure students safely return, we have decided to use the following plan for the start of term:

Wednesday 1 st September	Staff Training Day	All students at Home
Thursday 2 nd September	Staff Training Day	All students at Home
Friday 3 rd September	Year 7 & 11 Transition day	Year 8, 9 & 10 at home
Monday 6 th September	COVID Testing and Transition	All year groups in at staggered times
Friday 10 th September	COVID Testing	All year groups in as normal

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The Academy of St Francis of Assisi
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Day by Day Plan

	Monday 30 st August	Tuesday 31 st August	Wednesday 1 st September	Thursday 2 nd September	Friday 3 rd September	Monday 6 th September	Tuesday 7 th September
Year 7	Summer Holidays: Academy closed	Summer Holidays: Academy closed	Staff Inset Day: Academy closed to children	Staff Inset Day: Academy closed to children	In School: School day starts at 08:40 finishes at 13:00	In School: School day starts at 08:40 finishes at 14:45	In School: School day starts at 08:40 finishes at 14:45
Year 8	Summer Holidays: Academy closed	Summer Holidays: Academy closed	Staff Inset Day: Academy closed to children	Staff Inset Day: Academy closed to children	Working at home: students should complete Transition work on Teams	In School: School day starts at 09:40 finishes at 14:50	In School: School day starts at 08:40 finishes at 14:50
Year 9	Summer Holidays: Academy closed	Summer Holidays: Academy closed	Staff Inset Day: Academy closed to children	Staff Inset Day: Academy closed to children	Working at home: students should complete Transition work on Teams	In School: School day starts at 10:10 finishes at 14:50	In School: School day starts at 08:40 finishes at 14:50
Year 10	Summer Holidays: Academy closed	Summer Holidays: Academy closed	Staff Inset Day: Academy closed to children	Staff Inset Day: Academy closed to children	Working at home: students should complete Transition work on Teams	In School: School day starts at 10:10 finishes at 14:50	In School: School day starts at 08:40 finishes at 14:50
Year 11	Summer Holidays: Academy closed	Summer Holidays: Academy closed	Staff Inset Day: Academy closed to children	Staff Inset Day: Academy closed to children	In School: School day starts at 09:40 finishes at 13:30	In School: School day starts at 09:40 finishes at 15:50	In School: School day starts at 09:40 finishes at 15:50

Please note: Year 7 will finish at 14:45 until Friday 10th September.

From Monday 13th September, Year 7 will finish at 14:50.

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Year 11 Start and Finish Times

This year, students in Years 7-10 have started school at 08:40, with the Academy being open from 8am for a free breakfast. We also introduced a new school day for year 11 to ensure we could protect Year 11 students from being impacted by COVID cases further down the academy. This has worked incredibly well, with lots of positive feedback from staff and students. As there is still a potential risk of students having to isolate in September, we are looking to continue with Year 11 having a later start and finish to the school day.

From Monday 6th September 2021, **Year 11** students will return to school for a **09:40am start and 15:50pm finish each day. The academy will be open from 09:15 for year 11 students and they are expected to be on site by 09:38.** We will continually review this as we progress through the year.

The Academy Day

Year 7-10	
08:00-08:38	Arrive
08:38	Line Up and Standards Check
08:40-09:40	Lesson 1
09:40-10:00	Growth Programme
10:00-11:00	Lesson 2
11:00-11:15	Break
11:15 - 12:15	Lesson 3
12:15 - 13:15	lesson 4
13:15 - 13:45	Lunch
13:45 - 14:45	Lesson 5
14:45 - 14:50	Line Up/Head of Year Notices
14:50	Dismissal
14:50-15:00	Restorative Practice

Year 11	
09:15-09:38	Arrive
09:38	Line Up and Standards Check
09:40-10:00	Growth Programme
10:00-11:00	Lesson 1
11:00 - 12:00	Lesson 2
12:00 - 12:15	Break
12:15-13:15	Lesson 3
13:15-14:15	Lesson 4
14:15-14:45	Lunch
14:45 -15:45	Lesson 5
15:45- 15:50	Line Up/Head of Year Notices
15:50	Dismissal
15:50-16:00	Restorative Practice

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Attendance

As a City we have been disproportionately hit with the impacts of the pandemic and this has resulted in many students missing numerous days of school this year. As we move out of the pandemic and back to some form of normality, it is vital that attendance to school is a key priority for all students next year. The Government have made it very clear in their guidance that it is the parent's/carer's responsibility to ensure their child attends school every day. The Government has also been very clear that all normal systems for monitoring attendance will continue in September. Over the past 4 years attendance has improved at our Academy and we want to ensure that we continue with that positive trend.

COVID Guidelines in September

As you will be aware the government have made the following changes to the COVID guidance;

- Students and staff will no longer need to isolate if they are a contact of someone who tests positive for COVID-19
- The Academy will no longer run track and trace; this will be run by NHS track and trace. Parent must report positive cases to NHS track and trace in the first instance
- Masks will not need to be worn at the Academy

Students will still be expected to isolate and take a PCR test if they have COVID-19 symptoms and we will be conducting 2 tests for children who consent to testing in September. This first test will take place on the students first day back at the Academy, the second test will be on Friday 10th September. We will use the current consent that you have provided. If you would like to add your consent for testing, please contact the Academy. I would also like to add that that the guidance does state that if there is an outbreak in a school we could move back to a situation where close contacts may need to isolate and masks may need to be worn again. I will inform you immediately if this situation arises.

Drop Off and Pick Up

As always, the road outside school can become busy at the start and end of the school day. If you are dropping your child off by car, please arrange to do so away from the school entrance, perhaps at a location close to Newsham Park. It has always been wonderful to see so many parents/carers collect their children. If you wish to collect your child, I would suggest that you arrange to meet them in one of the two parks outside of the Academy.

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There is plenty of room for students to chain their bike up at school, which is left at their own risk. I have also been asked to remind parents that students should not be travelling to school on an E-Scooter, students will not be allowed to store E-scooters on the school site.

Uniform

Last year we clarified our uniform policy and made our expectations explicit. These are detailed in the Uniform, Equipment and Personal Appearance Policy, which is contained on the website. Students are expected to return in their full uniform in September.

Equipment

All children must come to school equipped with the stationery detailed in the Uniform, Equipment and Personal Appearance Policy. We will have a stationery shop for any students who do not come to school with the relevant equipment. If your child attends without the required stationery, pencil case or bag, they will be issued with consequences in accordance with the behaviour policy.

PE

This year students attended the Academy wearing their PE Kit on the days that they have PE on their timetable. We brought this in to reduce any potential spread of infection in the changing rooms. We have found that students arriving in PE kit has really maximised learning time in PE lessons, for this reason we are going to continue to allow students to attend the Academy on their PE in September. As a response to student feedback we have also added Academy leggings, which can be purchased from Lisa's School Wear shop from 14th July. The Academy PE kit students wear must adhere to the rules clearly detailed in the attached Uniform, Equipment and Personal Appearance Policy. Failure to wear the correct PE kit / footwear will result in the application of consequences detailed in the enclosed policy.

Reports

Next week we will be sending out your child's end of year report. This report will give you an overview of the progress made this year. The report will look slightly different this year, this is to account for the time that has been missed from the school closure in January. There will be guidance accompanying the report to explain this further.

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Cashless catering

From September students who pay for their school dinner will no longer be able to top up their account with cash in the Academy. We are moving to fully cashless system, this means parents/carers will need to top up a student's account via ParentPay. More information can be found on: <https://www.parentpay.com>

Final Note

As often happens at the end of a term, we have some staff who are leaving us for pastures new. We are sad to see Mrs St. John, Ms Avery and Mr Austin leaving us, all staff have been instrumental in helping us create the amazing learning culture that we see at the Academy today. I know you will join me in wishing them both the best of luck in their next steps.

We are delighted to welcome a number of new staff; Mr O'Doherty (Deputy Head), Mr Carter (RE teacher), Miss Gallagher (English teacher), Miss Johnstone (Science teacher), Miss Nathan (MFL teacher), Miss Provan (PE teacher), Miss Scaling (RE teacher), Mrs Warrior (SENCo KS4), Miss Williams (English teacher).

I hope you have a wonderful summer and the sun continues to shine for us all during the break. I look forward to seeing our students back with us in September.

Thank you



Kevin Maddocks
Headteacher

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