

Contents

Coronavirus Update	1
Non-Urgent Queries: How to Get In Touch	2
Key Dates.....	3
Upcoming Payments.....	4
Canteen Announcement: Student Overdrafts	4
Extra-Curricular Activities	5
Misc. Clubs	5
Revision Clubs.....	5
PE Clubs.....	6
Parking Restrictions on the JCA Site.....	6
Calculators Available.....	7
Years 10 and 11: Revision Guides – Final Order for Academic Year 2019/2020	7
Performing Arts Updates	8
Mariama to work with Integrate on Music Video in South Africa.....	8
Opportunities.....	9
Writing Competition: Tall Tales, Short Stories.....	9
CLF Employment Opportunity: Administration Assistant (Clerk)	9
CLF Employment Opportunity: Exam Invigilators.....	11

Coronavirus Update

Following the recent outbreak of Coronavirus, please [click here](#) for the latest update on advice regarding the virus and recommended actions.

The Foreign and Commonwealth office has advised against all travel to Hubei Province and have urged UK nationals in the area to leave if they can. It has also advised against “all but essential” travel to the rest of mainland China (not including Hong Kong and Macao). Travel advice for China, whether for a holiday or business, can be found [here](#).

All parents should also please be alert if you have come into contact with family, friends or



work colleagues that have travelled to China since the outbreak of the virus.

We would advise all parents to contact the school if you or any member of your family has traveled, or is planning to travel, to China – or if you have had contact with anyone who has travelled to China since the outbreak of the virus.

Coronavirus and Schools: [Click here for further information from VWV.](#)

Non-Urgent Queries: How to Get In Touch

For non-urgent queries, please email JCAinfo@clf.uk. This is now the single mailbox for all enquiries, and is monitored by several members of staff. Our staff will forward the email to the relevant staff member, who will reply by phone within 5 working days wherever possible.

For urgent queries only phone the academy on 0117 976 3000 between 8am and 4:15pm. An urgent query is:

- About the safety of your child, or another child
- Something which needs to be actioned immediately (e.g. a change in who is picking up your child, or where your child has to go after school).

[Click here to read our Communications Policy.](#)



Key Dates

[Click here to access the Academy Calendar.](#)

<i>Date</i>	<i>Event</i>
27/2/2020	Y10 Future Quest Trip to UWE. Y8 Residential Information Evening – 5pm start.
25/2/2020 – 4/3/2020	Year 11 Mocks: 25/2: Eng Lang 26/2: Maths 27/2: Eng Lit 28/2: Science 2/3: Maths 3/3 Science 4/3: Maths 5/3: Science
3/3/2020 – 5/3/2020	Bugsy Malone School Production – 7pm start.
12/3/2020	Y10 Parents' Evening – Insight login information to follow in due course.
20/3/2020	Y8 & Y9 HPV Vaccinations – Consent forms for Y8 to follow in due course.



Upcoming Payments

<i>Deadline</i>	<i>Item</i>
24/2/2020	Year 9 Visit to Paris - £100.00 due. 2019/20 Duke of Edinburgh Bronze Award - £30.00 due.
25/2/2020	Y8 Residential Camp - £20.00 due.
28/2/2020	PGL Water Sports Trip to France 2020 - £225.00 due. Ski Trip 28/02/2020 - £180.00 due. Geography Field Trip 2020 - £50.00 due.
6/3/2020	Music Tuition – Please ensure all outstanding payments are made by the date shown, or lesson cancellations will be necessary.
20/3/2020	Revision Guides – Please ensure all orders and payments are made by the date shown, as the order will be placed in the morning of 23/3/2020.
N/A	Bugsy Malone – Tickets are available from the Music and Drama departments.

The preferred method of payment is online via SCOPAY. Please use the following link:
<https://www.scopay.com/john-cabot-ac>

Alternatively, there is also an app that you can download via App Store or Google play.

If you have not used SCOPAY before and require an online link code to complete your account set up please contact info@jca.cabot.ac.uk or call Reception and ask to speak with Mrs J Chappell in the Finance Office. The information required for the link code to be produced for you is the full name of your child, their tutor group and your email address so that the code and instructions can be emailed to you.

Cash and cheques (made payable to John Cabot Academy) can currently still be accepted and should be brought to the Finance Office by your child where a receipt will be issued. Please write your child's full name and tutor group along with the trip name on the reverse of cheques.

Canteen Announcement: Student Overdrafts

Student overdrafts will no longer be allowed as of Term 5. Please ensure all overdrafts are settled before the start of this term so that your child can still use their canteen account.



Extra-Curricular Activities

Note that days, times and rooming are subject to change. Always speak to the Staff Contact to confirm.

Misc. Clubs

Club Name	Weekday	Time	Staff Contact	Room
Board Game Club	Mondays	Lunchtime	D Coe	AF6
Bugsy Malone Rehearsals	Tuesdays	3:00-4:30	C Grierson	Music
Bugsy Malone Band Only	Weds & Fri	Lunchtime	C Grierson	Music
Choir	Mondays	Lunchtime	C Grierson	Music
Further Maths (Invitation Only)	Tuesdays	3:00-3:45	A Walton	TF4/5
Harmony Group	Thursdays	Lunchtime	C Grierson	Music
LGBTQ+ Society	Thursdays	Lunchtime	G Simpson	SF1
Mental Health and Wellbeing Drop-in	Thursdays	Lunchtime	K Richards	SF5
Ukelele Club	Tuesdays	Lunchtime	C Grierson	Music

Revision Clubs

Club Name	Weekday	Time	Staff Contact	Room
Y10 & 11 Business Studies	Tuesdays	3:00-4:00	J Allen	AF8
Y11 BTEC Performing Arts	Thursdays	3:00-4:00	S Shousha-Nady	Stage
Y11 Computer Science Revision	Mondays	3:05-4:05	Gareth Foster	AF10
Y11 Design Technology Revision 1	Mondays	3:00-4:00	C Oxley	DC1
Y11 Design Technology Revision 2	Wednesdays	3:00-4:00	L Barraclough	BG8
Y11 English Revision 1	Mondays	3:00-4:00	S Graydon	AG4
Y11 English Revision 2	Thursdays	3:00-4:00	F Ford	AG2
Y11 Food Tech Coursework	Tuesdays	3:00-4:00	J Shipp	BF10
Y11 French Revision	Mondays	3:00-4:00	T Groskop	AF2
Y11 History Revision 1	Mondays	3:15-4:15	S Williams	TF3
Y11 History Revision 2	Tuesdays	3:15-4:15	D Coe	AF6
Y11 Music Coursework	Mon & Thurs	3:00-4:00	C Grierson	Music
Y11 Music Revision	Tuesdays	Lunchtime	C Grierson	Music
Y11 Photography Revision	Thursdays	3:00-4:00	H Smith	BF7
Y11 Spanish Revision	Mondays	3:00-4:00	T Groskop	AF10
Y11 Study Room	Every	Lunchtime	Steve Church	CG2



PE Clubs

Club Name	Weekday	Time	Year Group
Girls' Football	Mondays	After School	All
Fitness Suite	Mondays	After School	Y10 & Y11
Basketball	Mondays	After School	All
Hockey	Mondays	After School	All
Boys' Football	Tuesdays	After School	Y7 & Y8
Fitness Club	Tuesdays	After School	Y7, Y8 & Y9
Bugsy Malone Dance Rehearsals	Tuesdays	After School	All
Duke of Edinburgh's Award	Tuesdays	After School	Y9 (invite only)
Sports Science Coursework	Thursdays	After School	Y10 & Y11

Parking Restrictions on the JCA Site

A reminder of parking restrictions on our school site:

- Our site follows a One-Way System. You must obey this when driving on the school site.
- Parking on double yellow lines is strictly prohibited unless you are a disabled Blue Badge holder.
- Yellow zig-zag lines outside schools indicate a length of road where stopping is strictly prohibited and traffic enforcement officers can penalise those who park on them.
- Parents are strictly prohibited from parking in the car park nearest the academy at the end of the day to wait to pick up their child.

Failure to observe these rules can result in serious consequences and very heavy penalties. A recent incident involved a visitor to the school site reversing into a resident's driveway and hitting their parked car.



Calculators Available

Calculators are available for all year groups to purchase. We have two kinds recommended by the Maths department, which have been deemed appropriate for all numeracy-based exams conducted at the Academy.



Casio Scientific Calculator FX83GT
£13.50



Casio ClassWiz FX 991EX Scientific
Calculator
£22.50

(For students considering A Level
Maths after GCSE)

Both these calculators are available for purchase via SCOPAY, or from the Finance Office by cash or cheque.

Years 10 and 11: Revision Guides – Final Order for Academic Year 2019/2020

The final order for revision guides this academic year will be placed on Monday 23 March 2020. Deadline for orders and payment is Friday 20 March. Orders can be made online via SCOPAY. Online payments are necessary as the system has been tailored to your child's academic requirements: for subjects where students are in Foundation and Higher groups (e.g. Maths and Science), only the guides relevant to your child's needs will be displayed on SCOPAY. Please see the "Upcoming Payments" section of this newsletter for login information.



Performing Arts Updates

Bugsy Malone – Tickets On Sale Now

Our school production returns on 3, 4 and 5 March. This year we are performing *Bugsy Malone* with a cast and team of over 60 students.

The performance will feature students from year 7 to year 11, a live band accompanying the vocalists, and eye-catching and innovative sets designed by Year 10 Design and Technology students. Please come along and support our students as they put on the custard pie, splurge filled spectacle of *Bugsy Malone*.

Tickets are available from Music and Drama - £5 for adults, and £3 students/concessions. All evening performances will start at 7pm.



Mariama to work with Integrate on Music Video in South Africa

This summer, Mariama (Y9) will be flying out to South Africa to work on and perform in a music video with Integrate, alongside two South African organisations and another from London.

The invitation is in recognition of Mariama's work with Integrate – including *Vitriol*, a film she worked on with students from John Cabot Academy and Oasis Academy John Williams, which was screened to wide acclaim at the Tobacco Factory last year.

Mariama and other JCA students are also working on a new film project about colourism and coercive relationships, for which Mariama has applied for acting and script-writing roles.

The music video will involve working with young community members in South Africa and intends, Mariama says, to reflect their culture and lived experiences. Filming takes place in June, and Mariama is eagerly looking forward to it.

[Click here to see the students of John Cabot Academy in *Vitriol*, a collaboration with Integrate and Oasis Academy John Williams.](#)



Opportunities

Writing Competition: Tall Tales, Short Stories

The Royal Society of Literature is running a competition called *Tall Tales, Short Stories*, and the deadline for entries is Friday 27 March 2020. [Click here for more information.](#)

This writing competition is open to UK-based 14-18 year olds and celebrates 20 years of the V. S. Pritchett Short Story Prize, the great range of the short story form, and what is possible when we use other writers as inspiration.

Entrants are asked to select a story from the Tall Tales, Short Stories anthology to complete in 500 words, and send in their ending with a completed entry form, by email or post. If you would like copies of the Tall Tales, Short Stories anthology and printed entry forms let me know and I'll post them out to you – we have plenty!

Deadline for entries Friday 27 March 2020. Winner and runner-up stories will be published on the RSL website and their authors will receive National Book Tokens.

CLF Employment Opportunity: Administration Assistant (Clerk)

We are looking for a passionate and inspiring Administration Assistant (Clerk) to join our supportive and talented team. We are a growing organisation, looking for professional and ambitious people with a passion for transforming our students' learning. [Click here to apply.](#)

Working as part of the Corporate Services Team, you will be one of a team of Administration Assistants (Clerks) that provide a high-quality administrative service to our Academy Councils (local governing bodies).

Salary: CLF 7 £19,358 rising incrementally to £21,576 per year pro rata. Actual Starting Salary £6,920 (+ an additional amount of £942 for accrued leave)

Appointment Type: Permanent

Closing Date: 24 February 2020

Your opportunity:

We provide excellent training and development opportunities within the Federation. You will be a part of a Federation who are committed to providing the very best learning experiences for every young person we educate. You will be working within a fantastic team alongside professional and inspirational people. You will have access to our generous benefits package including excellent annual leave entitlement, access to our pension scheme and a number of other well-being benefits.



What we are looking for:

We look for passionate individuals who want to be a part of transforming education and will make an active contribution to the development of the Cabot Learning Federation.

In this role you will act as Administration Assistant (Clerk) to Academy Council for the four academies described above. Your duties will specifically include:-

Work effectively with the Chair of Council and Principal to prepare purposeful agendas for each Academy Council meeting. Distribute the agenda and supporting documentation to attendees prior to meetings within agreed deadlines.

Advise Council members of upcoming meetings and circulate documentation such as minutes, draft policies and other relevant information in a timely manner.

Take notes at meetings and panels and distribute to all relevant stakeholders within agreed guidelines. Produce minutes to a high standard, ensure they accurately reflect the discussion, challenge and actions within the meeting or panel.

Manage the appointment and election of Academy Councillors in accordance with agreed guidelines.

Undertake all duties as a clerk at meetings of the Academy Council as required and keep records of councillor attendance.

Networking with other Clerks and colleagues across the federation to share best practice ensuring the Academy Councils are professionally supported to the highest standard.

[Click here to read the full job description and person specification, and to apply.](#)



CLF Employment Opportunity: Exam Invigilators

We are looking for Exam Invigilators to join our supportive and talented exams team within Cabot Learning Federation. We are a diverse multi-academy trust, looking for professional and ambitious people, with a passion for transforming our students' learning. Our Academies need exam invigilators, readers and scribes to assist with scheduled exams across the Federation. **Please email JCAinfo@clf.uk for more information on how to apply.**

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. As the CLF will need a number of Exam Invigilators to assist with the approaching exam season, this vacancy will remain active and applications will be reviewed on a monthly basis.

Salary: CLF 5 Starting at £16,966, rising incrementally to £18,111 per year pro rata. Actual Starting Hourly Rate: £8.79 per hour.

Appointment Type: Casual

Closing Date: 02 March 2020

This position requires flexibility as there are various exams held throughout the academic year, these usually fall within November, January and March. The Summer exams are held in May and June. There are also mock exams for Years 9, 10 and 11 at different times throughout the year. The working hours for this role can vary as exam environments have to be set up before the beginning of the school day and on occasions can sometimes continue after the school day has finished. This position will be paid on an hourly rate plus holiday pay.

What we are looking for:

As an Exam Invigilator you will assist the Exam Officer in the efficient delivery of internal and external exams. You will ensure that the conduct of internal and external examinations takes place in accordance with Joint Council for Qualifications (JCQ) regulations and Academy procedures.

An Exam Invigilator will ensure the candidates' exam experience is a positive and supportive one; enabling that each candidate has an equal opportunity to demonstrate their abilities. As this is a CLF centrally appointed position, your place of work can change depending on the demands of each Academy.

To be successful within this role you will need to be flexible as you will be required to work across a variety of the CLF academies at different times depending on each academy needs. The Exams Invigilators' workload will very much depend on the exam season and academies need for additional support.

Please email JCAinfo@clf.uk for more information on how to apply.





Best wishes



*Kate Willis
Principal
John Cabot Academy*

