

# CITY ACADEMY NORWICH



# Parent Information

# **Welcome to City Academy Norwich**

## **Every Child, Same Chance**

We strive for every child to have the same chance in life. We aim to enable all students to become the very best versions of themselves, by providing exceptional education and opportunity in an environment of high expectation and aspiration.

## **Our Values**

### **Be Kind, Be Curious, Be Courageous**

We believe that the most fundamental virtue is the capacity to be kind, and to treat others with compassion and empathy. Every member of our community deserves to be treated with respect and allowed to feel safe and secure. To this end, we will provide an extensive personal development curriculum that is underpinned by key character virtues: Kindness, curiosity, and courage. Opportunities to enhance these virtues will be explicitly taught throughout the Academy, both in curricular and co-curricular lessons.

Excellent pastoral care will be at the heart of the school. Success is borne from having the courage to try, and we want every one of our pupils to feel equipped, confident, and brave enough to seize the opportunities presented to them to maximise their development and to leave City Academy Norwich ready to conquer the world outside.

We wish to cultivate a sense of wonder in our pupils that will fuel their curiosity about the world around them and engender a love of learning that will spill over into their adult lives. Teaching will be inspiring and enjoyable, with a wide range of subjects and skills being taught across key stages.

# Our Leadership Team



Mrs Franklin  
Headteacher



Mr Jones  
Deputy Head  
Curriculum & Achievement



Mr Lowden  
Deputy Head  
Safeguarding & Behaviour



Mrs Poore  
Assistant Head  
Transition & Behaviour



Miss Brett-Greenacre  
Assistant Head  
Teaching & Learning



Miss Pye  
Assistant Head  
Raising Achievement



Mrs Aldred  
Assistant Head  
SENDCo & Inclusion

## Year 7 Team



Mr Vann  
Progress Leader



Mrs Hunter  
Pastoral & Behaviour Manager

# The school day

**08:00 - 08:25**

**Free Breakfast Club for all students**

08:45 - 08:55	Form - Ready for Learning
08:55 - 09:55	Period 1
5-minute movement	
10:00 - 11:00	Period 2
11:00 - 11:15	Break
11:15 - 12:15	Period 3
5-minute movement	
12:20 - 13:20	Period 4
13:20 - 13:50	Lunch
13:50 - 14:15	Form (Reading/ Assembly/ PD / HouseComps
14:15 - 15:15	Period 5

## Lunchtime and after-school Clubs

There are a wide variety of clubs which run at lunchtime and after school, these are part of our Enrichment programme at City Academy Norwich.

Some example are: Allotment, Science, Music, Dr Who, Dance, Music, Board Games, Art, Football, Netball and many more.

These are published on our website, in the Curriculum section - Enrichment

# Uniform

We have 2 companies who supply our uniform. Stevensons on Ber Street in Norwich and online, and Birds of Dereham who are online only.

## Uniform Requirements

### Only available at Stevensons or Birds of Dereham

Academy branded blazer OR Academy branded v-neck jumper  
Academy green tie  
Academy Green polo shirt (PE)

## Uniform Requirements

### Can be purchased at an online or high street store / supermarket

Plain black V-neck jumper - can be worn under Blazer only - not instead of blazer  
Black tailored trousers / knee length pleated skirt  
Black tights or black socks  
Plain black footwear (no logos)  
Dark colour rucksack  
Plain black hoodie (PE)  
Plain black jogging bottoms (PE)  
Plain black shorts (PE)  
Suitable indoor / outdoor footwear

[www.birdsofdereham.com](http://www.birdsofdereham.com)

[www.stevensons.co.uk](http://www.stevensons.co.uk)

# School Comms



Parental engagement and communication is extremely important to us.

At City Academy Norwich the Academy we use the School Gateway app for all communication, either via email or text. This way our parents and carers are kept up-to-date with the latest information.

As well as communication you can do the following:

Make payments for trips and visits, music lessons, food tech subs, art books and lockers

## How to activate your account

- Download the Schoolgateway app on an Android or iPhone
- Press 'New User' then enter the email and mobile the Academy has on record.
- Press 'Send PIN'. You will then receive a text message with your unique PIN.
- You are now ready to log in and start using School Gateway



NOTE: if you don't get a PIN, it's likely the Academy doesn't have the right email and/or phone number on our records - please get in touch with our office to check.

If you don't have a smartphone - you can still sign up via a computer by going to: [www.Schoolgateway.com](http://www.Schoolgateway.com)

# Meals

To pay for your child's meal you need to be signed up to our School Comms app (Gateway) details on previous page.

When your child joins us in September they will have their biometric fingerprint taken (if you have given consent) which will enable them to pay for food.

Students in receipt of free school meals will have their account automatically credited with the allocated amount each day.

Our catering company, **ASPENS**, offers a varied menu with options for both hot and cold food. Each day there is a choice of a meal deal for £2.53 Vegetarian and vegan options are available.

We have 3 rotating weekly menus

## Sample menu

STREATERIES LUNCH MENU					
WEEK 3 16/9, 7/10, 28/10, 18/11, 9/12, 30/12, 20/1, 10/2					
 <b>Authentic Italian</b>	 <b>PAN ASIAN</b>	 <b>Home STYLE</b>	 <b>Cocina ESPAÑA</b>	 <b>Chips &amp; More</b>	
<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	
<b>MAINS</b>					
TUSCAN SAUSAGE LASAGNE	KUNG PAO PULLED PORK	CREAMY CHICKEN & PUFF PASTRY PIE	SMOKY ALBONDIGAS (Meatballs)	Choose from: <b>BATTERED FISH SAUSAGE or VEG SAUSAGE</b> (battered or plain)  <b>Margherita Pizza</b>  <b>Chicken Nuggets</b> <b>Chips</b> 	
PROVENCAL VEGETABLE LASAGNE 	BANG BANG CAULIFLOWER 	SMOKY SWEET POTATO & RED PEPPER PIE 	SPANISH VEGETABLE TORTILLA 		
<b>SIDES</b>					
GARLIC WEDGES HOUSE CHOP SALAD	5 SPICE RICE & STIR FRIED GREENS	CHIVE MASH PEAS, GREEN BEANS SAVOY CABBAGE	SPANISH RICE TOMATO & GREEN BEAN SALAD	MINTY PEAS, BAKED BEANS, GRAVY OR CURRY SAUCE 	
<b>- PASTA &amp; NOODLE POTS -</b>					
CARBONARA PASTA	VEGGIE THAI STYLE NOODLE POT 	BOLOGNESE PASTA	CHINESE CHICKEN CHOW MEIN NOODLES	CARBONARA PASTA	
ITALIAN TOMATO PASTA - DAILY 					
BEANS - CHEESE - <b>JACKET POTATOES</b> - TUNA MAYO - SIMPLY PLAIN					
<b>BIG BOWL SALAD</b>					
CLASSIC GREEK SALAD WITH FETA & OLIVES	SQUASH, ROASTED VEGETABLE & CHICKPEA SALAD	SMOKY MEXICAN BEAN CHOPPED SALAD	CRUNCHY RANCH & EGG SALAD	COCONUT CHILLI CHICKEN SALAD	
APPLE & SYRUP SPONGE with Custard	CHOCOLATE SHORTBREAD	KEY LIME CHEESECAKE	CHOCOLATE BANANA CAKE with Custard	BROWNIE with Chocolate Sauce	
<b>DESSERTS</b>					
Daily Meal Deals Regular Chef's Specials	Freshly Made from Scratch <b>DAILY!</b>	Fresh Cut Fruit & Yogurt Pots Available Daily	HANDCRAFTED DELI SANDWICHES, BAGUETTES, WRAPS, SALADS & MORE!	<b>DELI KITCHEN</b> HOT GRAB & GO	

Menus are published on our website, so you can see ahead what is on offer for your child.

# Behaviour for Learning Expectations

## Students are expected to:

- conduct themselves around the building in a safe, sensible, manner and show regard to others
- arrive on time to lessons
- bring equipment appropriate for the lesson
- follow reasonable instructions given by the teacher
- behave in a reasonable and polite manner to all staff and students
- show respect for the opinions and beliefs of others
- complete all class work in the manner required
- hand in homework at the time requested
- show respect for the school environment
- follow the student expectations

## Sanctions for disruptive behaviour

REMIND - C1 – a verbal Reminder

The teacher will remind student of our expectations and give them an opportunity to make the correct choice.

WARNING - C2 – first recorded warning

The teacher will repeat the reminder and warn you that continued poor choices will result in you being removed from the room. The teacher may use several strategies to support the student in making improved behaviour choices.

REMOVE - C3 – final recorded warning and removed from classroom.

Should the student behaviour continue to fall below our expectations, they will be removed from the classroom and go straight to the Remove Room.

This will result in a 20-minute lunchtime or after school detention, depending on the time of day.

## Mobile phones

The use of mobile phones in school is NOT ALLOWED

Students can have their mobile phones with them, but they MUST be turned off and kept in their bags/lockers/pockets.

If a student has their phone out it will be confiscated and taken to the SLT office, when it can be picked up by the student at the end of the day. If they have received a detention at the end of the day, they can collect once detention is completed.

**You can find a comprehensive list of behaviour sanctions on our website in Information/Behaviour for Learning.**

# Rewards

Rewards are used to recognise all positive contributions to the academy. They include giving House points, sending home postcards, Headteacher's certificates, Celebration assemblies and every term there is a rewards based activity.

The criteria for the rewards based activity always includes a positive attitude to attendance, behaviour and contribution to the wider life of the academy.

The purpose is to encourage further positive behaviours.



Postcard home



Reward Trip - Rowing

## House System

When students join us they are allocated a form group House. Each Year group has 5 forms representing a different house.

Year 6 students are given their House colour t-shirt in when they attend transition.

### Our Houses

Yellow = Opie    Purple = Sewell    Blue = Walpole    Red = Cavell    Orange = Townshend

### House Points

There are so many ways students can be awarded House points! Here are just a few:

- excellent work
- effort
- engaging in extra curricular activities
- helping others
- displaying one of our CAN Virtues
- random acts of kindness
- and many more.....

# Contact Information



01603 452628



office@canorwich.org

If your child is going to be absent or late, **please inform us by 8.30am** by one of the following:

- the School Gateway App.
- call 01603 452628 choose option 1 for attendance - leave message with child's name and reason for absence
- email: [can.attendance@canorwich.org](mailto:can.attendance@canorwich.org)
- Report an absence form on our website - [www.canorwich.org](http://www.canorwich.org)



We look forward to welcoming your child to City Academy Norwich on Thursday 4<sup>th</sup> September 2025 for the beginning of their secondary school journey!



**CITY  
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NORWICH**