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### *Key Dates*

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16 <sup>th</sup> - 21 <sup>st</sup> May	Big Trip for selected year 9 students
16 <sup>th</sup> May	GCSE Exams begin
25 <sup>th</sup> May	Year 8 Parents Evening Online
27 <sup>th</sup> May	Last Day of Term
6 <sup>th</sup> June	Start of Term 6

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### *JCA Routines – Punctuality and Registers*

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Late arrivals to school have increased in number at the start of this term; students should be in lessons and learning at 8:40am.

Year 11 parents will also be aware that we have a week to go until GCSE exams begin in earnest (where lateness is not an option) and we appreciate all of your support in getting your children to school on time over the coming days and weeks. We wouldn't want anyone to lose their chance to attend their Leavers Assembly and/or Prom for repeatedly being late to school in the final few weeks as it's such an opportunity to celebrate all their achievements.

As we look forward to the second half of Term 5, we are focusing on our students being in lessons, listening and learning.

This means our staff are focusing on punctuality and registers; unless your child has a toilet pass or time out card supplied by us, they will not be allowed out of lessons for any reason. If your child is in the corridor in lesson time, they can expect to be spoken to by every member of staff they meet.

<p><b>Routine 3: Punctuality &amp; Registers</b></p>	<p><b>Period 1 to Tutor Time</b>  <i>Less than 5 minutes late</i>          Take register within 5 minutes.          Mark L in register with minutes late.</p> <p><i>More than 5 minutes late</i>          Send to SLR*          Update register with a 1          Call home  <i>*Unless they have a note on paper/SIMS</i></p>
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Gemma Read  
**Vice Principal**

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*Finance Queries*

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Following an internal promotion, there is currently no Finance Assistant at JCA. A new colleague has been successfully recruited but won't be joining the team until after the May Half Term. Please therefore be aware that there may be some short delays in actioning or responding to any queries sent in to the academy.

Kind Regards

Jane Day  
**Senior Operations Manager**

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### *Job Vacancies*

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We have two exciting job opportunities at JCA that we would ask you share.

#### **Executive Administrator**

Supporting the senior leadership team, this full time executive administrative role is available. It would definitely suit someone who needs the flexibility of term time only working and school hours, but who also wants to further their career. If this sounds like you, we encourage you to apply, or if you know someone with younger children who this may suit, please do pass it on.

<https://isw.changeworknow.co.uk/cabotlearningfederation/vms/i/careers/positions/bbydCetTzk2BVYf2N1T8VS>

#### **Lunchtime Supervisor**

We are recruiting for a new lunchtime supervisor. If you love engaging with our students and supporting them to have a relaxing and enjoyable lunchtime, we would love to receive your application.

[https://isw.changeworknow.co.uk/cabotlearningfederation/vms/i/careers/positions/b1Kh9\\_M41iczLP\\_b5alYul](https://isw.changeworknow.co.uk/cabotlearningfederation/vms/i/careers/positions/b1Kh9_M41iczLP_b5alYul)

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### *Mental Health Training*

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Public Health have some new Mental Health training on the South Gloucestershire Learning Portal, that I wanted to highlight too you.

#### **Children and Young People Mental Health Awareness – Parents and Carers Session**

Friday 17 June (10.00 – 11.30) - [View Details | South Gloucestershire CPD Online \(southglos.gov.uk\)](#)

Tuesday 6 December (19.30-21.00) - [View Details | South Gloucestershire CPD Online \(southglos.gov.uk\)](#)

**( If parents and carers do not find this link assessable please direct them to [publicHealthTraining@southglos.gov.uk](mailto:publicHealthTraining@southglos.gov.uk) to book)**

Many thanks

**Cath Davies ( pronouns: she /her)**

**Mental Health Co- ordinator- CYP and Families**

**South Gloucestershire Council**

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*Comic Con Art Competition*

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Do you draw manga or comic book style illustrations? Are you an aspiring graphic artist? The Library's first ever Comic Con will include a student art competition with a prize bundle of art supplies up for grabs.

To enter please submit your art work to Mrs Harnell in the Library by 25th May 2022.



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*Kingswood British Heart Foundation Volunteer Opportunities*

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## **Volunteer opportunities at BHF Kingswood Furniture store**



Do you want to get back out there after COVID, gain qualifications in Warehousing or Customer Service, and be part of a friendly team? Volunteer in our Kingswood British Heart Foundation Furniture store when you can each week!

**Typical tasks include:**

- Answering our phones and helping process donation requests from customers – scheduling our vans to collect from across Bristol
- Helping in the warehouse to organise deliveries, swap sold items off the sales floor, build flat pack furniture or test donated electrical items
- Helping on the shop floor with displays/ visual merchandising & customer service



**Great opportunities for those looking to:**

- Keep busy and regain confidence
- Meet new people, be part of a friendly team
- Learn new skills relating to retail, warehousing and administration
- Flexibly volunteer - fit us in when it suits you
- Help the British Heart Foundation save lives and the planet

If you know anyone over the age of 16 who is interested, please get in contact with **Jack** or **Luke** on:

**01173 211585 / [K16@bhf.org.uk](mailto:K16@bhf.org.uk)** or pop into **British Heart Foundation, 52-54 Regent Street, Kingswood, BS15 8LE** for more details and to have a chat!