

[Click here to access the Student Navigator.](#) The student navigator page contains links to all the pages you will need if you are learning from home.

[Click here to access a guide to INSIGHT,](#) our student information system.

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Key Dates

22 nd September	Open Morning <i>09:00 – 09:30</i>
23 rd September	Open Afternoon <i>16:00 – 16:30</i>
21 st October	Inset Day <i>School closed to pupils</i>
22 nd October	Inset Day <i>School closed to pupils</i>
1 st November	School Opening for Term 2



Free School Meals



South Gloucestershire Council
Delivering for you

Free Lunch

BRISTOL BEARS COMMUNITY FOUNDATION

Applying for free school meals could save you up to £414 per year, per child.

You can check if you are eligible by using our online application form at: www.southglos.gov.uk/schoolmeals
For more information, speak to your child's school.

Your child could be entitled to free school meals.

You may be able to get free school meals if you receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

You can check if you are eligible by using our online application form at: www.southglos.gov.uk/schoolmeals
For more information, speak to your child's school.

The quickest way to complete your free school meal application is online.

The Contact Centre is here to help and support those who are unable to access this service or require support in their online application. Contact **01454 868008** for more information.

Your TEN Step Guide to applying for free school meals:

1. Visit www.southglos.gov.uk and click on "Apply Online" – **whether you live in Bristol, South Glos, Banes or any other local authority all applications for Free School Meals have to be applied for in this way**
2. From the list supplied **choose "Free School Meals"**
3. You will be taken to the **Home Page for Free School Meals.**
4. If you **do not already have a Citizen Portal account**, you will need to **click "Register"** and follow the instructions.



5. **If you already have a Citizen Portal account** (e.g. you have applied for a School Place in the past) **you will need to log in** by entering your Email Address or Password.
6. If you have forgotten your password you can click "Forgotten your password?" to be sent a new password
7. **Click on "Free School Meals"**
8. Scroll down the page to "**Apply for free school meals**" and follow the instructions given
9. After completing all the information, **you will be told if you are eligible** for Free School Meals or not and the claim is assigned an Application Reference. You should then **press Finish** to complete the form
10. **If you are eligible** for Free School Meals John Cabot Academy will be notified

Any further questions or if you require help with completing the online application please contact **Sharon Bracey on 0117 9763000** at John Cabot Academy.

School Nurse



Hello, My name is Laura Johnson. I am your designated School health nurse. I have a lot of experience working within both primary and secondary schools and am looking forward to meeting the pupils at JCA. I will be running a Drop in Clinic during lunchtimes and appointments after until 3pm in school on a Monday afternoon. Pupils can talk to me and get support and advice, in a confidential environment with whatever is troubling them. This could be support around:- Anxiety, Bullying or friendship issues, Family or home life, Worries, Puberty, Sleep, Emotional Health, Physical health, Mental Health,



Sexual Health, Alcohol/smoking, Exam stress, School attendance. If your child needs support please encourage them to come and see me or ask a member of the school pastoral team for further information.

School Play



This year the school production will be High School Musical and the auditions for all cast will be Monday 20th September, from 15:00 – 16:30.

Below are the dates and times for the Performing Arts extra curricular activities, please see Ms Hollow or Ms Grierson for any queries

Performing Arts extra curricular activities

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime			Year 7 Keyboard club AG5 12.10 - 12.40pm	Year 7 Ukulele club AG5 12.10 - 12.40pm	
After school	JCA School production Main hall 3 - 4.30pm	JCA Choir Main hall 3 - 4pm		GCSE Drama / Music coursework Drama / Music room 3 - 4pm	GCSE Music course Music room 3 - 4pm
				KS3 Drama club Main hall 3 - 4pm	



Finance

Communications with Finance

Emails from Finance Office - Finance may sometimes need to email you regarding your SCOPAY account and/or payments that you have made or need to make to the academy. Emails from Finance will come from either donotreply@scopay.com or from JCAFinance@clf.uk - we suggest that you add both email addresses to your list of safe senders to avoid the emails going to your Spam or Junk folder.

Emails to Finance Office - If you have any questions or queries for the Finance Office, please email JCAFinance@clf.uk. Alternatively, if you have received an email from donotreply@scopay.com and need to respond or query it with the Finance Office, please email JCAFinance@clf.uk

Telephone Calls to Finance Office - If you would like to speak to the Finance Office, please call 0117 976 3000, Extension 1106.

SCOPAY - Online Payment System - Preferred Method of Payment

SCOPAY is our preferred method of payment for all transactions when making payments to the academy. This system allows you to make payments for trips, events, music tuition and learning resources plus your child's school lunch account can also be topped up using this system. The system can be used on a desktop computer, or you can download the App to use on your mobile phone or tablet meaning that you can access your account at any time.

If you have not already received a link code or require an additional link code(s) to enable another Parent/Carer to also set up a SCOPAY account and make payments for your child(ren), please send an email to JCAFinance@clf.uk

SCOPAY - Payments for School Lunches

Please remember to check if your child's School Lunch account requires topping up with funds to enable them to purchase food from the canteen.

If you would like to set up alerts so that you will know when their balance is getting low and requires topping up, please go to the John Cabot Academy website - Our Academy - Canteen and Online Payments, where you will find the 'SCOPAY Parent Guide - Alerts' at the bottom of the page to help you. Alternatively, you can copy and paste the following to your browser: - <https://johncabotacademy.clf.uk/our-academy/canteen-and-online-payments/>

There are two further SCOPAY Parents Guides, one for Managing Your Account and another for Making Payments, that you may also find useful on this page.



SCOPAY - Link to Login Page

You can find a link to the SCOPAY Login Page if you go to the John Cabot Academy website - Our Academy - Canteen and Online Payments.

Alternatively, you can copy and paste the following to your browser: -
<https://www.scopay.com/john-cabot-ac>

Purchase of School Uniform

Please note we only sell school ties in the academy - see below.

All other John Cabot Academy specific school uniform items should be purchased directly from our school uniform supplier, Trutex.

For full details of uniform requirements and a link to the Trutex website, please go to the John Cabot Academy website - Our Academy - Uniform. Alternatively, you can copy and paste the following to your browser: - <https://johncabotacademy.clf.uk/uniform/>

When setting up your account you will be asked to register with the school code **LEA00918CH** as this will direct you to the John Cabot Academy uniform page

Purchases of School Ties

The option to purchase a school tie for £6.00 via SCOPAY is available for every student and SCOPAY continues to be our preferred method of payment. If your child has lost their tie, you can purchase a replacement via your SCOPAY account, and it will be available for collection by your child the following school day.

Alternatively, for ties only, a cash payment can be accepted at the Finance Office – please send your child with the correct cash payment of £6.00 in an envelope with their full name, year group and tutor group detailed.



Please ask your child to collect their tie from the Finance Office. The Finance Office is open to students every day before school and during break time.

Purchases of Calculators

The option to purchase a calculator from the academy is available to all students via SCOPAY.

If you wish to purchase a calculator for your child, there are two types available and currently in stock: -

- Casio ClassWiz FX991EX Scientific Calculator @ £19.50 each, or
- Casio FX-83GTX Scientific Calculator @ £8.50 each

Your child's Maths Teacher will be able to advise on which calculator is appropriate for them.

When you have made your SCOPAY purchase, your child will be able to collect their calculator from the Finance Office the following school day. The Finance Office is open to students every day before school and during break time

Purchase of Memory Cards for GCSE Photography

The option to purchase memory cards from the Academy is available on SCOPAY for all GCSE Photography students.

There are currently two types in stock:-

- HAMA 16GB SDHC Card @ £5.50 each, or
- HAMA 4GB SDHC Card @ £4.00 each

When you have made your SCOPAY purchase, your child will be able to collect their memory card from the Finance Office the following school day. The Finance Office is open to students every day before school and during break time.

