



CITY OF PETERBOROUGH ACADEMY

Principal: Mrs A Emmerson
PA to the Principal: Miss H Best

Reeves Way
Peterborough
PE1 5LQ

Telephone: 01733 821440

Email: admin@cityofpeterboroughacademy.org

Website: www.cityofpeterboroughacademy.org

 [@CityofPeterAcad](https://twitter.com/CityofPeterAcad)

Ref: AEM/HBE/ WELCOME BACK

7 September 2017

Dear Parent/Carer

RE: KEY INFORMATION FOR THE ACADEMIC YEAR 2017/2018

I am writing to all parents/carers to firstly welcome the new Year 7 cohort and also those who have joined us in other Year Groups. I would also like to take this opportunity to draw your attention to some key information you may find useful:

Term Dates

Please find attached the key term dates for this academic year for your information. 2017/2018 term dates are also available on our website: www.cityofpeterboroughacademy.org

Training Days

The training days for the academic year are illustrated below. Pupils should not attend on these days.

Wednesday 3 January 2018
Friday 20 July 2018

Key Events this Term (September-December 2017)

Some important dates for your diary this term are as follows:

- Year 6 Open Evening for September 2018 entry - 4 October 2017 (6pm-8pm)
- Year 7 Pastoral Parents' Evening – 14 September 2017 (6-7pm)
- Year 10 Work Experience Launch Evening – 27 September 2017 (time tbc)
- Year 10 and 11 Supporting Exams Success Evening – 11 October 2017 (time tbc)
- Year 8 Parents' Evening – 13 December 2017
- Reports sent home – W/C 18 December 2017

Reporting a Pupil Absence

When reporting your child's absence, please phone the Academy on (01733) 821440 and select **option 1** to leave a message on the dedicated Pupil Absence line. This will ensure your message is received by the relevant year team by the required time of 8.30am.

Parking in Academy Site

Please be advised that there is no available parking for parents and carers on the CoPA site when dropping pupils off and picking pupils up. This is not a new policy but, over the past few days, we have seen a significant rise in parents accessing the site at peak times in vehicles. This has led to unnecessary congestion on our academy site and a small number of near misses where pupils were put at risk. Blue badge holders may enter through the main gate and park in the allocated bays on the right hand side of the car park. Please can I ask that you remain in your vehicle unless visiting the main reception.

Part of the Greenwood Dale Foundation Trust Group of Academies

The Greenwood Academies Trust is a Company Limited by Guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>

Please bear in mind that the traffic flow on our site is already high due to the co-located special school needing to allow taxi access at peak times to transport pupils to and from school. With this in mind we ask you to park considerately off site when collecting pupils.

Cycling

In addition to the above, due to the large number of pupils who cycle to the academy and general traffic congestion in the local area, it is the academy's position to promote the positive benefits of wearing a suitable cycle helmet to and from school. All pupils, staff and visitors are asked to push their bicycle, rather than ride, on academy premises.

Behaviour

At the City of Peterborough Academy we hold extremely high expectations regarding behaviour. To support this, pupils who fail to meet these standards and are on-called from their lesson and removed to A10 will also be automatically entered into an afterschool detention for the next Thursday between 3.10-4.00pm. There will be an opportunity for pupils to avoid these detentions by engaging in restorative conversations with the member of staff whose lesson they disrupted. Full details of this arrangement will be given to pupils and printed with on-call slips and put in planners when pupils are removed from lessons. Texts will also be sent to inform parents if their son/daughter has the afterschool detention the day before (Wednesday) therefore, please ensure that the Academy has an up-to-date mobile phone number for you.

Rewards

After consultation with our pupils through the Year Councils and SLT Pupil Representatives, we have recently reviewed our reward system and trialled a different method in the Summer term which will now be used fully. Pupils in Years 7 and 8 will still collect ASPIRE points as previously, but these will now also be recorded electronically. In Years 9-11 pupils will receive "E-Points" (Electronically recorded reward points) for positive behaviours such as good attainment, leadership and effort in lessons. Both of these systems will allow the Academy to improve how we monitor and feedback to pupils, parents and carers on how well your son/daughter is performing. There will be rewards, privileges and end-of-term trips tied into these new systems to encourage and reward positive pupil behaviour on a daily basis.

Health and Safety

During the course of the year we are required to practice emergency procedures should certain situations ever arise. Therefore without notice the academy will practice fire evacuation and lock down procedures. This will ensure that staff and pupils are clear on what to do should these events ever occur.

I hope you find this information helpful. Should you require any further information, please contact the Academy on (01733) 821440.

Yours sincerely



Mrs A Emmerson
Principal