

[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

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14 <sup>th</sup> October	Year 11 Information and Support Evening
20 <sup>th</sup> October	Year 7 Parents Evening
21 <sup>st</sup> October	Inset Day <i>School closed to pupils</i>
22 <sup>nd</sup> October	Inset Day <i>School closed to pupils</i>
1 <sup>st</sup> November	School Opening for Term 2

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### JCA Routines – Start of Day

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#### **Getting the morning punctuality right:**

What a difference a week makes!

Last week, we were seeing a lot of lateness in the mornings at JCA. This week, following our new routines in the morning, this lateness has reduced by a significant amount. This means that almost all students are in lesson by 8:40, ready to learn. Thank you to all of our parents; without your support, this would have been difficult to achieve.

As we continue towards the October half term, we will continue to follow our late process (which we already use for other lessons):

#### **Lateness to lesson and tutor time:**

*Less than 5 minutes late*

Registered within 5 minutes.



Mark L in register with minutes late

*More than 5 minutes late*

Will receive a 1 on the register and will go to the SLR

Call home

(Unless they have a note on paper/SIMS from year team)

Kind regards

Mrs Gemma Read

**Vice Principal**

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### *JCA Routines – End of Day*

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## **Collecting your students safely at the end of the day**

As the cold weather and early evenings draw in, more parents may want to collect your children in your car. Can I remind you of our system at the end of the day:

- Parents 'queue' in their cars in the carpark and up Woodside road
- Parents drive out along the road through the school and exit onto Britannia Road through the Kingswood Foundation

This has proved really successful in clearing the queue within 5 minutes and has kept our students safe as it stops parents having to mount the pavement while they drive back up Woodside road.

Please can we ask parents **not** to park on the double yellow or zig zag lines for the safety of our students

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### *Pastoral Care*

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Please let us know if your child has been Previously Looked After/In Care or under a Special Guardianship Order so that we can ensure we give them our full support for academic



progress and pastoral care in school. You can share this information confidentially to Julie Jarrett - [julie.jarrett@clf.uk](mailto:julie.jarrett@clf.uk) or phone school reception on 0117 976 3000 and ask to speak to Julie Jarrett.

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### *South West Careers Evening*

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#### **FREE virtual South West Career Event (21<sup>st</sup> October 2021)**

This October LikeToBe will be bringing together employers, education providers, and young people from **all across the South West** in our virtual South West Career Event. The event will run **from 9 am till 7 pm** and will showcase short, inspirational videos from a variety of industries (including Civil Service, Engineering, Technology and Education). Additionally, several live interactive workshops are scheduled during the day. Best part -> IT IS FREE TO ATTEND!

So sign up. Get Involved. Get Inspired.

[Register your interest now](#)



Free To Participate  
BROUGHT TO YOU BY LIKETOBE

## SOUTH WEST CAREERS EVENT 2021

Explore your career paths, interact in Q&A's  
with employers, find job opportunities,  
take part in interactive workshops

THURSDAY | OCTOBER 21ST  
9:00 AM - 7:00PM | LIKETOBE.ORG

Civil Services, Universities, Employers and Training Providers

**REGISTER NOW**  
at [liketobe.org](https://liketobe.org)  
**QUESTIONS?**  
email [anouk@liketobe.org](mailto:anouk@liketobe.org)



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### *Year 11 Revision Questionnaire*

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Dear parents and carers of Year 11 students,

Please can you support your child to complete the questionnaire designed to find out what support we can provide for students as we move through Year 11 and prepare for GCSEs exams.

Please use this link: <https://forms.office.com/r/jwYRJ8aCbi> to access the questionnaire. Students can complete this anonymously or leave their name to allow me to provide specific support for them.

Many thanks

Annie Massey

**Assistant Principal for Raising Attainment**

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### *Violinists*

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We have an available slot for a budding violinist to take instrumental music lessons next term. Please see Mr Shepherd for more information [richard.shepherd@clf.uk](mailto:richard.shepherd@clf.uk)



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## Finance

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### **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](mailto:donotreply@scopay.com) or from [JCAFinance@clf.uk](mailto: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](mailto:JCAFinance@clf.uk). Alternatively, if you have received an email from [donotreply@scopay.com](mailto:donotreply@scopay.com) and need to respond or query it with the Finance Office, please email [JCAFinance@clf.uk](mailto: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](mailto: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>

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### *Purchase of School Uniform*

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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

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### *Purchases of School Ties*

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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.

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### *Purchases of Calculators*

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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

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### *Purchase of Memory Cards for GCSE Photography*

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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.

