

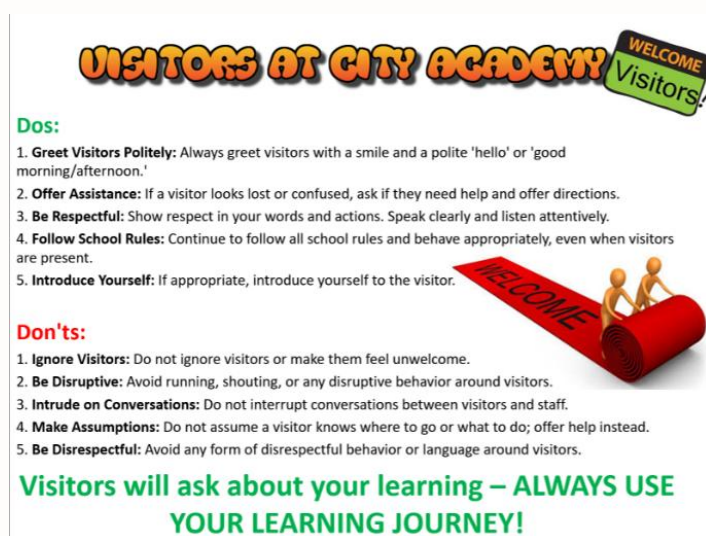
Friday 16 January 2026


Dear Parents/Carers and Students of City Academy,

I hope that you are all successfully managing to read this bulletin via Class Charts. It is the first time that the bulletin has been sent out in this way. Thank you to everyone for logging in to ClassCharts, moving forward it will be how we communicate with you in future. If you know of any parents who are not receiving this bulletin, please advise them to sign up to Class Charts - if they are having difficulty signing in, they should contact Mr Dowe at [ADowe@corecity.academy](mailto:ADowe@corecity.academy)

### Visitors to School

It is always so heartwarming when we have visitors in school who comment how polite and respectful our students are. Recently a visitor commented how mature the students he had spoken to were, saying good morning and making very positive comments about City Academy. May I remind all students that this is how we expect you to behave, not just to visitors but to everyone within the school. Being polite is a requirement from everyone. Please see attached poster for more information.



**VISITORS AT CITY ACADEMY** 

**Dos:**

1. **Greet Visitors Politely:** Always greet visitors with a smile and a polite 'hello' or 'good morning/afternoon.'
2. **Offer Assistance:** If a visitor looks lost or confused, ask if they need help and offer directions.
3. **Be Respectful:** Show respect in your words and actions. Speak clearly and listen attentively.
4. **Follow School Rules:** Continue to follow all school rules and behave appropriately, even when visitors are present.
5. **Introduce Yourself:** If appropriate, introduce yourself to the visitor.

**Don'ts:**

1. **Ignore Visitors:** Do not ignore visitors or make them feel unwelcome.
2. **Be Disruptive:** Avoid running, shouting, or any disruptive behavior around visitors.
3. **Intrude on Conversations:** Do not interrupt conversations between visitors and staff.
4. **Make Assumptions:** Do not assume a visitor knows where to go or what to do; offer help instead.
5. **Be Disrespectful:** Avoid any form of disrespectful behavior or language around visitors.

**Visitors will ask about your learning – ALWAYS USE YOUR LEARNING JOURNEY!**

### Attendance and Punctuality

Attendance has improved this week after the disruptions due to the weather that we had last week. Well done to all the students who have achieved 100% attendance. Having a minor cold is not a reason for staying at home, please use this website as guidance: [Is my child too ill for school? - NHS](#)

Punctuality unfortunately is slipping and we must address this. Far too many students are arriving late to school especially after 9:00am. Can I remind both parents and students, that arriving after 9:00am results in a 'U' code and counts as an absence towards their attendance figure. From next week, if a student arrives after 8:35am they will receive a 60 minute detention unless there is a valid reason for their lateness. Please ensure that you set off from home early enough in order to arrive to school on time.

### City Academy Food Bank

There may be families within City Academy who are struggling financially and require support. Help with uniform is available from the school, and if anyone needs help in providing a winter coat for their child, they should contact their Year Coordinator in the first instance.

From **Friday 25<sup>th</sup> January** we will be launching our City Academy food bank - providing additional assistance to families in need by giving out free fresh margherita pizzas. Mr Singh's Pizzas are generously and kindly donating several pizzas to the school. The food bank is open to all students and families in the under-croft area (please go through the main student entrance gate) from 3:30 to 4:00pm, on a first come, first served basis.



### Extra-Curricular activities

City Academy's Spring-term extracurricular timetable will soon be launched, and we would like your input into the offerings we provide students. Please can you take 5 minutes to complete this Microsoft Form to help us understand what activities students would like to see provided by staff? Please click on this link to open the Microsoft Form and once you have completed every question, please press

submit': [https://forms.office.com/Pages/ResponsePage.aspx?id=Ors2DDw07kKfFk8X\\_zexu5iBvpPnwzXJnVX3SXML0rVUOE1BODBZOUFBU0xaSkNVU09FMEZCR0Y4US4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ors2DDw07kKfFk8X_zexu5iBvpPnwzXJnVX3SXML0rVUOE1BODBZOUFBU0xaSkNVU09FMEZCR0Y4US4u)

### Parent Forum – Thursday 22<sup>nd</sup> January

We are pleased to invite you to attend our upcoming Parent Forum, which will take place on Thursday 22 January 2026 from 4:30pm to 5:30pm. The purpose of the Parent Forum is to provide an opportunity for parents and carers to:

- Hear about key priorities within the school
- Share views and experiences
- Work collaboratively with school leaders to help shape future improvements



### Free laptop for students and families!

To support students with homework, revision, and independent study, we can provide laptops to students who do not have access to a device at home. If you would like a free laptop, please email [ithomas@corecity.academy](mailto:ithomas@corecity.academy), or students can speak to **Mr Thomas directly**. We aim to get the laptops out as soon as possible so that students can utilise them effectively.



Have a good weekend everyone, keep warm and safe.

Yours sincerely



**Mr Mann**  
Executive Headteacher