



**Welcome to
John Cabot Academy
Class of 2022**

Welcome to John Cabot Academy

We are delighted to welcome you to John Cabot Academy. At JCA, we understand that leaving primary school and starting at secondary school can be a worrying time for so many young people and their families, as well as a new exciting phase in your educational journey. We are keen for students to feel as confident and as settled as possible when they join us at JCA.

Please take the opportunity to look through this booklet, along with the school website, which has a range of important and useful information to help the transition to secondary school a smooth one.

By working closely together we will be able to ensure that your children, our students, grow and develop into young people who can fulfil their potential.

Success in education comes as a result of consistent, day in, day out discipline, hard work and attention to detail. Achievement for your child will follow if they focus on following these 'core basics' for students:

- ✓ Attend school every day and go to every lesson on time
- ✓ Wear the correct uniform and bring the correct equipment
- ✓ Follow the Ready to Learn behavior system (more information below)
- ✓ Be respectful, supportive and compassionate in your relationships with staff and fellow students
- ✓ Be inquisitive, critical and curious in your lessons
- ✓ Contribute to the wider academy life e.g. by being on the student council or joining a sports team or performing in a production

Please discuss these with your child. These statements are not intended to cover all circumstances but I hope they provide you and your child with the ethos with which we will go about our business at John Cabot Academy. Hopefully, through home and school working together and sticking to these common 'basics', we will be able to ensure that all students have the very best chance to thrive academically; flourish and grow as young people.

With best wishes



Kate Willis
Principal

Assemblies

Year group assemblies are held every week throughout the year, and will cover a range of topics that impact on student's lives. Often these topics will focus on the safety and wellbeing of young people; guest speakers may also be invited in to talk to students. Each term students will also be involved in Celebration/Rewards assemblies led by their Pastoral Team.

Attendance & Absence

Good attendance is one of the most important contributing factors to overall school success. We want students to aim for at least 96% attendance. This means taking no more than 5 full days off during the course of the year.

Illness or other absence should be reported on the first day and every following day of absence.

Tel: 0117 9763000 – available 24/7.

Please provide the following information:

- Your name, your child's name and community
- Reason for absence
- Expected return date

If we do not receive a phone call, we will send a truancy message.

Please avoid booking medical and dental appointments during the school day. If students have medical or dental appointments we ask, wherever possible, for students to come to school first to get their 'mark' and to be picked up from school as necessary. If students know in advance that they will be absent from school, for example for medical appointments, a note advising the tutor of the date and time of their absence must be brought to school.

Bicycles

Students may ride bicycles to school, please ensure:

- The bicycle is roadworthy.
- A padlock is brought to school so that the bicycle can be left safely, locked in the cycle sheds.
- A safety helmet is provided.

Students are expected to ride safely and sensibly to and from school. If students do not accept these rules then the Academy may withdraw the right for your child's bike to come onto the premises. Parents must accept that the school cannot be held responsible for any theft or damage to bicycles.

Bullying – School Policy

Parents and students may have concerns about friendship issues and maybe even bullying. We consider bullying to be wilful, a conscious desire to hurt, threaten or frighten someone over a period of time. **No one deserves to be bullied**, and the school will work with students and parents to deal with this anti-social behaviour.

At John Cabot, we take this matter very seriously and will deal vigorously with children who have been found to have bullied others. We will also seek to find help for bullies and their victims if this is appropriate. Please see the website for our bullying policy.

Canteen Menu

Example of Day

7 MAR, 28 MAR, 18 APR, 9 MAY, 30 MAY, 20 JUN, 11 JUL		STREATERIES					Aspens
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
STREET	All American Cheeseburger Burger Sauce Wedges	Chicken Shawarma Pickled Red Cabbage	Gammon & Parsnip Yorkshire Pudding Wrap Gravy	Jamaican Jerk Chicken Wings Rice and Peas	Hand Battered Fish		
VEGGIE	Chicken Style Strips Jambalaya Cornbread	Egyptian Koshari - Macaroni, Rice, Tomato sauce, Crispy Onions	Quorn Sausage Toad in the Hole Gravy	Cheesy Macaroni Pie	Veggie Mince and Pea Slice		
SIDES	BBQ Beans	Pomegranate Couscous Mezze Salad	Smokey Roasties Roasted Roots	Spinach & Coconut Slaw	Chips Peas	WEEK 1	
Halal	All American Cheeseburger Burger Sauce Wedges	Chicken Shawarma Pickled Red Cabbage	Chicken Sausage Yorkshire Pudding Wrap Gravy	Jamaican jerk Chicken Wings Rice and Peas			

Celebrating Success & Rewards

Everyone at the Academy is enormously proud of the achievements of our students. We are proud of work in the classroom, extra-curricular activities and the achievements students have whilst pursuing their own interests and hobbies.

Students are given lesson scores every lesson for their effort, achievement and behaviour within the classroom with 4 being for Ready to Learn, 2 for having to be given a warning and 1 for unacceptable

behaviour resulting in the student being withdrawn from the classroom. At the end of each term, Year group teams hold celebration assemblies where students receive certificates, prizes and praise for their efforts and achievements within the classroom and for their outstanding contribution to Academy life.

Communications

Useful information e.g. term dates and events will be communicated as follows:

- JCA Website
- JCA facebook page
- JCA Twitter page
- Weekly newsletter (emailed to you)
- Letters emailed home to you

<https://m.facebook.com/JohnCabotAcademyNews>



<https://twitter.com/johncabotnews>



It is therefore **essential** we have your up to date email address

Provision of student specific information:

- INSIGHT App – INSIGHT provides parents/carers with the ability to monitor various data about their child. Two reports per year, in terms 3 and 6 will be sent via the Insight app.

INSIGHT is available via this website:

<https://jcainsight.clf.uk/insight>

It is also available as an App for Android/iphone and tablet devices.

<https://apps.apple.com/gb/app/insight-by-tasc/id956806213>

https://play.google.com/store/apps/details?id=app.tasc.insight.free&hl=en_GB

Logins will be issued to parents via email when your child starts school.

Curriculum

The subjects you will study in Year 7 are English, Mathematics, Science, Design and Technology, Languages, Geography, History, Religion & Philosophy, Music, Drama, IT, PE and Personal, Health and Social Education. There will also be three Personal Wellbeing and Safety Days throughout the year which provide education on topical safeguarding issues.

In year 9 you will pick your GCSE options which will be in year 10.

Each year there will be two 'formal' assessments at the end of terms 3 and 6. Results of these assessments will be sent home in reports.

The full curriculum is available to view on the website.

Daily Timetable

Years 7-11

Monday-Friday	
Time	Activity
8.40 am – 9.30 am	Period 1
9.30 am – 10.40 am	Period 2 (including break)
10.40 am – 11.30 am	Period 3
11.30 am – 12.10 pm	Period 4
12.10 pm – 1.40 pm	Period 5 (including lunch)
1.40 pm – 2.40 pm	Period 6
2.40 pm – 3.00 pm	Tutor

Doors open at 8.20 am every morning

Break times vary for each year group – between 9.30 and 10.40.
Lunchtimes vary for each year group between 12.10 pm and 1.40 pm.

Emergency communication

In the unlikely event of a sudden closure, due to bad weather or other emergency situations, information regarding the closures will be available on the school website, via email and text. It is therefore important that the Academy has up to date contact information.

If you have an urgent enquiry please call the academy on 0117 976 3000 and our receptionists will forward the call to an available member of staff. Reception is open 8am to 4:15pm.

Equipment

Below is the minimum requirement of the equipment you should have. Many students choose to carry additional items.

Black or blue ballpoint pen x 2

Pencil sharpener

Ruler

Scientific calculator

Pencil

Pencil eraser

Maths set

Pencil case

Extra-Curricular Activities

There is a huge range of extra-curricular activities available to our students. They are broken down into various categories:

Sport – everything from football to badminton to climbing.

Drama and Music – the annual production has a cast and backstage crew of hundreds. Then there is the annual ‘battle of the bands’ and a dance show and lots more besides.

Academic – as students get older, there are lots of academic clubs for students to join to get support with their subjects or to take on additional qualifications for example the popular further maths club.

Duke of Edinburgh – this highly respected scheme runs at JCA.

Equalities groups: We have our equalities council, our LGBTQ+, gender equality and environment groups for students to join.

Student Council: The executive student council work with the senior team to help improve the school. They work through the student council reps for each tutor group who are voted in by their fellow tutees.

Fire Alarm and Lockdown

The fire alarm is a continuous siren. At the sound of the alarm leave the building by the nearest fire exit. Walk with your class to the large Astroturf in an orderly fashion in **silence**. Students should line up in tutor groups and stand in silence awaiting further instructions.

Students who are talking during the fire evacuation will be sanctioned within the Ready to Learn system by being sent to the SLR.

If a lockdown is implemented when there is a serious security risk to the occupants of the building an intermittent sounding alarm will be heard (sound – silence – sound – silence – etc). Each section lasts 8 seconds.

Students will be required to stay/move into the nearest classroom. The door will be locked and windows and doors will be covered. Lights will be turned off. Students will be asked to move away from windows and doors. All mobile phones will be turned off or on silent mode. Students are asked to be calm and quiet and to stay in the room until a member of staff or the police arrive to tell you it is safe to leave the room.

Graduated Response

At the end of each term we review all behaviour incidents for each student. If a child has had a number of incidents, they will be assigned a behaviour stage:

- Stage 1 – 6-10 incidents
- Stage 2 – 11-15 incidents
- Stage 3 – 16-20 incidents
- Stage 4 – 21+ incidents

Significant numbers of behaviour incidents are clearly going to disrupt a child's education and so at each stage we have greater and greater levels of support available in order to re-engage your child with education. In stage 1 this may be as simple as being on report to their tutor, at stage 4 we may involve Educational Psychologists or external mentoring agencies. This is known as the graduated response. What is key is that school and parents/carers at home work together to support our students to fulfil their potential.

Homework

At JCA we know that study at home is an important part of making progress. Not all learning can take place in school. Homework will be set weekly for each subject and will be an essential component of preparing for assessment, reflecting on what has been learnt and preparing for units of work to come.

All students have access to Show My Homework and can therefore view and complete homework or any missed learning from a lesson due to absence.

Parents will be given a Show My Homework login so they can check the homework set.

IT safe and acceptable use

Students must understand that they should only use IT systems in a responsible way to ensure there is no risk to their safety or the safety and security of IT systems and other users. IT includes PCs, mobile phones, tablets, game consoles etc.

- JCA will closely **monitor** use of ICT systems and communications.

- Students must only use their **own** login and passwords.
- Students should keep their login details **private**.
- Students should not visit age inappropriate or unsafe sites or register for things that they are not old enough for.
- Students should not upload, download or access anything online which is illegal or inappropriate or may cause harm or distress to others.
- Students should not take or share images of anyone without their permission.
- Students should take care about what they publish on the web, as once published they cannot control what it is used for (digital footprint).
- Any unpleasant or inappropriate material or messages seen online **must** be reported.
- If a student receives an upsetting message/e-mail, they must not reply but save it and report it.
- If a student receives an upsetting image via a chat program or posted on a social networking site, they should take a screen shot of it and report it to the social media platform, their parents and carers and/or JCA staff.
- Attachments should not be opened unless the student knows and trusts the person who sent it. Always double check.
- All students must understand that school **IT is for learning** and they cannot use the school systems for personal use or fun unless permission is given.
- JCA has the right to examine any data or files on a device if they think there is a good reason to do so.
- JCA may have to notify the police of any inappropriate IT usage including offensive or threatening message sent to others online.

For more detailed information about **E-Safety** at John Cabot Academy, please refer to the online policy

<https://johncabotacademy.clf.uk/wp-content/uploads/E-Safety-Policy-21.pdf>

Lunchtime

All students remain on the school site at lunchtime. Hot meals (including vegetarian meals), sandwiches, salads, snacks and drinks are on sale in the Dining Hall and Café. All food and drinks must be consumed within the designated areas. Tables and chairs are provided for students who prefer to bring a packed lunch into school. Fizzy or energy drinks are not permitted at JCA.

We want our social times to be calm and peaceful. As such students are only permitted in certain inside areas and ball games can only be played outside in designated areas.

Mental Health

JCA works with the Mentally Healthy Schools network offering information, advice and practical resources for us all to understand and promote students' mental health and well-being. Across an academic year, we address a range of mental health needs, including how to identify and notice them as well as how self care and healthy coping strategies can support us.

The transition from primary to secondary school is exciting for children and marks a new phase in their lives. Children recognise it as part of growing up and are aware that their lives are about to change in an important way. Like any change, it can also bring uncertainty. Most children will manage the transition to secondary school successfully. However, there may be ups and downs. It's easy for children to slip from feeling happy and confident one minute, to feeling nervous or anxious and back again as they find their feet. Year 7 at JCA is all about finding our connections to feel less lonely.

Mobile Phones

JCA has a mobile phone ban for two reasons. Firstly it is difficult for students to concentrate in their lessons if they have their phone on with notifications popping up all the time. Secondly social media is a significant source of bullying and peer pressure. By having a phone ban, we give them a break from this constant pressure.

If a mobile and/or headphones are seen between 8:40am and 3pm, it will be confiscated. Students can collect their devices from reception at the end of the day. We will alert you by text if your child has their phone confiscated during the day. If your child chooses to bring their mobile to school, the school cannot be held responsible for any theft or damage to it.

Parents' Evening

Parents Evenings

Each year group will have one (two for year 11) Parents' evenings each year. These are timed to coincide with key events in the year e.g. option choices for year 9 or mock exams for year 11. Please see the Events page for dates of Parents' evenings.

Pastoral Care

We are proud of the care we give to students at John Cabot Academy. Students in the same year group are in tutor groups together. Each year group has an experienced team of dedicated staff supporting their academic and wellbeing needs.

Tutor – A member of staff who supports and is in charge of the tutor group.

Tutor group – Made up of students in years 7 who meet once a day.

Pastoral Staff: Who's who?

Year 7 Team



Miss Jo Shipp



Mrs Lorene Archibald

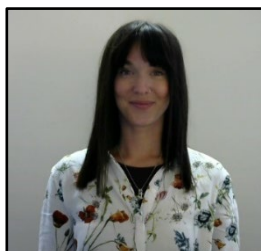


Mrs Lizzy New

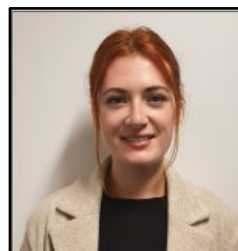
Year 8 Team



Mr Chris Oxley



Miss Jess Marshall



Miss Connie Dunnill

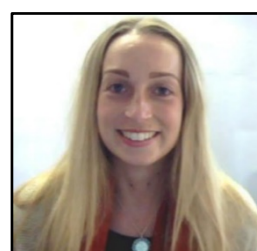
Year 9 Team



Mr Chris Oxley



Mr Chris Titterington



Miss Charlotte Crew

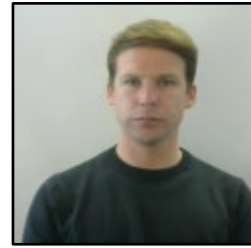
Year 10 Team



Mr Steve Church



Mrs Janet Allen



Mr Simon Horn

Year 11 Team



Mr Steve Church



Mr Tom Sillitoe



Mrs Vickie Malin

Photographs

Parents who do not wish their child's image to be used in any publicity material should inform the school in writing; this information will be recorded on the school's database. If we do not receive communications from you on this matter then we assume that you consent to your child appearing in photographs that we may use in publications/communications.

Ready to Learn

Ready to Learn is a whole school learning policy which covers all aspects of school life and underpins our culture at John Cabot Academy. Having these consistent boundaries and well understood routines is the key to everyone feeling safe. And the feeling of safety and security enables students to explore, develop and express their individual identities – their *sense of self*. By sending your child to JCA, you are therefore agreeing to support the Ready to Learn policy.

Area	Ready to Learn – Key Language	What do staff do?	What happens next?
Phones & Headphones	"Phone ban"	Between 8:40am and 3pm, if a phone is visible (i.e in their hand), confiscate it. Take to Reception.	Reception text home (at the end of the day). Handed back at end of day.

Defiance	“This is a reasonable request. Are you choosing not to follow it?”	“This is a reasonable request. Are you choosing not to follow it?” Send to Hub. Log on SIMS with a 1. Call home.	Student does their work in the SLR (Separated Learning Room)
Uniform		Check uniform on entry to school. If incorrect: <ol style="list-style-type: none"> 1. Go home 2. Borrow some 3. Go to SLR until they do 1 or 2 Check uniform on entry to class, if incorrect, send to SLR.	Year team lend them uniform or sends them home to get uniform.
Corridors and Social Areas	“Hands off” “Walk” “One Way System”	Challenge, with a verbal warning the following: <ul style="list-style-type: none"> • Running • Poor language • Hoods & Hats • Hands on 	
Punctuality		Period 1 to Tutor Time <i>Less than 5 minutes late</i> Mark L in register with minutes late. <i>More than 5 minutes late</i> Send to Year Hub Mark 1 in register Call home	Student does their work in the SLR (Separated Learning Room)
In Lessons	Learning Behaviours: “Quality Audience” “Exam Conditions” “Group Learning” “Learning Partner”	Each task has an associated learning behaviour. 1 st warning – 2 on register 2 nd warning – 1 on register – send to Year Hub Call home	Student does their work in the Hub

The full Ready to Learn policy and other policies (i.e. Safeguarding, Exclusions, Bullying, Drugs) can be found on the website.

Reports:

Each year group will receive two reports each year:

- During term 3, a data report
- During term 6, a data report based on the end of year exams

Routine Enquiries

Unlike primary school, parents must make an appointment to see teachers/staff – we are not able to see parents without appointments.

Please email info@jca.cabot.ac.uk

An acknowledgement email will be received. Our reception staff will forward the email to the relevant member of staff who will reply within 5 working days by phone wherever possible. This is to build relationships and avoid the ambiguity that can occur with emails. Furthermore, it allows our staff to stick to acceptable working hours and not feel obliged to reply to emails in the evenings or weekends. Staff emails will not be published on the website, nor will they be shared with parents by any other means.

Safeguarding

Our school recognises its moral and statutory responsibility to safeguard and promote the welfare of students. Staff endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and have approved procedures to follow to ensure that children receive effective support and protection.



Mr Paul Comber
Assistant Principal
and
Strategic
Safeguarding Lead



Mr Phil DeScossa
Designated
Safeguarding Lead

Please refer to the John Cabot Academy website for lots of different safeguarding advice and guidance.

School Council

Representatives are elected from each tutor group to be involved in our school council. Each year group meet on a regular basis and students are provided with the opportunity to express their views and ideas about the school and to make recommendations to the Senior Leadership Team.

School Policies

All of the current and updated John Cabot Academy policies are available on our website for example; the Attendance Policy, Anti Bullying Policy or the Child Protection Policy.

Sco-Pay Online Payments

We use online portal, SCO-PAY and unfortunately do not accept cash or cheques.

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.

An online payment letter containing a **one-time use** link code will have been sent to you for your child/each of your children when they joined the Academy. The code is no longer required once the account has been activated and linked to your child.

If you have not 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

Here is a link to the Login page: –

<https://www.scopay.com/john-cabot-ac>

Canteen Payments

Here at John Cabot Academy, our canteen uses a cashless system.

Students and parents have a choice of either:

Using a biometric fingerprint reader to access their canteen account (this is our preferred option)

Or

Entering a 4 digit PIN (personal identification number) into a PIN pad to access their canteen account.

Other useful information

We unfortunately do not offer an overdraft facility so it's important to ensure the student has money on their sco-pay account.

Once you have made a payment, it does take around 20-30 minutes to reach the students account, so it is recommended that you top up in the evening.

Parents: if you have any concerns over spending or food choices it is possible to set a daily spending limit or to restrict the purchase of certain items. Please contact Tracey Marsh, Aspens, Canteen Manager, on **0117 9882511** in order to set this up. In addition, the cashless system records all purchases for the academic year so if you have any concerns, please contact Tracey on the number above.

Students need to bring their own water bottles to refill at the water fountains. For environmental reasons we do not provide cups.

SEND

Further information regarding SEND can be found on our website.



Mrs A Lynett
SENCo



Mr Lewis Medolla
Lead LSA

Term Dates 2022-23

	Term Dates	Holiday Dates
TERM 1:	Thurs 1 Sept 2022 to Fri 21 Oct 2022 (Thurs 1 and Fri 2: Inset Days) Fri 2 Sept: Mon 5 Sept: Year 7 students only Tuesday 6 th Sept: Y8-11 students return (Thurs 20 Oct: Inset Day) (Fri 21 Oct: Inset Day)	Wednesday 19 October 2022 to Friday 28 October 2022
TERM 2:	Mon 31 Oct 2022 to Fri 16 Dec 2022	Monday 19 December 2022 to Tuesday 3 January 2023
TERM 3:	Tues 3 Jan 2023 to Fri 10 Feb 2023 (Tues 4 Jan: Inset Day)	Monday 21 February 2022 to Friday 25 February 2022
TERM 4:	Mon 20 Feb 2023 to Fri 31 March 2023 (Wed 16 March: Inset Day)	Monday 11 April 2022 to Friday 22 April 2022
TERM 5:	Mon 17 Apr 2023 to Fri 26 May 2023 (Mon 3 May: Inset Day)	Monday 30 May 2022 to Friday 3 June 2022
TERM 6:	Mon 5 Jun 2023 to Fri 21 Jul 2023 (Fri 8 Jul: Inset Day)	

Inset Days when Academy is closed

Please note: Inset Days when Academy is closed (further dates may be added):

Thursday 2 September 2021

Friday 3 September 2021

Thursday 21 October 2021

Friday 22 October 2021

Tuesday 4 January 2022

Wednesday 16 March 2022

Friday 8 July 2022

Uniform

All 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 the following to your browser:-

<https://johncabotacademy.clf.uk.uniform/>

Students wear their PE kit to school on days they have PE.

Please note that the only item of uniform we sell in the academy is school ties so that you can purchase a replacement tie quickly if your child loses one. These are available to purchase via your SCOPAY account and once this is done, they will be available to collect at the finance office – www.scopay.com.

John Cabot Academy, Woodside Road, Kingswood, Bristol BS15 8BD

Telephone: +44 (0)117 976 3000 Fax: +44 (0)117 976 0630 General Email: jcainfo@clf.uk

