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Friday 23 July 2021

Dear Parent

September 2021 - Update 1

Following our letter of 8 July, I am writing to update you on our plans so far for welcoming students back in September. I will follow this with another letter in mid-August, to confirm arrangements and provide finer detail on any points you may have questions on.

Rationale

Earlier this month the Department for Education published updated guidance for keeping students safe in educational settings. This guidance removes the need for many of the adaptations we have made this year. Therefore, we have been reviewing the measures in place this year, and considering any further improvements we can make to our overall provision, in order to plan the best route for September.

Year Group Bubbles

Year group bubbles are no longer a requirement under the updated guidance.

Furthermore, there is work taking place over the summer which will open up some corridors and allow for smoother movement between different areas of the school, meaning we will be able to implement one-way systems. It is also significantly easier for teachers to provide high quality lessons when teaching from a fixed location. **For these reasons, students will return to moving around the school, attending lessons in their subject teacher's classroom.**

Structure of the Academy Day

There is no longer a requirement for us to separate year groups as they enter and leave the school site. We are therefore moving back to the structure of the school day that was originally intended when I wrote my introductory letter to you a year ago. A copy of that structure is enclosed.

This structure brings the start and end of the school day and breaktime in line for all students. Lunch will remain split as this was our original intention, the rationale for which I have copied from my letter of 2 July 2020:

'Lunchtime

We are fortunate that our site lends itself to an easy separation of learning and social areas. Due to this, we are going to split lunch into two sittings, at 12.20pm and 1.20pm. This is a common practice in schools where dining spaces are relatively small. The benefits should include shorter queuing times and greater access to social and study spaces. I am hopeful that with this change, more students will take the opportunity to enjoy a hot meal at lunchtime.'

Students will be able to enter and leave the school site through either gate. In addition, those travelling to school by bicycle may use either gate, securing their bicycle along the West Gate fence, or the covered bicycle area by the Main Gate.

All students must be on site by 8.35am and in their form rooms by 8.40am. Students may leave from 3.00pm, although it is hoped that the majority will stay until 4.00pm to take advantage of the broad range of after school activities and homework clubs available.

Return to School Dates

We have been asked to run lateral flow testing (LFT) for all students (subject to consent) as they return. Similar to the process we applied in March, we are therefore staggering students' return in the following way:

Date / Year Group	Year 7	Year 8	Year 9	Year 10	Year 11
Tuesday 31 August	LFT 1	Holiday	Holiday	LFT 1	LFT 1
Wednesday 1 September	Holiday	LFT 1	LFT 1	Holiday	Holiday
Thursday 2 September	Holiday	Holiday	Holiday	Holiday	Holiday
Friday 3 September	Holiday	Holiday	Holiday	Holiday	LFT 2
Monday 6 September	LFT 2	Holiday	Holiday	LFT 2	Return
Tuesday 7 September	Return	LFT 2	LFT 2	Return	
Wednesday 8 September		Return	Return		

We will share further details on how to update your consent for lateral flow tests and the exact times to attend on each day nearer the time. On the LFT 1 and LFT 2 days students will not be required to wear uniform, and will attend just to complete their test.

As shown in the table, following testing, students will return to school as normal for 8.40am on the following days:

- Monday 6 September – Year 11
- Tuesday 7 September – Year 7 and Year 10
- Wednesday 8 September – Year 8 and Year 9

Transport to and from School

We continue to advise students to walk or cycle to school. For those still travelling by car, please note that the vehicular entrance at the main gate will continue to be closed during start and finish times. There will be no drop off or pick up on site, unless by prior arrangement for specific circumstances.

New Staff

We are saying goodbye and wishing the best for the future to a number of colleagues today. With this in mind, I am delighted to confirm that we have secured strong appointments to all the vacancies these changes have created. In addition, we have also appointed to some new roles that will further complement our provision.

I am sure you will want to join me in welcoming our new colleagues to the Caister community. For your information, a full list of staff starters and leavers from recent months is enclosed, along with an updated list of senior, curriculum and pastoral leaders for September 2021.

Structure of the Academy Day

Time	Session	
	First Lunch <i>Years 7 and 9</i>	Second Lunch <i>Years 8, 10 and 11</i>
8.00am	<i>Breakfast</i>	
8.40am	Form Time	
9.00am	Period 1	
10.00am	Period 2	
11.00am	Break	
11.20am	Period 3	
12.20pm	Lunch	Period 4
1.00pm	Period 4	
1.20pm		
2.00pm	Period 5	
3.00pm	<i>Period 6 / After school clubs</i>	

To ensure lessons start promptly a warning bell is rung five minutes before Form Time and the end of break and lunch.

The lunch sitting that year groups attend is subject to change, based upon cohort size and time of the year. For example, during examination periods the relevant year group will normally attend First Lunch.

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**.
- After school clubs, activities and quiet study spaces are available every day until at least 4.00pm. Further details can be found on the termly published enrichment schedule.

Staff Starters and Leavers – September 2021

Staff Starters – September 2021

- Rebecca Atkinson – Teacher of Art
- Helen Hyde – Teacher of Catering (in post)
- Philippa Everett – Teacher of Drama (maternity for Natalie Curston) (in post)
- Sequoia Mallett – Teacher of History
- Josephine Lee – Director of Mathematics
- Chloe Beitler – Teacher of Mathematics
- Nicholas Barker – Teacher of Mathematics
- Stuart Warner – Teacher of Science
- Charlotte Emmett – Senior Head of Inclusion
- Dean Fisher – Head of Year (new Year 9)
- Victoria Sharman – Attendance & Data Administrator
- Jenny Yuan – Cleaner
- Elizabeth Salmon – Cleaner (already in post)
- Matthew Russen – Finance Officer (maternity for Sian Starkey) (already in post)

Internal Appointments – September 2021

- Sarah Sharpe – Head of Performing Arts (maternity for Natalie Curston)
- Angie Lumley – Teacher of Science
- Adam Frost – Assistant SENDCo (new role)
- Amy Vanner – E-Safety Coordinator (new role)
- Amanda Reeder – Librarian
- Ellena Hallybone – Duke of Edinburgh and Combined Cadet Force Coordinator (new role)
- Kim Firth – Safeguarding Officer (new role)
- Amanda Barnes – SEND Administrator (new role)

Staff Leavers – April to August 2021

- Camilla Campbell – Teacher of Art
- Wendy Jackson – Teacher of Catering
- Kevin Storey – Head of Mathematics
- Nicole Lazarov – Teacher of Modern Foreign Languages
- Chris Weight – Director of Staff Development
- Sarah Arnold – Librarian
- Maria Farrugia – Higher Level Teaching Assistant
- Brian Marquis – Teaching Assistant and Teacher of Motor Vehicle Maintenance
- Victoria Jacobs – Teaching Assistant
- Lee Dargan – Head of Year

Senior, Curriculum and Pastoral Leaders

Senior Leadership Team

Principal	Mr B Driver
Vice Principal (DSL)	Miss H Seath
Assistant Principal, Engagement (SENDCo)	Mrs E Preston
Assistant Principal, Operations	Mrs L King
Assistant Principal, Assessment & Curriculum	Mr J Read
Assistant Principal, Teaching & Learning	Mrs E Ingham
Director of Learning	Mrs R Ford

Curriculum Leaders

Head of English	Miss G Soanes
Director of Mathematics	Miss J Lee
Head of Science	Mr M Foster
Head of Geography	Mr K Cromwell
Head of History	Mrs D McMillan
Head of Modern Foreign Languages	Mrs R Wood
Director of Creative Arts & Technology	Mr M Thompson
Head of Performing Arts	Miss S Sharpe
Head of Physical Education	Mr A McMillan
Assistant SENDCo	Mr A Frost

Pastoral Leaders

Senior Head of Year and Head of Year 7	Ms A Baldwin
Head of Year 8	Mr T Osben
Head of Year 9	Mr D Fisher
Head of Year 10	Ms J Sayer
Head of Year 11	Ms A Vanner
Senior Head of Inclusion	Mrs C Emmett
Attendance & Welfare Officer (Deputy DSL)	Mrs C Neave
Safeguarding Officer (Senior Deputy DSL)	Mrs K Firth