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**CAISTER
ACADEMY**
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Wednesday 19 July 2023

Dear Parent

End of Academic Year Update – July 2023

Thanks to the ambition of students, the hard work of staff, and the ongoing support of parents and the community, it has been another successful year for Caister Academy. We have seen records set across a broad range of areas, including academic success, opportunities taken through enrichment and student contribution to the community.

To ensure a continued positive trajectory in September, I am writing to provide a roundup of the updates that have been communicated to students over the final weeks of term. As always, please do not hesitate to contact the academy if there are any queries, or further information is required.

Return to School Dates

Following the positive impact of a staggered return over the last three years, we will be continuing with this in September. This means students' first day will be as follows:

- Tuesday 5 September – Year 7 and Senior Year
- Wednesday 6 September – Years 8, 9 and 10

Students should arrive by 8.35am, in full school uniform and fully equipped (although students will not require physical education kit on their first day). Staff will be on hand to direct any students who are unsure of the location of their form room. Breakfast will be available for all students from 8.00am in the dining hall.

Structure of the Academy Day

We have been trialling a one lunch and earlier break structure over the last fortnight. Following clear feedback from staff and students on these changes, we have decided to keep the one lunch structure for September but have it at the later time of 1.20pm, with break at 11.00am. Please find the updated structure of the school day enclosed.

Form Tutors, Form Rooms and Heads of Year

For consistency, form tutors will continue with their current form group as they move up through the school. Where this has not been possible, we have assigned new tutors from the talented colleagues joining us.

Form tutors will continue to be your and your child's first point of contact for any queries you or they may have. With this in mind, a full list of tutors and rooms has been enclosed at the end of this letter.

A reminder that as students move up a year group, some will transition to a new Head and Assistant Head of Year. These pastoral colleagues are also shown on the enclosed tutor list.

Uniform, Jewellery and Equipment Expectations

For September, our uniform and jewellery expectations remain the same, but there have been some minor updates to our equipment list. Please find attached the full guidance covering uniform, jewellery and equipment expectations. Thank you in advance for your support in ensuring students arrive for their first day in September fully prepared.

Any orders placed with Screens over the summer, can be collected free of charge from Caister Academy between 11.00am and 2.00pm on Wednesday 23 and Thursday 24 August, or in person from their store at any time. Appointments to try on uniform at Screens, should be booked in advance, and can be done so at www.screensschoolwear.co.uk.

Screens have extended their 28 days return policy over the summer, to allow for any potential growth spurts.

Arbor In-App Messaging

As you will be aware, Caister Academy moved to the Arbor management information system in September 2022. We are now ready to move to the next stage of our Arbor development, which is an in-app messaging service. From Monday 18 September, all text communication to parents will be made via Arbor In-App messaging, rather than SMS.

For this transition, we are asking parents to download the Arbor App and familiarise themselves with its functions. Please find attached a 'How to get started guide' to support this process.

We will write again at the beginning of September to confirm this change, and to provide support to any parents who have not been able to access the app.

Accurate Student Information

A reminder that, if your details have changed during the last academic year, such as contact number, address or medical information for your child, please update these via Arbor.

If your employment or financial situation has changed, your child may now be eligible for free school meals. To see if you qualify and to apply for free school meals, please use the following link to view Norfolk County Council guidance [NCC Free School Meals](#).

Dates for the Diary

A full list of dates for the 2023-24 academic year will be published in September. In the meantime, please find the dates of early upcoming events below:

- Thursday 14 September - Senior Year Raising Achievement Evening
- Thursday 19 October - Tutor Evening (all years)
- Friday 20 October – Tutor Day (all years)

Staff Leavers

As is normal at this time of year, we are saying goodbye and wishing the best for the future to some colleagues today. I am sure you will join me in wishing the best to the following colleagues who are taking up fresh challenges elsewhere:

- Jane Poskitt – Cleaner
- Charlotte Middleton – Raising Achievement Mentor for Literacy
- David Woollard-Kingston – Teacher of Business and Computing
- Amy Vanner-Reilly – Teacher of English
- Angie Fuery – Teaching Assistant for Science
- James Read – Assistant Principal for Assessment & Curriculum

I am delighted that we have recruited strong replacements for all vacancies, and will share a full staff update in September, including colleagues taking up new positions within the school.

End of Term/Thank You – BDR

It has been a busy but productive end to term, with events ranging from; Year 6 Transition Week, to the Senior Year Ball, to summer musical performances of *Oliver!*, to our first ever Colour Run, and ending with our now traditional celebration assemblies. Students have consistently shone – through their support for each other, performances within their chosen fields, and continued diligence in the classroom. In addition, I would like to thank parents for your continued support, whether that's been through attending events, writing in with kind words for staff, or simply consistently ensuring that your child is fully prepared for learning every day.

With your continued support, we are looking forward to the academic year ahead. Until then, from all the staff at Caister Academy, we hope you enjoy a wonderful summer holiday.

Yours faithfully



Mr Ben Driver
Principal

Enclosed:

- Structure of the Academy Day
- Form Tutors, Form Rooms and Heads of Year – September 2023

Attached:

- Uniform, Jewellery and Equipment Guidance 2023-2024
- Arbor Parent Portal and App – 'How to get started'

Structure of the Academy Day – September 2023

Time	Session
8.00am	Breakfast
8.40am	Form Time
9.00am	Period 1
10.00am	Period 2
11.00am	Break
11.20am	Period 3
12.20pm	Period 4
1.20pm	Lunch <i>Sittings: 1.20pm – SY & Y10, 1.28pm – Y9 & Y8, 1.35pm - Y7</i>
2.00pm	Period 5
3.00pm	Break
3.10pm	Electives

To ensure lessons start promptly a warning bell is rung five minutes before Form Time, Period 3 and Period 5.

The lunch sitting that year groups attend is subject to change, based upon cohort size and time of the year. During examinations, lunchtime for some students may be earlier in the day.

Before and after school:

- Breakfast is available in the dining hall every day from 8.00am to 8.30am.
- Students must be on site by **8.35am**.
- Electives – offering a range of clubs and quiet study spaces – are available every day until at least 4.00pm. Further details can be found on the annual enrichment schedule. There is an expectation that students in Years 7 to 10 attend at least one elective a week. Students in Senior Year attend electives in line with their personalised revision and intervention schedule. Light refreshments are available at 3.00pm for all elective attendees.

Form Tutors and Rooms – September 2023

Year 7			
Old Form	New Form	Form Tutor	Classroom
-	7AMC	Mr McMillan, Head of Physical Education	English 6
-	7DMI	Miss Mileham, Teacher of Science	Science 3
	7NCU	Mrs Curston, Head of Performing Arts	Science 1
-	7NHA	Mr Wright, Teacher of Business & Computing	Computing
-	7RHA	Mr Harmer, Teacher of English	English 2
AHoY – Miss Newbury		HoY – Mrs Baldwin	SLT Link – Mrs King

Year 8			
Old Form	New Form	Form Tutor	Classroom
7ATH	8ATH	Mr Thomas-Ower, Teacher of Religious Studies	Religious Studies
7DRU	8DRU	Mr Ruiz Barbuda, Teacher of Mathematics	Mathematics 4
7GAB	8GAB	Mrs Abel, Teacher of Catering	Catering
7LAM	8LAM	Mr Ames, Teacher of English and Performing Arts	English 5
7VBE	8VBE	Mrs Benton, Teacher of Mathematics	Mathematics 3
AHoY – Miss Gayson		HoY – Mr Fisher	SLT Link – Mrs Ford

Year 9			
Old Form	New Form	Form Tutor	Classroom
8BAT	9BAT	Miss Atkinson, Course Leader for Art & Photography	Art
8CBL	9CBL	Mr Blackburn, Teacher of Geography	Geography 1
8SBE	9SBE	Ms Beitler, Teacher of English	English 4
8SMA	9SMA	Miss Mallett, Teacher of History and Literacy Coordinator	History 2
8SWA	9SWA	Mr Warner, Teacher of Science	Science 2
AHoY – Miss Gayson		HoY – Mr Fisher	SLT Link – Mrs Ford

Year 10			
Old Form	New Form	Form Tutor	Classroom
9MMA	10MMA	Miss Mason, Head of Technology	Engineering 2
9PCU	10PCU	Miss Cushion, Teacher of Art	General 1
9RRE	10RRE	Ms Read, Teacher of English and Looked After Children & Young Carers Coordinator	English 3
9VSA	10VSA	Miss Sanchez, Teacher of Modern Foreign Languages	Languages 2
9ZJA	10ZJA	Miss Jackman, Teacher of Physical Education	Physical Education 2
AHoY – Miss Gorman		HoY – Mr Osben	DoY & SLT Link – Miss Sharpe

Senior Year			
Old Form	New Form	Form Tutor	Classroom
10SAL	11ALU	Mrs Lumley, Teacher of Science and High Prior Attaining Students Coordinator	Science 6
10DMC	11DMC	Mrs McMillan, Head of History	History 1
10IBI	11IBI	Miss Bird, Teacher of Mathematics	Mathematics 2
10DWO	11NBA	Mr Barker, Lead Practitioner	Mathematics 5
10RWD	11RWD	Mrs Wood, Head of Modern Foreign Languages	Languages 1
10SBU	11SBU	Mrs Butcher, Teacher of Mathematics	Mathematics 6
AHoY – Miss Gorman		HoY – Mr Osben	DoY & SLT Link – Miss Sharpe