



3<sup>rd</sup> March 2021

«Applicant\_Title» «Applicant\_Surname»  
«Address\_Line\_1» «Address\_Line\_2»  
«Address\_Line\_3»  
«Town»  
«Postcode»

Dear «Applicant\_Title» «Applicant\_Surname»

«Forename» «Surname»

Norfolk County Council has expressed to us that «Forename» has been offered a place at City Academy Norwich from September 2021, and I am therefore writing to you, as Headteacher, to welcome you and «Forename» to our school community.

I know, as a parent, how important your decision of secondary school will be to you. I also know, as Headteacher, that there has never been a more exciting time to join City Academy Norwich. Prior to the pandemic, City Academy Norwich was one of the most improved schools in Norfolk, and achieved the best results in its history, with the highest progress of any similar school within 75 miles.

We recognise that you will not have had the chance to visit the school, I would therefore like to offer you and «Forename» the opportunity to look around our school, chat to myself or another member of my Senior Leadership Team, and ask any questions you may have about City Academy Norwich.

Tours are offered after the Easter holiday when school finishes, following social distancing guidelines, and last approximately one hour. Numbers will be limited, places will be offered on a first come first served basis and face coverings should be worn. If you would like to book a place for you and your child for one of the dates below, please message or ring the school:

- Thursday 15<sup>th</sup> April 4.05pm
- Monday 19<sup>th</sup> April 4.15pm
- Wednesday 21<sup>st</sup> April 4.00pm
- Thursday 22<sup>nd</sup> April 4.05pm
- Wednesday 28<sup>th</sup> April 4.00pm
- Wednesday 5<sup>th</sup> May 4.00pm
- Thursday 6<sup>th</sup> May 4.05pm

Please do not hesitate to get in touch to book some time to visit; to ask questions; to meet some of our staff, and find out more about the exceptional support and opportunities we will provide your child.

Yours sincerely

Mr P Collin  
Headteacher