



Built on PRIDE GRIT TEAM SPIRIT

***Information for Year 6 Transition Students &
Parent/Carers 2020/21***



"A truly inclusive school where every pupil is valued and cared for." Ofsted April 2019

A warm welcome from our Principal, Jon Angell

City Academy Bristol is a “GOOD” school - Ofsted April 2019

City Academy Bristol is a vibrant, diverse and dynamic academy in the centre of Bristol. We will provide an inclusive and accessible education, transforming future opportunities for young people, their families and the community.

In its central setting, City Academy makes a unique contribution to Bristol, building on the present CLF system leadership and commitment in securing excellent education across the city that improves lives and places, in line with the strategic aims of Bristol’s Learning City, This is a well-positioned and well-connected Academy with direct connection to the Temple Quarter and key economic areas of east and central Bristol.

City Academy offers a contemporary, traditional curriculum that is both innovative and future proof. The curriculum design reflects our understanding of the diversity of the community and supports personalisation so that all learners are able to experience and achieve success that impacts positively on their futures, their families and the wider community. City Academy students develop multiple and transferable employability skills, which will enable sustainable futures and financial independence.

City Academy is ambitious and has sustainability, enterprise and employability at the core of all aspects of its design and delivery. The curriculum is designed and co-constructed to reflect the evolving needs of local and regional employers, higher education and businesses, providing an enabling and broad foundation for alumni to be and remain competitive in a national context.

The success of City Academy will be judged by its learners’ outcomes and by the quality and diversity of the workforce, its connectivity and contribution to the CLF, Bristol and beyond. This inspiring Academy will secure social and economic mobility for all students.

The experience of students, parents and staff at City Academy is underpinned by a strong sense of equity and equality. We seek to remove any barrier to access, progress, participation, achievement and attainment. We will achieve this by providing a nurturing learning environment, where learning is encouraged both in and out of the academy via a range of structured and independent pursuits and aims to eliminate discrimination, advance equality of opportunity and foster good relationships.

This vision for the Academy remains key and at the forefront of every decision made. It is built on Pride, Grit and Team Spirit.

Jon Angell, Principal



Acceptable use of the internet, emails and computers for secondary schools.

At City Academy Bristol (CAB) we understand the importance and benefits of emerging technologies for children’s learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school equipment.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of (staff member).
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I understand that the school uses **Impero** to monitor and filter inappropriate content and this logged.
- I will respect the privacy and ownership of others’ work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer maybe contacted.

Home-School Agreement

This Home-School Agreement has been produced taking into consideration the views of parents, teachers, governors and students at the City Academy. It sets out what parents, students and the school can expect of each other.

As a student at the City Academy I will:

- Come to school every day on time and properly equipped.
- Wear full school uniform and take pride in my appearance. When wearing my school uniform I am aware that I am an ambassador for City Academy and therefore will be on my best behaviour including outside in the community.
- Do my best in everything I do, including homework.
- Be kind, polite and caring to others. This includes listening to others, and not disrupting lessons with small talk.
- Bring a positive attitude. If I need help, or am unhappy, I will talk to an adult.
- Respect and look after the Academy, show good manners and adhere to the school rules.
- Be truthful at all times and stand up for others if they need help.

As a parent I will:

- Ensure my child attends the Academy regularly, on time and properly equipped.
- Inform the Academy straight away if my child is unable to attend due to illness.
- Not take holidays during school times, to ensure my child does not miss any lessons.
- Let the Academy know about any concerns or problems that might affect my child's work or behaviour.
- Keep the Academy informed of any changes in my contact details.
- Support the Academy by reinforcing the Academy's policies and guidelines to my child.
- Support my child in homework and opportunities for home learning.
- Attend Parents' Evenings and any other meetings concerning my child's progress.
- Learn about my child's life at school.

As an Academy we will:

- Respect every individual and their cultural and religious beliefs.
- Establish an interesting, caring, safe and orderly community in which every pupil has the opportunity to succeed and be a valued member.
- Provide high quality teaching and learning opportunities.
- Have high expectations of students' behaviour in accordance with our policies.
- Provide a balanced interesting curriculum to meet the individual needs of each child.
- Work with parents to resolve any concerns or problems that affect their child's work or behaviour.
- Set, mark and monitor, including an appropriate level of homework, and communicate outcomes on a regular basis.
- Arrange Parents' Evenings, giving the opportunity to discuss progress face-to-face as well as setting targets for students.
- Contact parents if there is a problem with attendance, punctuality or equipment.
- Communicate with parents on a regular basis keeping everyone informed about school activities, e.g. through our fortnightly newsletter, letters home, text messages.
- Listen to parents, students and the community to enable us to improve our performance.

Senior Management Team

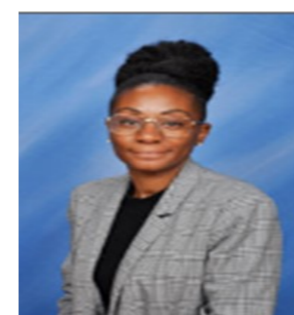
The dynamic leadership of the Principal and Senior Leaders, has ensured that City Academy provides a good education for all pupils.



Jon Angell - **Principal**



Ben Tucker—**Vice Principal**



Aisha Thomas

**Assistant Principal for
Inclusion**



Colleen Litchfield

**Assistant Principal for Raising
Attainment**



Kelly Jefferies

**Assistant Principal for
Student Culture**



Catherine Hickey

**Assistant Principal /Head
of English**

Pastoral Team

The Pastoral Team create a truly inclusive school where every pupil is valued and cared for, receiving support and guidance when they need it.



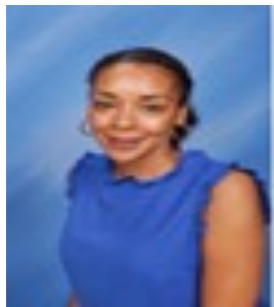
Sarah Leat

Pastoral Lead for years 7 and 8



Ben Pearce

Pastoral Lead for years 9, 10 and 11



Tina Bailey

Head of Year 7



Beth Baker

Head of Year 8



Don Farmer

Head of Year 9



Jade Henry

Head of Year 10



Hardeep Konsal

Head of Year 11

Local links

Wellsprings

Wellsprings offer a full range of services for those seeking support, counselling, therapies and advice. These are confidential services.

*Wellspring Healthy Living Centre,
Beam Street,
Barton Hill,
Bristol BS5 9QY*

*Telephone: 0117 3041400
info@wellspringhlc.org*

Barton Hill Settlement

Barton Hill Settlement is locally driven and seeks to reduce social isolation, including the causes as well as the effects. We strive to offer quality provision that is inspiring, provides opportunities for the community through activism/volunteering and celebrates the diversity and strengths of this community. Support with finances, education and family services.

43 Ducie Road,
Barton Hill,
Bristol BS5 0AX

Telephone: 0117 955 6971

Easton Community Children's Centre

Russell Town Ave,
Bristol
BS5 9JF

Telephone: 01179392550

Easton Community Centre

Kilburn St,
Bristol
BS5 6AW

Telephone 01179541409

Children's services

Creative Youth Network; **www.creativeyouthnetwork.org.uk**

Creative Youth Network is a registered charity based in Bristol, in the South West of England. They are a big group of youth workers, creative professionals, volunteers and campaigners.

Empire **www.empirefightingchance.org**

Empire Boxing Gym, a local gym which provides non contact boxing and holistic programme for children and young people.

Call 0117 908 6655
email : info@empirefightingchance.org

Learning Partnership West; **www.lpw.org.uk**

LPW provide outreach programmes for children and young people.

Safeguarding Team

Pupils safety and welfare are paramount at City Academy. The inclusive and caring ethos of all staff ensures that staff are vigilant and knowledgeable about pupils and the risks they may face.

Staff receive regular, appropriate training on various aspects of child protection, 'Prevent' duty, and child sexual exploitation, with strong, effective relationships with external agencies.

Pupils feel safe at City Academy, knowing who to turn to if they are worried about themselves or their friends, learning how to manage risk, including how to use the internet and social media responsibly.



Caroline Jewson
**Deputy Designated
Safeguarding Lead**



Susan Qazi
**Safeguarding
Administrator/
E-Safety Officer**



Ryan Day
**Engagement &
Prevention Officer**



Aisha Thomas
**Designated Safeguarding
Lead**



Ben Pearce
**Designated Safeguarding
Lead**



Carrie-Ann Palmer
**Designated Safeguarding
Lead**

City Academy's Learning Week

School is open to students from 7.45am and breakfast is available from 8.00am.

You should arrive to school **no later than 8.30am** to ensure that you arrive to your first lesson on time.

| Year 7, 8, 9 & 10 Monday to Thursday | |
|---|--------------------|
| Learning Family | 8.40am to 9am |
| Period 1 | 9am to 10am |
| Period 2 | 10am to 11am |
| Break | 11am to 11.20am |
| Period 3 | 11.20am to 12.20pm |
| Period 4 | 12.20pm to 1.20pm |
| Lunch | 1.20pm to 1.55pm |
| Period 5 | 1.55pm to 3.15pm |

| Year 7, 8, 9 & 10 Friday Only | |
|----------------------------------|-------------------|
| Period 1 | 8.40am to 9.40am |
| Period 2 | 9.40am to 10.40am |
| Break | 10.40am to 11am |
| Period 3 | 11am to 12pm |
| Period 4 | 12pm to 1pm |
| Lunch | 1pm to 1.35pm |
| Period 5 | 1.35pm to 2.35pm |

| Year 11 Monday to Thursday | |
|-------------------------------|--------------------|
| Learning Family | 8.40am to 9am |
| Period 1 | 9am to 10am |
| Period 2 | 10am to 11am |
| Break | 11am to 11.20am |
| Period 3 | 11.20am to 12.20pm |
| Period 4 | 12.20pm to 1.20pm |
| Lunch | 1.20pm to 1.55pm |
| Period 5 | 1.55pm to 3.15pm |
| Period 6 | 3.15pm to 4.15pm |

| Year 11 Friday Only | |
|------------------------|-------------------|
| Period 1 | 8.40am to 9.40am |
| Period 2 | 9.40am to 10.40am |
| Break | 10.40am to 11am |
| Period 3 | 11am to 12pm |
| Period 4 | 12pm to 1pm |
| Lunch | 1pm to 1.35pm |
| Period 5 | 1.35pm to 2.35pm |

Children's services

Kooth; Kooth.com

Free, safe and anonymous online support for young peo-

Off The Record OTR; www.otrbristol.org.uk

OTR is a charity which supports young people with their well-being and mental health

OTR Bristol
8-10 West Street
Old Market
Bristol BS2 0BH

Child and Adolescent Mental Health Services CAMHS;

NHS service that work with children and young people who have difficulties with their emotional or behavioural wellbeing.

Barton Hill Settlement,
43 Ducie Rd,
Joan Johnson House,
Barton Hill,
Bristol,
BS5 0AX

0117 340 8600

Felix Road Adventure Playground;

Felix Road Adventure Playground is a unique space dedicated to children's play, family time and community togetherness.

Felix Road
Easton
Bristol
BS5 0JW

0117 902 2222

Uniform

Uniform can be purchased on our online shop;

www.pbparentsonline.co.uk/cityacademy



Blazer £25.00-£30.00



School Tie £7.00



Red Sports T-shirt
£4.00-£4.50

Items you can purchase from your chosen stores:



White collar shirt



Black trousers



Leather school shoes



NO TRAINERS



Backpack



Black shorts or black jogging bottoms



Football boots with plastic or safety studs



Trainers



Pencil case with pens

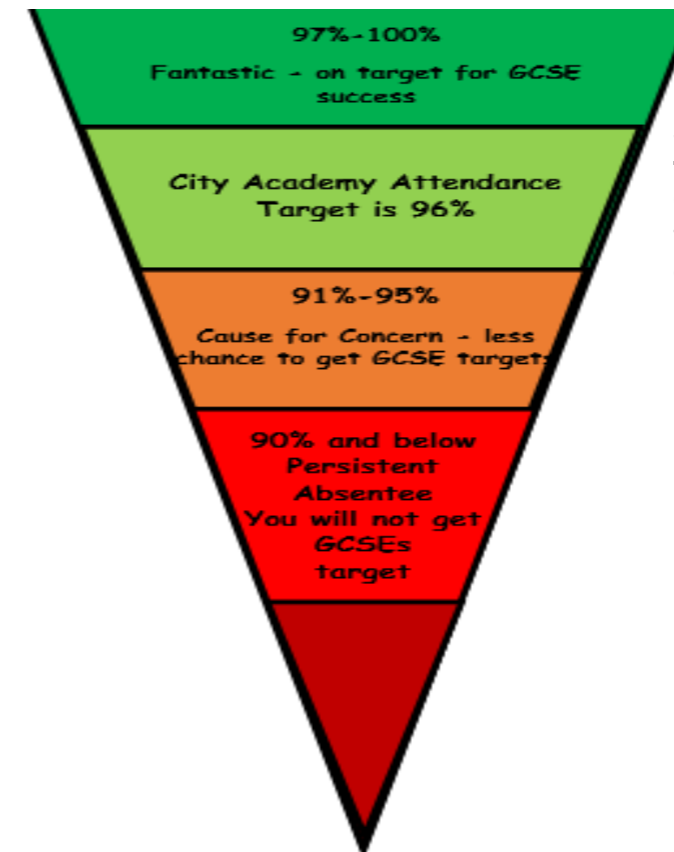
Student Attendance Target

This Year City Academy is setting a high standard for all students to achieve.

This years attendance target is

96%

As an Academy we expect this target to be met by all students.



Why is good attendance important?

Good attendance at school is vital for students to achieve their full potential. It will help your child:

- achieve their GCSE targets
- make progress in their learning
- be happier and have strong friendships
- Get good references for further education or employment
- Form good habits for later life

Students with attendance below 96% will be monitored and School Attendance procedures will begin.

The procedures are:

- Letter of Concern
- Parent/Carers invited to a School Attendance Meeting
- Attendance Review meeting after 4 weeks

If there is a significant improvement then this supportive stage will continue

If there is no significant improvement then it will proceed to legal attendance procedures.

- If there is no improvement then you will be invited to an Attendance Panel Meeting with the Educational Welfare Officer.

At all times through these procedures we are looking to support the student and the family to help with attendance and punctuality at the Academy.

We want to help - so tell us if your child is worried about anything in school so that we can support them.

Punctuality to School

As a parent/carer, you are also responsible for ensuring your child arrives to school on time. We expect all students to arrive to school no later than **8.35am**. Please allow plenty of time to travel to school.

If your child arrives late they must sign in with the Attendance Officer.

Reporting Your Child's Absence From School

If your child is too unwell to attend school it is your responsibility as the parent/carer to inform the school of your child's absence. All absences are to be reported **before 8.30am** each morning your child is ill to the school absence line on:

0117 954 2822

22 HOUR ANSWER PHONE FACILITY

OR ALTERNATIVELY EMAIL: Lisa.bunker@clf.uk



When leaving a message, please ensure you state your **child's name, year group, Learning Family and the reason for absence**. The reason for absence needs to be explained avoiding the words ill, unwell or sick as these cannot be accepted as a reason for absence. You are required to contact the school on the first day of absence and any subsequent days there after. The School will then decide whether your child's absence will be authorised or not. Please be aware that it is the Schools decision regarding authorisation of absence.

When your child returns to school, if you have had a School Attendance Meeting or Attendance Panel Meeting you will be asked to give medical information to support the absence so the Academy can agree/authorise it.

Unauthorised Absences

The following reasons for absence **will not be authorised**:

- ⇒ Shopping
- ⇒ Buying new school uniform or shoes
- ⇒ Staying home to look after family members
- ⇒ Absence due to illness of family members
- ⇒ Looking after the house
- ⇒ Birthdays or treats
- ⇒ Day trips
- ⇒ Staying at home to see visiting relatives
- Family holidays
- Taking siblings to school or nursery



City Academy's Behaviour Policy

A yellow card is a warning to students about their inappropriate behaviour and a chance to improve it for the remainder of their lesson.

- Talking when you shouldn't



- Eating in class



- Not enough work



- Littering



- Stopping others from working



- Running inside



- Refusing to follow instructions from an adult

- Swearing



- Lateness (3 minutes)



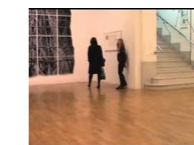
- Play fighting



Red Card

Students who receive a red card will be sent straight to the Link and will be there during school.

- Missing Lessons



- Fighting



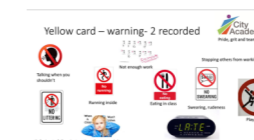
- Vandalism



- Verbal threats to others



- 2x yellow cards



Prohibited Items

The following items are banned from the Academy. If a student is seen with any of the prohibited items by a member of staff, then they will be asked to hand over the item. The item will be kept in a safe place and the student will be able to collect it at the end of the day.

- Non uniform after entering the building



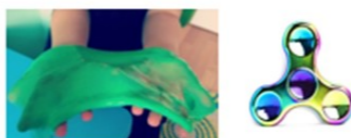
- Big bags / multipacks of crisps, sweets, and chocolate



- Mobile phones and earphones



- Crazes / fads



- Large cartons / bottles of juice (1 litre or more)



- Energy drinks



- Durag



Illness and Medical/Dental Appointments

Due to the high amount of learning sessions missed due to illness and medical appointments, the school is tightening procedures to ensure parents are aware of when it is acceptable for your child to be absent from school.

Once 10 school days of absence has occurred, the school will then no longer authorise illness absence unless medical evidence is provided. We will write to all parents/carers to inform them of this requirement. Within this letter we will include slips that can be given to the surgery.

These are to be completed by the surgery to provide proof of appointment. In addition, we can also accept a copy of an issued prescription, medical appointment letter or letter from your GP.

Failure to supply required evidence will result in your child's attendance being recorded as an 'unauthorised absence' and will show an 'O' on your child's attendance record. More than 4 days unauthorised absence can lead to a Penalty Notice being issued.

Although we understand it can be difficult to make medical or dental appointments outside of school time, we do expect appointments to be made out of school hours and in school holidays. Where ever possible we do not authorise full day absence for appointments unless parents can provide evidence that it is needed.

Requesting leave in term in time

On the 1st September 2013, changes were made to the Education Act resulting in schools no longer being permitted to authorise leave of absence for family holidays or extended periods of leave from school. The amendments make clear that Schools may not grant any leave of absence during term time unless the leave is for an exceptional circumstance.

For any leave of absence request to be assessed, a leave form must be completed. These forms can be collected from the school reception and need to be returned for the attention of the

Attendance Officer at least 10 school days before you want the leave to start. The school will ask for evidence in some cases to prove the reasons for absence.

As a parent/carer if you decide to take your child out of school without permission being granted, this will count as an unauthorised absence and will show a 'G' code on your child's attendance record. More than 4 days unauthorised absence can lead to a penalty notice fine being issued to each parent for each child.

We understand some parents have no choice about when to take holidays. However the law requires attendance at school and many parents are not aware it is not a parental right to take children out of school during term time. The School will write home to confirm whether the leave of absence is authorised or not authorised once a decision has been made.

If you would like to discuss anything regarding attendance please contact

Lisa Bunker, Attendance Officer

Phone: 0117 954 2822

E-mail: bunkerl@cityacademy.bristol.sch.uk