

Friday 5 December 2025

Dear Parents/Carers and Students of City Academy

As we enter the last two weeks of this term, it is crucial that we maintain our standards until the last day of term. The expectation is that students will attend school every day and maintain their focus in every lesson.

### **Presentation of work in books**

Thank you to our students who have responded well to this strategy. There is a noticeable difference in the presentation of work in many books. You may wonder why it is important - it is for many reasons. A few examples include - it shows a student is taking pride in their work, it helps present the work in a logical and well organised way - especially in subjects that require you to explain your answers, and when you do any revision, the work is organised and more easily understandable. So please ensure that all students are looking at the template that is stuck in books detailing how it should be done: Date and title underlined, use a black or blue pen for writing, use a pencil for graphs or diagrams, draw a box around any keywords and draw a single line through anything you want to cross out.

### **Equipment Mats**

Very shortly, we are launching equipment mats. Each morning students will place their equipment on the mat on the desk to show their Form Tutors that they have all the right equipment ready for learning. This will get the day off to a good start and avoid any unnecessary delays to learning in lessons.

### **School Website**

Our school website contains valuable information regarding all aspects of school life and should be the first point of reference for any information you require. Throughout the year, we update the website, and we will notify you whenever any updates occur. Recent updates include:

- **Assessment** – This page details dates of all assessments this academic year: [City Academy Assessment Calendar - City Academy](#)
- **Attendance** – this page details our expectations around attendance: [Attendance - City Academy](#)
- **Uniform** – this page details our expectations around uniform: [Uniform & Equipment - City Academy](#)

### **Christmas lunch and Christmas jumper day**

Christmas lunch will be served at lunchtime on Thursday 11<sup>th</sup> December to all students free of charge! We will also be having a Christmas jumper day on the same day – more information about this will be shared with students early next week.

### **Black Friday – Double Merit points for all students!**

For the next two Fridays, we are launching a new initiative where all students will be given double merit points on Friday 12<sup>th</sup>, and Friday 19<sup>th</sup> December. This is an ideal way for students to build up their merits so they can exchange them for prizes!

### **Last day of term plans - Friday 19<sup>th</sup> December**

As mentioned at the start of this bulletin, we expect all our students to attend every day to the end of the term. The last day of term will be Friday 19<sup>th</sup> December. Students will start to be dismissed from 12noon onwards.

Finally, thank you to the Parents of Year 10 students who attended Parents Evening on Thursday night. The conversations I have with parents provides extremely useful feedback, and I am encouraged and delighted with the many positive comments received. Thank you.

I hope you have a great weekend.

Yours sincerely



**Mr Mann**  
**Executive Headteacher**