



---

**Welcome to  
John Cabot Academy  
Class of 2019**

---



# Welcome to John Cabot Academy

It is my pleasure to introduce this ‘Welcome’ document for new parents and other family members who might be parenting, helping and supporting our students. By working closely together we will be able to ensure that your children, our students, grow and develop into young people we are all proud of.

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:

- ✓ Have a very positive attitude towards learning and school.
- ✓ Be honest in all things.
- ✓ Attend every day – on time and in correct uniform.
- ✓ Make it your routine to ensure that you are perfectly organised before you leave home every day.
- ✓ Work hard and be a motivated learner at school and at home. Working in school alone will not be enough to secure the success you want.
- ✓ Develop your knowledge, opinions and facts. Be motivated to learn new ideas and to understand the views of others more knowledgeable than you.
- ✓ Always be generous and respectful in your views, opinions and comments.
- ✓ Take advantage of the extra opportunities available to you in activities such as drama, music and sport and everything else that John Cabot and your local community has to offer.
- ✓ Take pride in what you do and how you speak. Care about how you behave towards yourself, your family and others.
- ✓ If you make a mistake, learn from it, try not to repeat it.
- ✓ Do your best to build positive relations with everyone.
- ✓ If you ever have a problem or concern – talk to an adult at school, they will want to help you.

Please discuss these ‘basics’ at home 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 achieve ambitious and impressive outcomes by the end of the school year.

With every best wish



**Kate Willis Principal**

# Pastoral Care

We are proud of the care we give to students at John Cabot Academy. Students in year 7 and 8 are in a tutor group together and students in year 9 and 10 are together. This encourages students to work together across the age range from within the Zones. Year 11 are in their own groups to ensure they have specific support around their exams.

## Zones

John Cabot Academy is made up of four zones Naz, Banksy, Rowling and Aardman. Your child will be allocated a zone and will remain with this zone until Year 11.

## Who's who?

**Zone Leader (ZTL)** – the people who oversee a number of curriculum areas and one pastoral team within the Academy.

Mr Chris Oxley – Naz

Mrs Amanda Morris – Banksy

Mr Steve Church – Rowling

Ms Joanne Shipp - Aardman

**Pastoral Team Leader (PTL)** – the people who oversee the attainment, attendance and behaviour of students in the Community.

Mrs Janet Allen – Naz

Mr Tom Sillitoe – Banksy

Mr Chris Titterington – Rowling

Miss Faith Ford - Aardman

**Student Support Leader (SSL)** – the people who support the behaviour, welfare and pastoral care for students in the Community

Mr Jason Clarkson – Naz

Mrs Vickie Malin – Banksy (currently on maternity leave)

Miss Jess Marshall – Banksy

Mrs Lorene Archibald – Rowling

Miss Charlotte Crew – Aardman

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

**Tutor group** – Made up of students in years 7 and 8, students in years 9 and 10 and students in year 11 who work together and meet once a day.

# **Zone Team**

## **Naz**



Naz Ahmed is an 18-year-old campaigner and YouTuber. In 2014, she presented a show called 'Inside Out', investigating female genital mutilation for BBC which aired in the Midlands and South West. She has represented the charity Integrate Bristol around the country talking about female genital mutilation and violence against women.

In the Naz community we have high expectations of our students, we value mutual respect and we work hard to provide our students with the pastoral and academic support to reach their dreams!



**Mr Chris Oxley**  
Zone Team Leader



**Mrs Janet Allen**  
Pastoral Team Leader



**Mr Jason Clarkson**  
Student Support Leader

# **Zone Team**

## **Banksy**



Banksy is just a pseudonym for the hugely successful and controversial artist, who is believed to have been born in Bristol, although his real name is still unknown.

The intention of his artwork is to inspire us to always take advantage of an opportunity, take risks, and explore your creativity. He said “what we do in life echoes in eternity”, meaning that we need to think about the impact we can have on the world and how peace can be restored and preserved. Banksy shows us how sometimes going against the crowd can be the most effective way to communicate important ideas. Doing what you love and what brings you joy is an important aspect of our lives that so often gets overlooked and ignored.

Banksy students are a credit to John Cabot Academy; we were overall Academy Zone winners in 2018-19, due to our consistently strong performances in Zone competitions; sports day; behaviour points and attendance records. Banksy himself has shown that he cares about people who are vulnerable in society. He has used his amazing talent to promote his values and viewpoints. We want you, our students, to develop your own sense of what you want to achieve. Here, at John Cabot Academy, we will help you develop your talents and acquire the knowledge you need, enabling you to be the change you want to see in the world.



Mrs Amanda Morris  
Zone Team Leader



Mr Tom Sillitoe  
Pastoral Team Leader



Mrs Vickie Malin  
Student Support Leader



Ms Jess Marshall  
Student Support Leader

# **Zone Team**

## **Rowling**



Jo Rowling, who was born just outside Bristol, had a passion for reading and writing from an early age. She was just 6 years old when she wrote her first story, and by the time she was in Year 7 she had penned her first novel! Whilst at university, she chose to read far more than she needed to; this enthusiasm and dedication enabled her to fully develop her creative talents. Eventually, of course, all her hard work would pay off, allowing her to develop the breadth of knowledge that led to the creation of the Harry Potter series.

We aspire for members of Rowling Zone to share this desire for knowledge beyond the curriculum. Like Jo Rowling, we want our students to feel inspired to extend their learning. The ability and willingness to develop the imagination and unlock their creativity will open doors for them.

Jo has not led an easy, sheltered life. She worked in Paris during the terrorist attacks, as well as working for Amnesty International; both experiences allowed her to deepen her understanding of the wider struggles that people around the world face. The quote from Harry Potter and the Prisoner of Azkaban may well have been borne with these experiences in mind: "But you know, happiness can be found even in the darkest of times, if only one remembers to turn on the light." We want Rowling students to develop an understanding of the world in which they live, and a deep resolve to make that world a better place.

Rowling students demonstrate an understanding of others: their backgrounds, beliefs and needs. They form a harmonious community; one in which we don't just understand one another, but also celebrate each others' interests, cultures and beliefs.

The initial idea for the Harry Potter series arose from a time that Jo was delayed whilst on a train from Manchester to London, Kings Cross, testament to her belief that the biggest ideas can arise from the smallest opportunities. This is something that we want Rowling students to aspire to, as we help them to grow and develop into successful, well-rounded members of society.



Mr Steve Church  
Zone Team Leader



Mr Chris Titterington  
Pastoral Team Leader



Mrs Lorene Archibald  
Student Support Leader

# **Zone Team**

## **Aardman**



'It's the ideas I'm interested in. What comes out of your head.'

-Nick Park, Aardman Animator and Director

Aardman Zone is named after the Bristol based animations team that brought us familiar characters such as Wallace and Gromit, Shaun the sheep and Morph. They are also notable for their charitable schemes and providing training to young animators to nurture new talent. Aardman Animations celebrate joy and imagination but also use their resources to inspire future generations and support those who are most in need.

As a zone, our aim is to encourage the same levels of creativity, curiosity and responsibility that helped make Aardman such a successful company. We are focused on developing respectful relationships with honesty at their core so that students have a supportive environment where they can take risks, become inquisitive learners and most importantly: have fun. Above all else, we want our students to feel empowered to use the ideas in their heads to reshape the world around them. That's what we're interested in.



Ms Joanne Shipp  
Zone Team Leader



Miss Faith Ford  
Pastoral Team Leader



Miss Charlotte Crew  
Student Support Leader

# **SEND**

Further information regarding SEND can be found on our website.



Mrs A Lynett  
SENCo



Mr Lewis Medolla  
Lead LSA



Mrs Mitchell



Mrs Griffin



Mr Darlston



Mrs McGrath



Mrs Baker



Mrs McCouig

# **Attendance**

Good attendance is one of the most important contributing factors to overall school success. We would like each student to aim for at least 97% attendance and look to better this for the majority of students. This means taking no more than 5 full days off during the course of the year, wherever possible.

If a student is unable to attend school, we ask for a phone call notifying us of the fact. Please call **0117 9763000** and leave a message as early as possible on every day of absence. This is crucially important and helps us to be sure of the whereabouts of all students. If we do not receive a phone call, we will send a truancy message and the student must bring a letter for the tutor on the day of the return explaining the absence.

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. Preferably, we would ask for routine

medical matters to take place after school. 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. Where possible, this should be before the date of the absence.

## Punctuality

It is important that students arrive to school on time as this is deemed preparation for employment and adult life. Students arriving after registration must sign in at reception, providing a good reason for their late arrival. Students who are persistently late to school will normally receive a sanction.

## Absence

Hopefully, absence from school is kept to an absolute minimum. 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

## Appointments

Unlike primary school, parents must make an appointment to see teachers/staff – we are not able to see parents without appointments at the beginning or end of the day unless there are extreme circumstances. If you have a query or would like to see a member of staff, please do not hesitate to contact us. Please email us at [info@jca.clf.uk](mailto:info@jca.clf.uk) with your enquiry and it will be directed to the appropriate member of staff, alternatively, there is a 'contact us' form on the webpage which you can use. We commit to replying within 5 working days. Our website is regularly updated with essential information and you will be sent the newsletter by email weekly which also contains lots of useful information. If it is an emergency, please call **0117 9763000**.

## Emergency Closures

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.

# **Assemblies**

Zone assemblies are held during most weeks 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 Leader. There are some year group assemblies to cover specific issues (Year 9 Options, Post 16) or age appropriate topics.

## **Celebrating Success**

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. We look to recognise and reward these achievements through a variety of ways. In so doing, we recognise that we are celebrating what has been achieved and we aim to encourage our students to achieve even greater success in the future. Staff offer praise on a daily basis to students for any effort achieved in the classroom.

Students are given register scores 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, Zone's 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.

## **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 the opportunity to participate in Enrichment activities during the day, Social Moral Spiritual and Cultural activities through tutor time and Personal Wellbeing and Safety Days throughout the year.

## **Ready to Learn**

Ready to Learn is a whole school learning policy which covers all aspects of school life and will underpin our culture at John Cabot Academy.

Ready to Learn has 5 key areas that support our learning culture:

- Attend school, every day and on time
- Wear your uniform correctly and with pride
- Value your learning
- Value the learning of others
- Contribute positively to our community

Ready to Learn is about empowering our students to learn not removing them from their learning.

Clear guidelines will be given about expectations. After an initial warning and initials written on the board if a student does not adhere to the expectations (in the classroom) they will be asked to leave the room and work in the separated learning room. They will complete their school work in the room under independent learning conditions with a member of staff for a set period of time equal to one whole day, plus an hour detention after school to be held on the same day of the referral. Students will be released from separated learning if they successfully complete four periods without receiving a warning and have completed all work set, however they will still need to attend their detention. Rebuild conversations will take place between the student and the member of staff who referred them out of the lesson during detentions. Parents will be informed via the text messaging system regarding detentions.

Social time behaviours will be followed in the same way. For more serious misbehaviours students will be removed immediately from the classroom and/or social times.

The full Ready to Learn policy and other policies (i.e. Safeguarding, Exclusions, Bullying, Drugs) can be found online at [hht://cabot.ac.uk/media category/policies/.cabot.ac.uk](http://cabot.ac.uk/media-category/policies/.cabot.ac.uk)

## **Respect and Expectations**

### **Academy Standards**

Effective learning and teaching can only take place in an environment which is caring and safe and where there are high expectations for all, regarding appearance, conduct and behaviour. To help create such an environment for the benefit of every student we have constructed these rules:

### **Responsibility**

- We encourage young people to take personal responsibility for their learning. We expect students to take responsibility for their behaviour and their punctuality and attendance. All members of the Academy should demonstrate a polite and considerate manner at all times.
- It is further expected that students will behave appropriately when travelling to and from the Academy, and when on visits, trips or other events as part of an Academy activity.
- Students must not bring prohibited items into the Academy.

### **Personal Appearance**

- Personal appearance plays a significant role in creating a positive learning environment. All members of the Academy should, therefore, take significant care over their appearance.
- Students must adhere to the Academy rules relating to uniform in general and more specific items for specialist activities, including sport.

### **Conduct in and around the Academy**

- Students, staff or visitors are not permitted to smoke in any part of the Academy or its grounds.
- Students must stay in the Academy or its grounds during the course of the day unless a written request for permission to be absent has been received from parent and granted by the Principal or his representative.

- Students must observe the Academy safe movement rules and any areas of grounds designated “out of bounds.” N.B. This includes not using the rear entrance of the Academy on foot or in vehicles, as this is designated for deliveries and access to Cabot Close only.
- Food and drink may only be consumed in designated areas.
- Students should move in a quiet and orderly manner around the Academy with due consideration for others.
- All members of the Academy are expected to respect the person, beliefs and property of other members.

When we all seek to abide by these standards; a safe, caring and disciplined environment can be enjoyed by all.

**Persistent or serious breaches of these basic rules of good conduct may result in the permanent removal of the individual from the Academy.**

## 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>
12.20 pm – 1.10 pm	Period 5
1.40 pm – 2.30 pm	Period 6
2.30 pm – 3.00 pm	Tutor

**Lunch 1 Years 7,9,10**

**Lunch 2 Years 8, 11**

## 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

Pencil sharpener

Pencil eraser

Ruler

Maths set

Scientific calculator (basic)

Pencil case

# **Homework**

At JCA we know that study at home is an important part of making progress. Not all learning can take place in school. From September, 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.

## **Extra-Curricular Activities**

Many musical/drama, sporting and other clubs/activities take place outside of the main school day. We encourage students to become involved in extra-curricular activities and to take full advantage of the opportunities on offer.

## **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**



**Mrs Sue Nowicki**  
**Deputy Designated**  
**Safeguarding Lead**

## **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.

# **Uniform**

Please find below John Cabot Academy's uniform requirements. 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.



- **Academy Blazer**
- **Optional V-neck jumper**
- **Black trousers – boys**
- **Tartan skirt or black trousers – girls**
- **Academy tie**
- **Shoes – not trainers, pumps or daps.**

# **School Regulations**

Students are permitted to wear one pair of stud earrings. **No facial piercings are allowed.**

Students are not permitted to wear different colours in their hair. Natural hair colours only. If a student comes into school with bright colours in their hair they will have to go home to change their hair colour.

Students are allowed to wear discreet make up in school. If a student is wearing **excessive** make up they will be asked to clean/wipe off their face.

**Mobile phones** are not permitted during the school day. If a student is found with their mobile phone out of their bag or using their mobile phone it will be **confiscated** and parents informed. If a parent is unable to collect the mobile phone after school during the school week, it will be kept in a safe place until the end of the school week.

**Chewing Gum** is not permitted in or around the school building.

If a student brings a weapon of any sort into school then they will be excluded permanently from the Academy.

If a student brings a banned drug into the school then a permanent exclusion is highly likely.

# School Policies

All of the current and updated John Cabot Academy policies are available on our website [www.cabot.ac.uk](http://www.cabot.ac.uk) and look under Academy policies to view, for example; the Attendance Policy, Anti Bullying Policy or the Child Protection Policy.

## 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.

## 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.

## 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

- To load money using coins or notes, please use the machine at the dining room entrance. The machine gets very busy at break times; the best time is before or after school.

- To load money with a cheque please post it into the box at the dining room entrance. If you put it in the box before 9am it will be loaded before morning break; any time after it will be loaded the following day.

- Please make your cheque payable to Sodexo and write the student's name on the back otherwise we don't know whose account to load it onto!

### **Other useful information**

- If you forget your dinner money you can come and see us for an overdraft for the day; this allows you to go into a minus value to ensure you get something to eat. If you do ask for an overdraft a letter is sent to your home to inform your parent. The maximum overdraft is £3.

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.

## **Newsletter**

An Academy newsletter is created on a weekly basis and can be accessed on the John Cabot Academy website.

## **School Council**

Representatives are elected from each tutor group to be involved in our school council. Each community 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.

## **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.

Parents must accept that the school cannot be held responsible for any theft or damage to bicycles. 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.

# **Term Dates 2020-21**

	<b>Term Dates</b>	<b>Holiday Dates</b>
TERM 1:	<b>Wed 2 Sept 2020 to Wed 21 Oct 2020</b> (Tues 1 Sept: Inset Day) Wed 2 Sept: Y7 students only Thurs 3 Sept: Y8-Y11 students return (Thurs 22 Oct: Inset Day) (Fri 23 Oct: Inset Day)	Thursday 22 October 2020 to Friday 30 October 2020
TERM 2:	<b>Mon 2 Nov 2020 to Fri 18 Dec 2020</b>	Monday 21 December 2020 to Monday 4 January 2021
TERM 3:	<b>Tues 5 Jan 2021 to Fri 12 Feb 2021</b> (Mon 4 Jan: Inset Day)	Monday 15 February 2021 to Friday 19 February 2021
TERM 4:	<b>Mon 22 Feb 2021 to Thurs 1 Apr 2021</b> (Fri 2 Apr: Inset Day)	Friday 2 April 2021 to Friday 16 April 2021
TERM 5:	<b>Mon 19 Apr 2021 to Fri 28 May 2021</b> (Mon 3 May: Inset Day)	Monday 31 May to Friday 4 June 2021
TERM 6:	<b>Mon 7 Jun 2021 to Wed 21 Jul 2021</b> (Fri 2 Jul: Inset Day)	

## **Inset Days when Academy is closed**

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

Tuesday 1 September 2020

Thursday 22 October 2020

Friday 23 October 2020

Monday 4 January 2021

Friday 2 April 2021

Monday 3 May 2021

Friday 2 July 2021

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

**Telephone: +44 (0)117 976 3000      Fax: +44 (0)117 976 0630      General Email: [info@clf.ac.uk](mailto:info@clf.ac.uk)**