

February 2022

Parent Update

Dear Parent / Carer,

As we come to the end of this half term, I would like to draw your attention to some important information below, particularly around communication.

Communication

During the day we receive a high volume of calls for various staff, as you can appreciate teachers are teaching during the day and Heads of Year / Pastoral staff are hands on with students so they are not always able to telephone back in such a short time. To ensure your enquiry goes to the correct person we would like you to email using our enquiries@cvea.co.uk for general enquiries and we will endeavour to get back to you within 24 hours but this is not always possible, unless of course it is an emergency and you contact reception. Don't forget that the majority of your questions can be resolved by consulting the Academy website or App.

One-way system

I would like to remind you that we operate a one-way system in and out of the school gates. Please be mindful of this during busy times. All students need to remain on the footpath and walk out via the appropriate gate. Any parents or carers dropping off children **must not** attempt to do a U-turn or three-point turn in the gate entrance.

Attendance

If your child is absent parents/carers must report this plus the reason for the absence to the Academy, you can do this via the MyED app or telephone the absence line on 0191 5946330. If your child is absent from the Academy they should not be out in the community during the school day or be waiting outside of the gates at the end of school.

Coats

There are numerous coats and general outdoor clothing that have been left on the railings for a number of weeks. They must be collected by students at the end of each day. Any coats left on the railings will be stored until half term and then taken to a charity shop, if they remain unclaimed.

Yours faithfully,



Mrs J Owens
Principal