



# NOTTINGHAM GIRLS' ACADEMY

*We believe in creating a community empowered with the qualities,  
skills and qualifications to enter the next phase of life with  
confidence and ambition.*

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14 July 2021

Dear parents and carers

**This letter contains important information about the return to school in September 2021.  
Please read carefully and retain for future reference.**

## Start of Term Dates and Asymptomatic Testing

To allow us to complete two lateral flow tests (3 to 5 days apart) with each pupil on their return to school we need to stagger their return.

Pupils need to attend for a lateral flow test on the **day before** they return in full uniform for lessons. On this day they will just attend to complete a lateral flow test and then leave again. They will not need to be in uniform. Unfortunately, they cannot be accompanied by an adult onto site.

Our testing centre will be the gym (which has been used as our dining room throughout 2020-21). Access to the testing centre will be via the additional entrance next to the new dining room (currently gate B).

Pupils will officially start the term on the day after the test (provided it is negative) and should arrive no later than 8.40am, in full school uniform, via the main pedestrian entrance to the school (currently gate A).

The testing dates and return to school dates for each year group are as follows with the times different groups of pupils should arrive below that:

### Year 7

- **Lateral Flow Testing:** Wednesday 1 September, MORNING
- **First day of school:** Thursday 2 September.

### Year 8

- **Lateral Flow Testing:** Friday 3 September, MORNING
- **First day of school:** Monday 6 September.

### Year 9

- **Lateral Flow Testing:** Friday 3 September, AFTERNOON
- **First day of school:** Monday 6 September.

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## Year 10

- **Lateral Flow Testing:** Thursday 2 September, MORNING
- **First day of school:** Friday 3 September.

## Year 11

- **Lateral Flow Testing:** Thursday 2 September, AFTERNOON
- **First day of school:** Friday 3 September.

## Sixth Form

- **Lateral Flow Testing:** Wednesday 1 September, AFTERNOON
- **First day of school:** Thursday 2 September.

## Test Times

To ensure our testing centre is not overrun, it is vital that all pupils attend for their test at the time allocated below based on the first letter of their surname.

MORNING Testing Slots	
9am-10am	Surnames A to H
10am-11am	Surnames I to Q
11am-12am	Surnames R to Z

AFTERNOON Testing Slots	
1pm-2pm	Surnames A to H
2pm-3pm	Surnames I to Q
3pm-4pm	Surnames R to Z

## Timings of the School Day

Earlier this year we asked parents (and pupils and staff) for their opinions about changing the length of the school day. We wanted tutor time to be 30 minutes long to give us more time to deliver our Personal Development curriculum, including PSHE, Careers and Fundamental British Values.

Following this consultation, I can confirm that, from September 2021, the timings of the school day will be as follows:

<b>8.40am</b>	Latest arrival on site
<b>8.45am – 9.15am</b>	Tutor time
<b>9.15am – 10.15am</b>	Period 1
<b>10.15am – 11.15am</b>	Period 2
<b>11.15am – 11.30am</b>	Break
<b>11.30am – 12.30pm</b>	Period 3
<b>12.30pm – 1.15pm</b>	Lunch
<b>1.15pm – 2.15pm</b>	Period 4
<b>2.15pm – 3.15pm</b>	Period 5

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## Parking and Driving Near the School

We recommend that, wherever possible, your children make their own way to and from school. This is good for developing their independence and, if they can walk or cycle, maintaining their health and fitness.

If you do need to collect your children from school, please be considerate of pedestrians (please note it is now illegal to park with part of your car on the pavement), other road users and local residents. It is not acceptable to block the driveways of local residents, however briefly.

Where possible, please arrange to collect your children much further along Robins Wood Road. We would also appreciate it if you could avoid making u-turns in the road or stopping on the yellow zig-zags (this is also illegal).

## Term Time Holidays

We understand that families have found it difficult to arrange holidays this year - especially abroad - due to the pandemic. However, the disruption to education over the last 18 months has been so severe that we will not condone *any* term time holidays. We expect all pupils to be present for their first day of school (serious illness aside) and respectfully ask that families use the longer two-week holiday in October or the other 11 weeks available in the academic year for holidays.

## Term Dates

Please find attached the term dates and INSET dates for this academic year.

## Uniform

We have very clear uniform expectations. These can be found on the Academy website: [NGA Uniform](#).

On the uniform page of our website, you will also find a link to our uniform supplier so that you can place orders for branded items such as school jumpers and PE shirts.

In particular, I would ask that you pay particular attention to our rules regarding hair, makeup, jewellery, piercings, nails and eyelashes.

**If you are going to allow your child to have a piercing that does not comply with our uniform rules, please ensure this is done at the very start of the 6-weeks holiday so that the piercing has healed and can be safely removed for school.**

Please be aware that we will start the new academic year enforcing these expectations very strictly. Any pupil who attends school in incorrect uniform and is unable to rectify it will be sent home to do so.

Pupils who do not have the correct kit for PE and Dance lessons will be given a 1hr detention.

**PLEASE NOTE: The deadline for online ordering from Price and Buckland (to ensure delivery to your home address before the start of term) is Sunday 1 August 2021.**

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## Equipment

As a minimum, all pupils are expected to have the following equipment with them every day in school:

- Pens (black or blue for writing)
- Pencils (standard HB for drawing diagrams)
- Ruler
- Eraser
- Sharpener
- School bag (large enough to carry their equipment, school books, PE kit and lunch as required)

We would also recommend the following items:

- Highlighters
- Glue stick
- Protractor
- Pair of compasses
- Coloured pencil crayons
- Scientific calculator (we recommend the Casio fx-83gtx)

Pupils in Key Stage 3 and 4 will be provided with a pupil planner in which they can record homework and parents can write notes to their form tutor. It is a requirement that this is brought each day.

Students in the Sixth Form will be provided with a diary.

## Water Bottles

As we return to our push to be a more environmentally friendly school and reduce our use of single-use plastics once more, we will not be selling bottled water in September.

Pupils should therefore bring their own reusable bottle to school, which they will be able to refill at the water fountains that will be back in operation.

## Behaviour

As always, we will encourage our expected standards of behaviour by awarding pupils BUILD points in recognition of demonstrating one of the 9 BUILD qualities.

Pupils that fail to meet our behaviour expectations will be warned. If this is insufficient, they will be sanctioned with a detention.

In the first instance this will be a 10-minute break, lunch or after-school detention (whichever is first).

However, if their behaviour continues to be poor, this may escalate to a 30-minute detention.

Serious or persistent breaches of our code of conduct will be sanctioned using longer detentions, isolations or, in extreme cases, fixed term exclusion. Our full [behaviour policy](#) can be found on our website.

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We expect parents and carers to support us in upholding high standards and monitoring the behaviour of their children through ClassCharts. Please note that parents and carers will be informed of after-school detentions through ClassCharts.

If you need to get access to the ClassCharts app, please download the app from the AppStore or Google Play Store and contact your child's HoY for an access code.

## ParentPay

Nottingham Girls' Academy is a cashless academy - this helps reduce administration and reduces the queues at lunchtime.

ParentPay is the online payment system we use for pupils to purchase food at break and lunch. Over summer we will send you a link via email to set up an account and password, once this is completed you will be able to top up your daughter's account.

Further details about [how we use ParentPay](#) are available on the website.

## Breakfast Club

We will be restarting our breakfast club from September. Pupils arriving early to the school site will be able to purchase breakfast items from the canteen (including toast, crumpets and bacon cobs). These are free to pupils in receipt of Free School Meals.

## Covid Safety Measures

In line with the latest government guidance, we expect to be able to return to a relatively normal mode of operation from September.

Some of the key differences will be:

- **Self-isolation:** Only people who test positive for Covid-19 will be required to self-isolate. Close contacts may continue to attend school.
- **No bubbles or zones:** Pupils will be able to access all of the facilities in the academy and will not need to be separated from friends and siblings in other year groups at break and lunch times.
- **No staggered start and end times:** Pupils will all be expected to arrive by 8.40am and will leave at 3.15pm.
- **School entrance:** All pupils will be expected to arrive via the main pedestrian entrance (currently gate A) each morning.
- **School exit:** Pupils will be able to leave via the main pedestrian exit (currently gate A) *or* the additional exit next to the new dining room (currently gate B).
- **School Bus:** A special service of the 77 bus will pick pupils up from outside of the school. Pupils will be expected to line up for this bus inside the school grounds next to the delivery gate. There will also be an A1 and A2 service.
- **No staggered break and lunch times:** All pupils will have break from 11.15am to 11.30am and lunch from 13.30pm to 1.15pm.
- **Uniform:** Pupils in Year 7 to 11 will be expected to attend wearing full school uniform. If they have PE or Dance lessons, they should bring this kit with them and change into it as directed at the start of the lesson. Pupils will not be allowed to wear coats or hoodies in classrooms.

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- **Lessons:** Teachers will not need to remain in their teaching zones and will be easily able to move around classrooms to help and support children. They will also be able to take in exercise books.
- **Curriculum:** We will be able to return to the full curriculum in all subjects including experiments in science lessons and cooking and making in Creative Arts lessons.
- **Extra-curricular Activities and Trips:** We will be running a variety of extra-curricular clubs and enriching our curriculum with trips and events.

However, there will still be some key measures in place:

- **Hand-washing and sanitising:** Hand sanitising stations will be maintained throughout the site and pupils will still be expected to wash their hands regularly or sanitise when they enter a building or classroom, visit the toilet and before and after eating.
- **Ventilation:** Classrooms will remain well-ventilated, and the heating will be used to ensure rooms are not cold and coats are not required.
- **Face coverings:** Any pupils wishing to wear a face covering may continue to do so, but must do so in compliance with the latest government [face-covering guidance](#).
- **Asymptomatic Testing:** We will ask pupils to continue testing themselves at home at least twice a week.

## Thank You!

Finally, I would like to thank all parents and carers for your incredible support this year.

The ever-changing rules and increased number of roles that schools have been asked to perform have been extremely challenging for us all. You have been wonderful in recognising this, respecting our rules and supporting your children to do the same. Thank you!

I hope you have a wonderful Summer Holiday and look forward to seeing everyone fresh and ready in September.

Yours faithfully



David Tungate  
Principal  
Nottingham Girls' Academy

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