

November 2023

Parent/Carer Update

Dear Parent/Carer,

I would like to personally thank all parents/carers for their support so far this term. I want to take this opportunity to provide you with some important updates as we approach the Christmas break to ensure you are kept informed.

Holiday

Please note: As per the school calendar on the website, the Academy will be closed on Friday 24 November 2023 as a school holiday. The last day of term is Friday 22 December 2023, where brunch will be served so that students can participate in planned Christmas activities.

Coats

We have a lot of students with the same coat, therefore could you please ensure that your child's coat is clearly labelled with their name or initials. Your child's Head of Year has labelling pens if needed. If you allow your child to wear an expensive coat to school they do so at their own risk. The Academy cannot be held liable for coats or other items that get lost or go missing.

There should be no black sweatshirts or any additional non-uniform clothing worn around the Academy. Students must also change before and after PE lessons. In addition to this, parents/carers are reminded that we promote 'smart, business-like and tidy appearance'. Full details of our uniform policy can be found on the website. Whilst students will sometimes try to bend the rules around uniform, they will always be challenged and parents/carers informed. We would appreciate your support if you need to be contacted regarding your child's uniform or appearance.

Snow Plan

We have updated our snow procedures and would like to operate the following.

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| 07.00 | A decision will be taken to close or open the Academy. |
| 07.30 | The Academy will send out an email to all parent/carers who have signed up for the service. A message will also be displayed on our website and social media. |
| 08.10 | If we are open, the gates will be opened and all students will be brought immediately into the Academy via the main entrance to avoid any health and safety risks. |

08.35 onwards

All students will stay inside the Academy building for break and lunch to avoid any health and safety issues in the inclement weather.

In times of **heavy snow**, we propose to dismiss year 7 and year 8 students about 15 minutes earlier than the normal time and year 9 students approximately ten minutes earlier. This will give parents/carers more time to park and then leave to avoid severe congestion. Year 10 and year 11 students will leave at our normal finish time. Any student who needs to wait for an older sibling can do so in the main reception area. Hopefully, this will address any health and safety issues and ensure all students have a safe exit from the Academy. If there are any problems with this please contact us.

Car Parking and Entrance/Exit

I would like to remind parents/carers that the school has a one-way system for cars. It has been noted some parents on the morning drop off are driving out through the entrance gate. This is a health and safety risk. Please ensure you exit by the correct gate. No cars should be parked on any pavement inside or outside of the school. If this continues, registration plates will be noted so that further action can be taken.

If you need to contact the Academy to speak to a Head of Year, a member of the senior team or myself; you may need to wait until the end of the school day. If you wish to meet me directly, an appointment needs to be made. Most queries can be emailed to enquiries@cvea.co.uk where it will be directed to the appropriate person.

Yours faithfully,



Mrs J Owens
Principal