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**Welcome to  
John Cabot Academy  
Class of 2021**

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# 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 student 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.

# Biometric Fingerprint Reading

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.*

## Payment methods

We use online portal, SCO-PAY and unfortunately doesn't 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](mailto:JCAFinance@clf.uk)

Here is a link to the Login page: –

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

## Other useful information

We unfortunately do not offer an overdraft facility so it's important to ensure the student has money on their 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 Kevin George, Canteen Manager, Sodexo 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 Kevin on the number above.

# 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



**WEEK 1**

For allergen information, please speak to a member of staff

**F50** Future 50 Dishes that contains one or more of the top 50 most sustainable foods in the world!

**V** Vegetarian **Ve** Vegan **O** Organic

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Choose 1 Main + 2 Sides + 1 Sauce or Dip</b>					
<b>ACT 1 ORIGINALS</b>	<b>ORIGINALS</b>	<b>ORIGINALS</b>	<b>ORIGINALS</b>	<b>ORIGINALS</b>	<b>ORIGINALS</b>
<b>MAINS Choose 1</b>	Cottage Pie	Southern Baked Chicken Thighs	Roast of the Day	Cheese, Tomato And Fresh Basil Pitta Pizza <b>V</b>	Freshly Battered Fish of the Day <b>O</b> Oven Baked Breaded Fish of the Day <b>O</b>
<b>or 1 Veggie</b>	Lentil & Veg Cottage Pie Filling <b>Ve</b>	Southern Baked Halloumi Burger, Bun & Salad <b>V</b>	Roast Quorn Fillet & Gravy <b>V</b>	Beetroot & Carrot Burger, Bun & Salad <b>V</b>	Quorn Hot Dog <b>V</b>
<b>SIDES Choose 2</b>	New Potatoes with Parsley <b>Ve</b> Garden Peas <b>Ve</b> Fresh Sliced Carrots <b>Ve</b>	Baked Half Jacket Potato <b>V</b> BBQ Baked Beans <b>V</b> Coleslaw <b>V</b>	Sage & Onion Stuffing <b>V</b> Roast Potatoes <b>V</b> Savoy Cabbage <b>V</b> Fresh Glazed Carrots <b>V</b>	Lightly Spiced Oven Baked Potato Wedges <b>V</b> Mixed Salad <b>Ve</b> Coleslaw <b>V</b>	Oven Baked Chips <b>Ve</b> Mushy Peas <b>Ve</b> Garden Peas & Carrots <b>Ve</b> Coleslaw <b>V</b>
<b>SAUCES &amp; DIPS Choose 1</b>	Light mayonnaisse and salad dressing available for all mains				
	Gravy <b>Ve</b> Onion Gravy <b>Ve</b>	BBQ Dipping Sauce <b>V</b> Light Mayonnaisse <b>V</b>	Gravy <b>Ve</b> Apple Sauce <b>Ve</b> Horseradish Sauce <b>V</b> Cranberry Sauce <b>V</b>	Tomato Ketchup <b>Ve</b> Burger Relish <b>V</b>	Tomato Ketchup <b>Ve</b> Tartare Sauce <b>V</b> Mild American Mustard <b>Ve</b>

## 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. There is also the opportunity for students to attend reward trips and activities at the end of the Academic year.

# Communications

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

- JCA Website
- JCA facebook page
- JCA Twitter page
- JCA Instagram 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, without waiting for reports to be sent home.

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

Logins will be issued to parents via email.

# 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 three 'formal' assessments at the end of terms 2, 4 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
8.40am – 9.30am	Period 1
9.30 am – 10.20 am	Period 2
10.20 am – 10.40 am	<b>BREAK</b>
10.40 am – 11.30 am	Period 3
11.30 am – 12.20 am	Period 4
12.20 pm – 12.50 pm	<b>Lunch 1</b>
12.50 pm – 1.40 pm	Period 5
1.10 pm – 1.40 pm	<b>Lunch 2</b>
1.40 pm – 2.30 pm	Period 6
2.30 pm – 3.00 pm	Tutor

# 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.



# 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 the 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+ and young carers 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.

# 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 regularly 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.

# 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 in designated areas of the site.

# Mobile Phones & Social Media

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.

Social media has lots of positives, but can also be a significant source of distress to students. As parents, we have the following advice for you:

- Limit your child's phone use e.g. by 8pm they need to stop using their phone, or no phones at the dinner table.
- Do not allow your child to have their phone in their bedroom. Keep chargers in the kitchen.
- Follow/friend them on all social media so you can see what they are saying and discussing.
- Stick to the age limits of social media accounts e.g. you have to be 13 to be on snapchat.
- Remember it is not an invasion of privacy to look at your child's phone.

# 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?

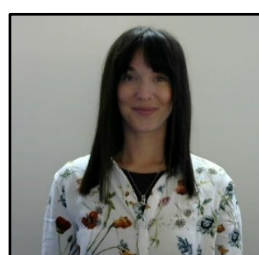
### Year 7 Team



Miss Jo Shipp



Ms Connie Dunnill

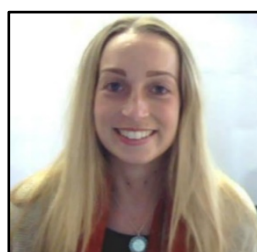


Miss Jess Marshall

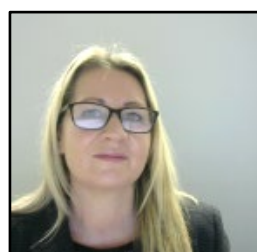
### Year 8 Team



Mr Chris Oxley



Miss Charlotte Crew



Mrs Lizzy New

## Year 9 Team



Mr Chris Oxley



Mrs Janet Allen



Mr Simon Horn

## Year 10 Team



Mr Steve Church



Mr Tom Sillitoe



Mrs Vickie Malin

## Year 11 Team



Mr Steve Church



Mr Chris Titterington



Mrs Lorene Archibald

## Personal Equipment

Below is the minimum requirement of the equipment you should have. Many students choose to carry additional items. Many of these items are available to purchase from the school library at a low cost.

Black or blue ballpoint pen x 2

Pencil sharpener

Ruler

Scientific calculator (basic)

Pencil

Pencil eraser

Maths set

Pencil case

# 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.

# Punctuality

It is important that students arrive to school on time as this is deemed preparation for employment and adult life. Students arriving after 8:40am must sign in at reception, providing a good reason for their late arrival. Students who arrive after 9:10am will be marked absent for the morning session.

# 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 Hub
Uniform		Check uniform on entry to school. If incorrect: <ol style="list-style-type: none"><li>1. Go home</li><li>2. Borrow some</li><li>3. Go to SLR until they to 1 or 2</li></ol> Check uniform on entry to class, if incorrect, send to Year Hub.	Year team lend them uniform or sends them home to get uniform.

Corridors and Social Areas	<p>“Hands off”</p> <p>“Walk (quickly &amp; whisper)”</p> <p>“One Way System”</p>	<p>Challenge, with a verbal warning the following:</p> <ul style="list-style-type: none"> <li>• Running</li> <li>• Poor language</li> <li>• Hoods &amp; Hats</li> </ul>	
Punctuality		<p><b>Period 1</b></p> <p>Allow into lesson. Mark L in register with minutes late.</p> <p><b>Period 2 to Tutor Time</b></p> <p><i>Less than 5 minutes late</i> Mark L in register with minutes late.</p> <p><i>More than 5 minutes late</i> Send to Year Hub Mark 1 in register Call home</p>	Student does their work in the Hub
In Lessons	<p>Learning Behaviours:</p> <p>“Quality Audience”</p> <p>“Exam Conditions”</p> <p>“Group Learning”</p> <p>“Learning Partner”</p>	<p>Each task has an associated learning behaviour.</p> <p>1<sup>st</sup> warning – 2 on register</p> <p>2<sup>nd</sup> warning – 1 on register – send to Year Hub</p> <p>Call home</p>	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 with commentary by the tutor
- 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](mailto: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 Chris Ballard**  
**Vice Principal**  
**and**  
**Strategic**  
**Safeguarding Lead**



**Mr Phil DeScossa**  
**Designated**  
**Safeguarding Lead**

## **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.

## SEND

Further information regarding SEND can be found on our website.



Mrs A Lynett  
SENCo



Mr Lewis Medolla  
Lead LSA



Mrs Mitchell  
LSA



Mrs Griffin  
LSA



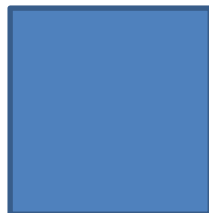
Mr Darlston  
LSA



Mrs Baker  
LSA



Mrs McCouig  
LSA



Ms Drummond  
LSA



Ms Thomas  
LSA



Ms Lamont  
Literacy Intervention



# Term Dates 2021-22

	Term Dates	Holiday Dates
TERM 1:	<b>Mon 6 Sept 2021 to Wed 20 Oct 2021</b> (Thurs 2 Sept: Inset Day) Fri 3 Sept: <b>Y7 students only</b> Mon 6 Sept: <b>Y8-Y11 students return</b> (Thurs 21 Oct: Inset Day) (Fri 22 Oct: Inset Day)	Thursday 21 October 2021 to Friday 29 October 2021
TERM 2:	<b>Mon 1 Nov 2021 to Fri 17 Dec 2021</b>	Monday 20 December 2021 to Wednesday 5 January 2022
TERM 3:	<b>Wed 5 Jan 2022 to Fri 18 Feb 2022</b> (Tues 4 Jan: Inset Day)	Monday 21 February 2022 to Friday 25 February 2022
TERM 4:	<b>Mon 28 Feb 2022 to Fri 8 Apr 2022</b> (Wed 16 March: Inset Day)	Monday 11 April 2022 to Friday 22 April 2022
TERM 5:	<b>Mon 25 Apr 2022 to Fri 27 May 2022</b> (Mon 3 May: Inset Day)	Monday 30 May 2022 to Friday 3 June 2022
TERM 6:	<b>Mon 6 Jun 2022 to Fri 22 Jul 2022</b> (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

Please see the website for the full uniform policy including PE kit.

Uniform is available through Trutex Direct [www.trutexdirect.com](http://www.trutexdirect.com) and register using our Academy's LEA code: LEA00918CH. This will take you to John Cabot Academy's uniform page. Alternatively you can contact them by phone on 01200 421206.



- **White shirt**
- **Black trousers or Tartan skirt – available from Trutex**
- **Academy tie – available from Trutex and the academy**
- **Optional Academy Blazer**
- **Optional V-neck jumper**

## Shoes

Examples of acceptable styles:



Examples of acceptable styles:



## Unacceptable Styles



### General Uniform Instructions for Boys and Girls

#### Hair

No ornaments such as flowers, bows, elaborate hair bands, etc.  
Extreme hair colours are not permitted and if hair is dyed it must be

within the natural range of hair colours. Headscarves must be blue, black, grey or white.

**Jewellery** No jewellery may be worn except a watch, religious symbol or ear and nose studs (no more than one small stud and no hoop earrings).

**Make up** Make up should be subtle and hardly visible.

**ITEMS NOT PERMITTED:**

- i) Facial or tongue piercings
- ii) Jumpers, hoodies, leather or denim jackets

**Update to the PE kit**

<b>Polo Shirt*</b>	Navy blue with light blue side panels and JCA logo
<b>Hoodie *</b>	Navy blue, heavyweight jersey and JCA logo
<b>Shorts/Joggers</b>	Navy blue
<b>Socks</b>	JCA blue socks & white indoor sports socks
<b>Trainers</b>	White or black non-marking footwear
<b>Football Boots</b>	Substantial boots, any colour. Only moulded or screw in plastic studs Less than 15 mm or Astro Turf Trainers

All of the items marked \* are only available through our uniform supplier Trutex

*Optional, additional items are also available (leggings, shorts, fleece layers, tracksuit bottoms and sports jackets) through Trutex*

**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](mailto:jcainfo@clf.uk)**