

[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. We recommend bookmarking the page in your web browser so you can access it easily in the future.

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

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*Reminder- Action required: pre-approval for sending students home*

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**We are asking every parent/carer/guardian to pre-approve their child's being sent**



**home from school in the event of a COVID-19 case within their year group. Please confirm now by clicking [here](#).**

On Friday 2<sup>nd</sup> October, we had our first confirmed case of COVID-19 in a year 10 pupil. Public Health England directed us to identify close contacts of the student affected. We identified 55 in total and have communicated directly with those students and their parents. They are due back in school on Wednesday 14<sup>th</sup> October. Otherwise school is open to all other students.

We all continue to work hard to implement measures to make the school site as safe as possible, with the introduction of year group bubbles; staggered social times; separate entrances and exits for different year groups; and encouraging everyone to regularly wash and sanitize their hands.

It helped on 2<sup>nd</sup> October to be able to dismiss a year group from the site as quickly and safely as possible. We are therefore requesting that all parents/carers/guardians pre-approve their children being sent home as quickly and safely as possible, in the event that a year group needs to leave due to a confirmed COVID-19 case.

**Please fill in the form [here](#).**

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### *Exam Invigilators – Now Recruiting!*

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We are looking for Exam Invigilators to join our supportive and talented exams team within Cabot Learning Federation. As an Exams Invigilator you will assist the Exams Officer in the efficient delivery of internal and external exams.

Not only will you be working within one of our fantastic academies, but you will be a part of a diverse Federation working alongside professional and inspirational people.

As this is a casual position you will work when available and will be called upon when required to support the Academies during exam season.

Full details and an application form can be accessed [here](#).

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### *Key Dates*

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21<sup>st</sup> October  
21<sup>st</sup> October  
22<sup>nd</sup> October  
23<sup>rd</sup> October  
9<sup>th</sup> November  
16<sup>th</sup> December

CLF Post 16 Open Evening  
Last Day of Term 1 for Students  
Inset Day  
Inset Day  
Year 11 Mocks  
Year 11 Parents' Evening

#### *Post 16 Open Events*

14<sup>th</sup> October, 1:00 – 4:00  
From 22<sup>nd</sup> October  
14<sup>th</sup> October, 4:00 - 7:00  
Various dates

City of Bristol College digital open event  
St Mary Redcliffe virtual open evenings  
City of Bath College virtual open event  
Boomsatsuma open events

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### *Canteen and Online Payments*

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Online payments will (finally!) be ready to go by Monday 19th October. We will email you during the course of this week and next:

- If your child has a canteen overdraft
- If you have not yet set up a SCO-pay account for online payments

We will continue to allow overdrafts of £2.50 per day until the end of term. However by Monday 2nd November, all overdrafts will need to be paid off and your child's account in credit to allow them to buy food.

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### *Communications and COVID Measures*

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Just a reminder, if you need to contact the school in an emergency, do call 0117 976 300. Please do not come to school as we cannot have visitors who do not have a pre-booked appointment at the moment - this is a Covid risk mitigation.

If your enquiry is non-urgent, please email [jcainfo@clf.uk](mailto:jcainfo@clf.uk). Please **do not** email staff directly.



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### *School Nurse*

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The school nursing service is not able to come into JCA for the time being. So students cannot access the nursing service directly, but you can phone them on 01454 862441.

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### *Vaping*

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Just a reminder that vaping is banned in school. We consider it the same as smoking. Anyone caught with a vape on the school site will have it confiscated and will be sanctioned.

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### *Lost Property*

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There is a large amount of lost property in school from this term.

This will be on located on tables in the foyer on the following dates for collection by pupils during social time. After this, remaining items will be given to charity.

Tuesday 20 <sup>th</sup> October	Year Groups 7, 9 and 11
Wednesday 21 <sup>st</sup> October	Year Groups 8 and 10

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### *Late Arrivals*

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Punctuality to the Academy is extremely important so that students can actively engage and benefit from all lessons throughout the day. Your child must arrive at school on time. Pupils that arrive more than 20 minutes after their agreed arrival window will be recorded as unauthorised absence which may result in a penalty notice of £60 per parent, per child.

<b>Year Group</b>	<b>Arrival Window</b>	<b>Unauthorised Absence After This Time</b>
<b>7</b>	08:40 - 08:50	09:10
<b>8</b>	08:40 - 08:50	09:10



<b>9</b>	08:40 - 08:50	09:10
<b>10</b>	08:20 - 08:35	08:55
<b>11</b>	08:20 - 08:35	08:55

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### *Year 11 Mock Preparation*

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Last week we hosted a Mock Preparation Evening as a virtual event, which you can access at a time convenient to yourselves. We have sent out a link on INSIGHT to a couple of videos from our staff here, Mrs Read and Mr Church, which includes the following useful information for both yourselves and your child:

- A reminder that the first mocks in Year 11 begin in November and are important. We want our young people to feel fully prepared and supported in their preparations so that we can all see and celebrate our successes.
- Positive and proactive hints and tips: we will focus on revision strategies and guide students to the comprehensive JCA revision area.
- We are also aware that mocks can feel overwhelming for young people; we will be offering more general advice on how to manage revision across a longer period of time and how to avoid feelings of being overwhelmed.

We hope you find the virtual event useful. Please do contact the school at [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) FAO Mrs Read and Mr Church if you have any further questions.

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### *Insight App - Reminder*

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As part of our work improving communications with parents, there was a lot of feedback asking for 'live' information on your children. So we introduced last year an app called Insight. It allows parents to see, in real time:

- Attendance
- Behaviour
- Lesson Scores (only available online, but we are working with the company to get them on the app too)

This is also the app which allows you to book Parents' Evening slots and see your child's report



when it is published. Feedback last year was really positive, as it fostered communication between parents and children about their days.

Year 7 parents (and parents of new students) have been sent your logins last week. If you can't remember your login, please do email [jcainfo@clf.uk](mailto:jcainfo@clf.uk) and we'll send you your login again.

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### *Mobile Phones - Reminder*

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Our mobile phone ban policy remains in place. We believe this is appropriate for 2 main reasons:

- It is extremely difficult to fully concentrate in lessons with a mobile and all of its notifications and temptations.
- Mobiles and especially social media are a source of bullying and anxiety. We want to give students a break from this during the school day.

If we see a student with their mobile between 8:40am and 3pm, we will confiscate it and put it in the main office for collection at the end of the day. This also includes headphones and air pods.

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### *Finance*

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#### *Purchase of revision guides for Year 10 and Year 11*

The option to purchase revision guides for students in Year 10 and 11 via SCOPAY has been added.

All guides for Maths and Science will be available for you to purchase – please ask your child to discuss with their teachers for these subjects to decide which guides are most suitable for them.

All guides for English will also be available for you to purchase along with other guides tailored to your child's option subjects.

Revision guide purchases are only available via SCOPAY.

The deadline for orders is Friday 09/10/2020 as this will enable the guides to be delivered to the Academy in time for distribution to students prior to half term.



If you have not received your SCOPAY link code, please contact the Finance Office by emailing [JCAFinance@clf.uk](mailto:JCAFinance@clf.uk).

#### *Purchase of memory cards (GCSE Photography)*

Memory cards for sale: 16GB at £5.50 each, or 4GB at £4.00 each from the Finance Office. Memory cards are an essential part of your photography equipment. You must prepay via SCOPAY before you can collect one from the Academy. More info at [JCAfinance@clf.uk](mailto:JCAfinance@clf.uk).

#### *Purchase of school ties*

The option to purchase a school tie for £6.00 via SCOPAY has been added to every student's account. If your child loses their tie, you can purchase a replacement via your SCOPAY account and your child can collect it from the Finance Office the following morning.

The Finance Office is open to students every day before school and during break time.

If you require any assistance, please contact the Finance Office by emailing [JCAFinance@clf.uk](mailto:JCAFinance@clf.uk).

#### *Purchase of calculators*

The option to purchase a calculator via SCOPAY has been added to every student's account. If you wish to purchase a calculator for your child, there are two types available and currently in stock. When you have made a purchase, your child will be able to collect it from the Finance Office the following morning.

The Finance Office is open to students every day before school and during break time.

If you require any assistance, please contact the Finance Office by emailing [JCAFinance@clf.uk](mailto:JCAFinance@clf.uk).

#### *How to make online payments with SCOPAY*

Our preferred method of payment is online via SCOPAY as it means that students do not need to carry cash with them and also from a COVID-19 perspective it means that cash does not need to be handed to the Finance Office.

Online Payment Letters containing one time use link codes for account set up were sent to Parents/Carers of all students that were not already registered over the Summer break.

Please set up your SCOPAY account online if you have not already done so.

If you have not received a link code or need any assistance, please contact the Finance Office by emailing [JCAFinance@clf.uk](mailto:JCAFinance@clf.uk).



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*Guitar Lessons Catch-Up*

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The final Guitar catch-up session is:

**Thursday 15th October**

11:00 - Jacob K

11:35 - Louis R

12:10 - Curtis V

14:35 - Katie H

