

[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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6th December	Charity music concert 7pm -cancelled due to Covid restrictions
7th December	Dance show - postponed due to Covid restrictions
10th December	Year 7 trip to the pantomime Festive Jumper Day for Save the Children
14th December	Winter concert 6:30pm - cancelled. Performances will be available on YouTube instead.
15th December	Christmas Lunch
17th December	Last day of term 2 Year 8 & 11 leave at 13:10 Years 7, 9 & 10 leave at 13:40
4th January	INSET Day – School closed to pupils
5th January	First day of term 3 - Covid testing. More details to follow.

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### JCA Receptionist Vacancy

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We are looking for a part-time Receptionist to join our supportive and talented team at John Cabot Academy. We are looking for professional and ambitious people, with a passion for transforming our students' learning.

Working hours could be a mix of morning (07:45–12:45) or afternoon (12:30-16:30) slots from Monday to Friday, final days and hours of work and rota to be agreed at interview.

As the first point of contact in the Academy, our Receptionist must be welcoming and demonstrate professional behaviour and maintain positive relations with parents and the community. They will deal with a wide range of enquires and must be able to prioritise and direct people in a friendly and professional manner, be flexible in approach and able to undertake a wide range of duties.



If this role is of interest, please apply on the JCA website via the link below:

<https://isw.changeworknow.co.uk/cabotlearningfederation/vms/e/careers/positions/dcUHy-FVneHAG6GQS9V4m3>

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### *Year 11 Parents Evening*

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Due to the latest Covid-19 measures around restricting groups, the decision has been made to move the Year 11 Parent's Evening on Wednesday 15<sup>th</sup> December online on Teams rather than in person.

To reduce the possibility of experiencing issues on the evening, please make sure you have Microsoft Teams downloaded onto a device prior to Parents' Evening starting. Students have done a lot of learning on Teams in the last year so they will no doubt be able to offer help with this !

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### *Save The Children Christmas Jumper Day*

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Friday 10<sup>th</sup> December is Christmas Jumper Day. A donation of £1 per child is asked to get involved with all proceeds going to Save the Children. The donations can be made in cash on Friday.



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### *Attendance - Punctuality*

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At John Cabot Academy we believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

We are very proud of the way that the pupils come into school in the morning. Almost all our pupils arrive on time. This is extremely important, as being punctual to school is not only essential for the pupil's own learning, it encourages habits of good timekeeping and lessens any possible classroom disruption for others. When a pupil arrives late, they miss important events like teacher instructions and introductions which can seriously disadvantage pupils.

All pupils are expected to arrive at school in good time for the start of the school day at 08:40

- If a pupil arrives at school after 08:40 they will be marked in the register as late.
- When a pupil arrives late, they will be sent to the Separated Learning Room (SLR) for lesson 1 for Years 10 and 11 or lessons 1 and 2 for Years 7, 8 and 9.
- Staff may ask to meet with parents/carers of pupils who persistently arrive late to school to discuss reasons for lateness and solutions to support the pupil to attend on time.

**Please do remember that we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with the academy, please do contact us on 0117 9763000 or via email to [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk)**

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### *Holiday Activities and Food Programme*

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South Gloucs Council are offering DfE funded holiday activities and food clubs for pupils age 5-16 who live in South Gloucs. Places are free for children who get benefits-related free school meals. Parents & carers may also be able to pay for your child to attend if they do not get free school meals.

The link to the webpage with further details is [Supporting families in school holidays | BETA - South Gloucestershire Council \(southglos.gov.uk\)](#)



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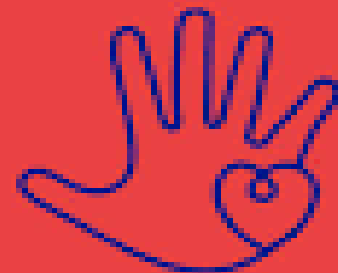
*Christmas collection for Caring in Bristol*

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At JCA we are collecting for homeless people in Bristol to support them over the Christmas period. Anything you can contribute from the lists below would be greatly appreciated. Please bring your donations to the **Drama office** by reception. All donations will be taken to the **Caring in Bristol** team at the end of term.

## CARING AT CHRISTMAS 2021

This year will see the return of our day centre at The Trinity Centre, providing breakfast and lunch from some of Bristol's top chefs, entertainment, support and advice services.



*Caring in Bristol Donation list*

# CARING AT CHRISTMAS DONATION LIST

WE NEED YOUR SUPPORT!

CARING AT CHRISTMAS PROVIDES SHELTER, FOOD, SUPPORT AND ENTERTAINMENT TO OVER 150 PEOPLE A DAY IN BRISTOL OVER THE FESTIVE PERIOD.

WE PROVIDE CLOTHING & TOILETRIES TO OUR GUESTS, DONATED FROM THE WONDERFUL PEOPLE OF BRISTOL. PLEASE ONLY DONATE ITEMS ON THE LIST - IT COSTS US TIME AND MONEY TO DISPOSE OF ITEMS WE CANNOT USE. THANK YOU FOR YOUR UNDERSTANDING!

PLEASE DROP OFF AT 14 LITTLE BISHOP STREET, ST PAULS, BRISTOL, BS2 9JF ON THE FOLLOWING DAYS:

WED 8TH DEC - 8AM - 6PM

THU 9TH DEC - 8AM - 6PM

FRI 10TH DEC - 8AM - 6PM

SAT 11TH DEC - 9AM - 12PM

MON 13TH DEC - 8AM - 6PM

TUE 14TH DEC - 8AM - 6PM

THANK YOU FOR YOUR HELP. LET'S MAKE A BIG IMPACT IN THE CITY WE LOVE THIS CHRISTMAS, TOGETHER.

CHRISTMAS@CARINGINBRISTOL.ORG.UK



CLOTHING (warm, good quality, winter)  
New underwear and socks  
Jumpers and jeans  
Trainers and boots  
Waterproof coats  
Rucksacks and belts  
Sleeping bags  
Blankets (no duvets)

TOILETRIES (minatures and full size)  
Shampoo  
Shower gel  
Toothbrushes & toothpaste  
Non-aerosol deodorants  
Disposable razors  
Wet wipes  
Packs of tissues

OTHER  
Laundry powder  
Toilet roll  
Arts & crafts supplies



*Caring in Bristol Food Donation list*

# CARING AT CHRISTMAS FOOD DONATION LIST

CHECK OUT OUR WEBSITE TOO FOR OTHERWAYS YOU CAN SUPPORT CARING AT CHRISTMAS. WE PROVIDE SHELTER, FOOD, SUPPORT AND ENTERTAINMENT TO OVER 150 PEOPLE A DAY IN BRISTOL OVER THE FESTIVE PERIOD.

PLEASE NOTE WE CAN'T ACCEPT ANYTHING THAT INCLUDES ALCOHOL, AND WE HAVE TO TAKE ALLERGENS VERY SERIOUSLY SO PLEASE MAKE SURE EVERYTHING IS CLEARLY LABELED. BECAUSE OF THIS, SADLY WE CAN'T ACCEPT ANY HOMEMADE GOODIES.

PLEASE DROP OFF AT 14 LITTLE BISHOP STREET, ST PAULS, BRISTOL, BS2 9JF ON THE FOLLOWING DAYS:  
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THU 9TH DEC - 8AM - 6PM  
FRI 10TH DEC - 8AM - 6PM  
SAT 11TH DEC - 9AM - 12PM  
MON 13TH DEC - 8AM - 6PM  
TUE 14TH DEC - 8AM - 6PM

THANK YOU FOR YOUR HELP. LET'S MAKE A BIG IMPACT IN THE CITY WE LOVE THIS CHRISTMAS, TOGETHER.

CHRISTMAS@CARINGINBRISTOL.ORG.UK



Instant coffee  
Tea bags  
Squash  
Multipack soft drinks  
Multipack crisps  
Multipack chocolate bars  
Confectionery & biscuits  
Long life juice  
Jam, marmelade  
Chocolate spread  
Marmite  
Peanut butter  
Cereal - the more sugary the better!  
Sandwich pickle  
Mayonnaise & Ketchup



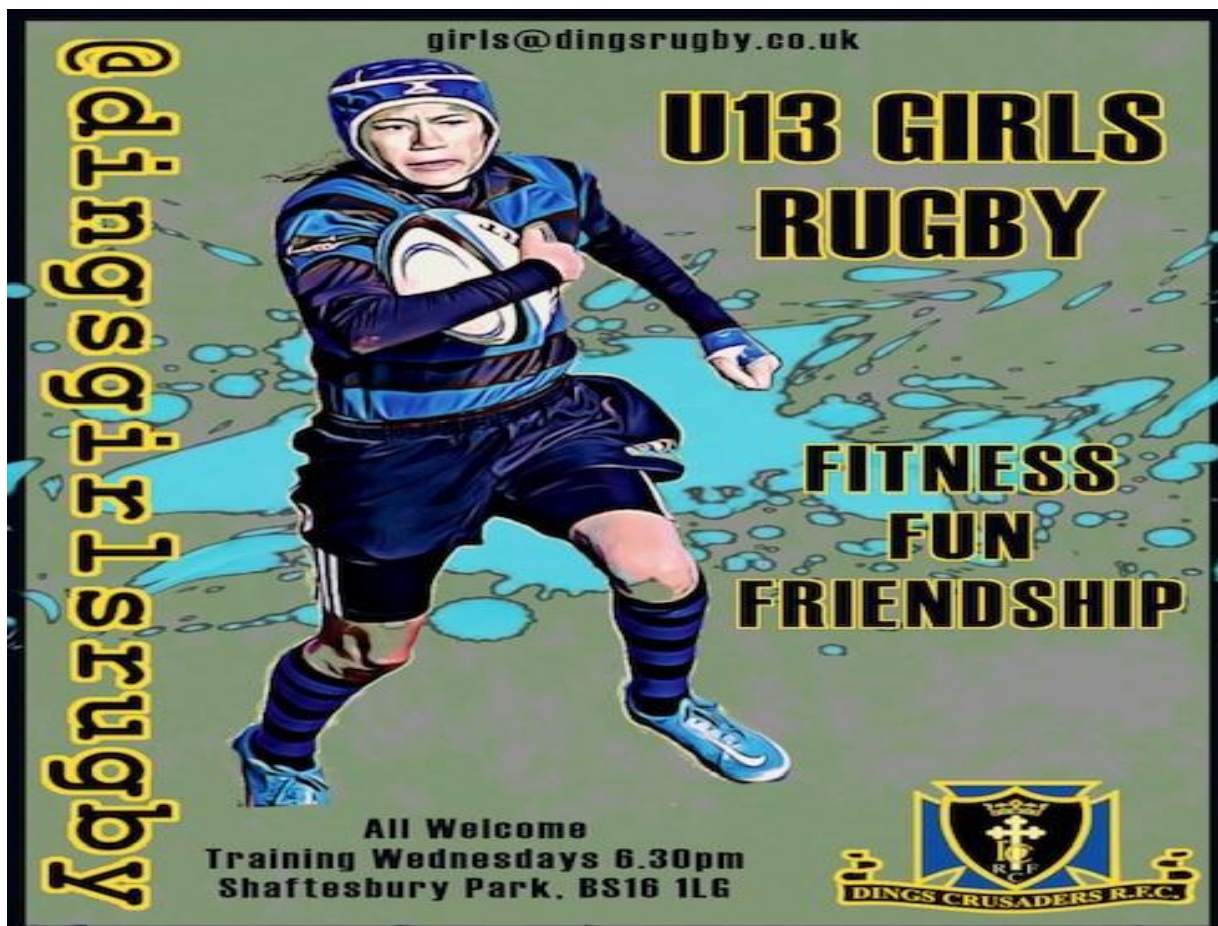
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*Dings Girls U13s team at Dings Crusaders Rugby Football Club*

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Dings Crusaders RFC is a long-established rugby club based in Frenchay, Bristol. The club has state of the art facilities and most importantly a thriving girls section, and they are keen to increase the numbers of girls at U13 level (Years 7 & 8). They are offering to help girls to train and gain some experience of the game. There is a friendly group of girls, of mixed ability and experience, who thoroughly enjoy playing rugby - it's all about fun, teamwork and keeping fit.

The manager for Dings Girls U13s team is Amy Smith. Please feel free to contact her for further enquiries at the email address shown on the poster below.




girls@dingsrugby.co.uk

**U13 GIRLS  
RUGBY**

**FITNESS  
FUN  
FRIENDSHIP**

**@dingsgirlsrugby**

All Welcome  
Training Wednesdays 6.30pm  
Shaftesbury Park, BS16 1LG



DINGS CRUSADERS R.F.C.



*Post 16 Diploma Specialists*

**Digitexh**  
STUDIO SCHOOL BRISTOL  Cabot  
Learning  
Federation

# Post 16 Diploma Specialists

**MULTIDISCIPLINARY ARTS EXTENDED DIPLOMA  
EQUIVALENT TO 3 A LEVELS**

**DIGITAL MEDIA PRODUCTION EXTENDED DIPLOMA  
EQUIVALENT TO 3 A LEVELS**

**MULTIDISCIPLINARY ARTS & DIGITAL MEDIA PRODUCTION  
EQUIVALENT TO 3 A LEVELS**

**E SPORTS AND GAMES, VR AND VFX  
COMBINED DIPLOMA EQUIVALENT TO 3 A LEVELS**



For more information go to  
[www.digitechstudioschool.co.uk](http://www.digitechstudioschool.co.uk)



- Accredited through Cambridge Technical RSL Diplomas
- Coursework
- UCAS Points
- Resit English & Maths
- Bursaries
- Great Outcomes



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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.

