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



Mr Curtis
Associate Assistant Head
Coaching & Staff Development



Mrs Aldred
Assistant Head
SENDCo & Inclusion

Year 7 Team



Mr Farrow
Year 7 Progress Leader



Mr Cooper
Year 7 Pastoral & Behaviour Manager

The school day

08:45 - 09:10	Form Tutor time
5 mins movement time	
09:15 - 10:10	P1
5 mins movement time	
10:15 - 11:10	P2
11:10 - 11:25	Break
5 mins movement time	
11:30 - 12:30	P3
5 mins movement time	
12:35 - 13:35	P4
13:35 - 14:10	Lunch
5 mins movement time	
14:15 - 15:15	P5

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

Ony 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

CAN black hoodie or plain v-neck jumper (PE)

Plain black jogging bottoms (PE)

Plain black shorts (PE)

Suitable indoor / outdoor footwear

www.birdsofdereham.com

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 on the App Store GET IT ON Google Play

- 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

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 £2.66 Vegetarian and vegan options are available.

Menus are published on our website; we have 3 rotating weekly menus so you can see ahead what is on offer for your child.

Sample Menu



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

Consequences 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. Repeated incidents, 3 or more, of mobile phone use will require parent/carer to collect .

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
- Report an absence form on our website - www.canorwich.org



We look forward to welcoming your child to City Academy Norwich on Thursday 3rd September 2026 for the beginning of their secondary school journey!

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