



Built on GRIT HONESTY TEAM SPIRIT

***Information for Year 6 Transition Students &
Parent/Carers 2021/22***



"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

Academy Ethos & Vision

Dear Parent/Carer,

Thank you for considering City Academy as a future school for your child. I have had the privilege of being the Principal for over 4 years and working with a highly committed group of staff to get the best outcomes for all our students.

City Academy Bristol is a vibrant, diverse and dynamic academy in the centre of Bristol. We provide an inclusive and accessible education, that transforms 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 developments in Temple Quarter and key economic areas of east and central Bristol.

The success of City Academy is 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.

- We exist to address inequality so that all students are equipped to make the choice to: go to university, choose their career and improve the world so that we make a positive contribution to society.
- We value grit, honesty and team spirit so that we win in life.
- We educate everyone in our local community.
- We succeed by having exceptional people delivering exceptional planning.

In April 2019 OFSTED rated the academy “Good” saying that students “make good progress in all year groups” and that the academy “ provides a good education for its students”. This is a fantastic achievement for the academy but we know that the journey does not stop there. We want this academy to be amongst the best in the country and we would like you and your children to be part of that journey.

Jon Angell, Principal

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
Safeguarding**



Colleen Litchfield
**Assistant Principal for Raising
Attainment**



Kelly Jefferies
**Assistant Principal for
Student Culture**



Catherine Hickey
**Assistant Principal for
Teaching & Learning/Inclusion**

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



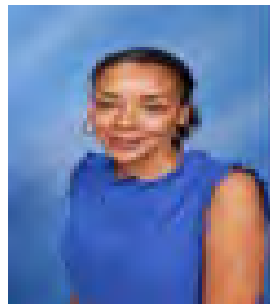
Ben Pearce

Pastoral Lead for years 9, 10 and 11



Matilda Jackson

Head of Year 7



Tina Bailey

Head of Year 8



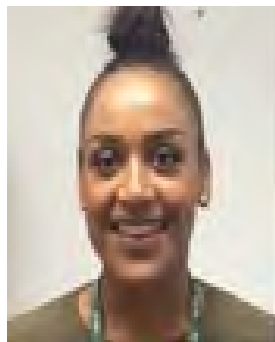
Jason Clarkson

Head of Year 9



Hardeep Kosal

Head of Year 10



Jade Henry

Head of Year 11



Maxeena Grice

**Transition/Pastoral
Administrator**



Lisa Bunker

Attendance Officer

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**

City Academy's Learning Week

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 8.55AM
Period 1	8.55 am to 9.50 am
Period 2	9.50 am to 10.45 am
Break	10.45am to 11.05am
Period 3	11.05am to 12.00pm
Period 4	12.00pm to 12.55pm
Lunch	12.55pm to 1.30pm
Period 5	1.30pm to 2.25pm
Period 6	2.25pm to 3.20pm

Year 7, 8, 9 & 10	
Friday Only	

Learning Family	8.40am to 8.55AM
Period 1	8.55am to 9.50am
Period 2	9.50am to 10.45am
Break	10.45am to 11.05pm
Period 3	11.05 pm to 12.00pm
Period 4	12.00pm to 12.55pm
Lunch	12.55pm to 1.30PM
Period 5	1.30pm to 2.25pm

Year 11	
Monday to Thursday	

Learning Family	8.40am to 8.55AM
Period 1	8.55am to 9.50am
Period 2	9.50am to 10.45am
Break	10.45am to 11.05am
Period 3	11.05am to 12.00pm
Period 4	12.00pm to 12.55pm
Lunch	12.55pm to 1.30pm
Period 5	1.30pm to 2.25pm
Period 6	2.25pm to 3.20pm
Period 7	3.20pm to 4.15pm

Year 11	
Friday Only	

Learning Family	8.40am to 8.55 AM
Period 1	8.55am to 9.50am
Period 2	9.50am to 10.45am
Break	10.45am to 11.05pm
Period 3	11.05pm to 12.00pm
Period 4	12.00pm to 12.55pm
Lunch	12.55pm to 1.30pm
Period 5	1.30pm to 2.25pm

Term Dates 2021-2022

Below are the dates your child should attend school during the academic year 2021/22.

Research shows that children and young people who attend school at least 95% of the time are more likely to achieve at least good results. Good attendance develops the essential life skills necessary for young people to be responsible and successful citizens and is important for personal, social and emotional development and self-esteem.

Term 1

First day of term for students Monday 6th September 2021

Last day of term for students Wednesday 20th October 2021

Term 2

First day of term for students Monday 1st November 2021

Last day of term for students Friday 17th December 2021

Term 3

First day of term for students Wednesday 5th January 2022

Last day of term for students Friday 18th February 2022

Term 4

First day of term for students Monday 28th February 2022

Last day of term for students Friday 8th April 2022

Term 5

First day of term for students Monday 25th April 2022

Last day of term for students Friday 27th May 2022

Term 6

First day of term for students Monday 6th June 2022

Last day of term for students Friday 22nd July 2022

Punctuality to School

We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Punctuality is extremely important as being punctual to school is not only essential but it encourages habits of good timekeeping and lessens any possible classroom disruption.

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 **8.30am**. Please allow plenty of time to travel to school.

If your child arrives late they must sign in at Reception

LATENESS

Sanctions for lateness will be imposed on a daily basis. Each late arrival from 8:40 to 8:55 will receive a Break-Time Detention. Late arrivals after the register has closed at 9:30 will receive a Break time Detention and Lateness will be recorded as an unauthorised absence, unauthorised absences may result in a Penalty Notice being issued.

Parents will be notified of any late arrivals by a text message. Please note: If the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised provided Medical Evidence is received.

Important Information about attendance at City Academy

ILLNESS

If a student is too ill to attend school, parents/carers should notify the school by 9am on the first day of absence. If your child is ill for more than one day, you will need to call on each morning of the absence, unless otherwise agreed by the school.

To report an absence, please contact the school by calling the office on 0117 9413800 or by emailing lisa.bunker@clf.uk. Please clearly state your child's name and the symptoms your child has.

PENALTY NOTICE



After 4 unauthorised absence sessions within a 10-week period a **Penalty Notice Warning** notification will be sent to parents/carers.

4 unauthorised absence sessions could be comprised of 2 full days or 4 half days, **including lateness after the register has closed.**

If there are 4 further unauthorised absences within a 10-week period a **Penalty Notice Application** may be made.

Parents of students with poor attendance can expect to be asked to attend a meeting in school to discuss the reasons and agree a strategy to make improvements.

BOOKING HOLIDAY/OTHER EVENTS

After so much disruption to your child's education over recent months, the most important thing is that staff and parents/carers work together to get children back into the routine of education and attending regularly.

Attending school every day throughout a term helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It really does make a difference.

Therefore, other than in exceptional circumstances, it is unlikely that any leave will be authorised after so much enforced absence from school. Please do not make plans without making a request to the school first.

Any request for leave of absence should be put in writing, and wherever possible at least four weeks' notice should be provided.

Term Time Leave Request Forms are available from the school Reception.

Family emergencies need careful consideration. It may not always be appropriate, or in the best interests of the child, to miss school for emergencies which are being dealt with by adult family members.

Parents/carers are reminded any unauthorised term time leave may result in a Penalty Notice or prosecution.

To assist parents/carers in booking holidays, passport renewals and arranging other events, please refer to the City Academy website at <http://www.cityacademybristol.org>.

City Academy's Behaviour Policy

The following behaviour will not be tolerated at City Academy , for further details please refer to our Behaviour Policy at:

<https://cityacademybristol.cjf.uk/policies>

Mobile Phone Expectations

All phones and headphones to be put away in Bag before entering the school building on a morning and for the remainder of the school learning day.

If parent/carers need to contact you through the day, they can do so by contacting Reception to pass a message on.

If your phone/headphones are seen or heard during the school day by a member of staff you will be asked to turn the phone off and place both in the bag.

Your phone/headphones will be taken to reception and can be collected at the end of the school day.

School Rules

- ⇒ No Talking when you should not be
- ⇒ Not completing enough work
- ⇒ Do not stop others from working in class
- ⇒ No Eating in Class
- ⇒ No Running inside the school
- ⇒ No Swearing
- ⇒ No Play Fighting
- ⇒ No Littering
- ⇒ Refusing to follow instructions from an Adult



TRUANCY

- After 9.15 this is truancy
- Sign in at Reception
- You will be given a late slip and you need this to access the lesson
- Be collected at the end of session 2 for a break detention
- Detentions will be in Year groups
- This will also start the attendance process with you and your family
- If you are still not in a lesson 15 minutes after lesson change over this is classed as truancy
- Your PSW will ring home to discuss your truancy
- You will be returned to your timetabled lesson



PROHIBITED ITEMS - THE FOLLOWING ITEMS ARE BANNED FROM SCHOOL

- 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



Uniform Information

Visit the on-line shop at

Dear Parent/ Carer,

We are delighted to have been chosen by City Academy Bristol to supply your uniform and sportswear. Our online service is secure and orders can be placed quickly and safely, direct with us at Price & Buckland.

School Uniform Information

The following link will take you to all the information you need regarding garments required, along with prices, colours and sizes available; included is a variety of plain items which can also be purchased from us.

<https://cityacademybristol.clf.uk/year-6-transition/CITY0015-Parent-Ordering-Information>

Ordering Process

The online ordering service allows you to view and order uniform 24 hours a day, 7 days a week. Orders are usually dispatched to a personal address within 5 working days although times will be extended during our busier months (June- September).

To ensure delivery for the start of term we strongly advise that you place your orders by the 1st August 2021.

FREE Returns

To help parents during these difficult times, we are offering free returns on all orders. Please return your order within 14 days and use this link to return any items: www.royalmail.com/track-my-return/create/2864

The Price & Buckland Team

City Academy Uniform Requirements:

- City Academy jumper with sleeves – with City Academy logo
- Academy tie – in house colour
- Academy blazer – with City Academy logo
- White shirt/blouse (short or long sleeved)
- Black Trousers or Skirt
- Black Shoes (not trainers)

For PE Students must have:

- Black Shorts
- Black Tracksuit Bottoms
- Plain Red T-Shirt
- Pair of Red Socks
- Pair of Trainers

For PE the following items are optional for Students:

- Girls to wear Black Sports Leggings and/or Skort
- City Academy Red 1/4 Zip Sweatshirt with Logo
- City Academy Red and Black Reversible Sports Shirt with Logo

No hats or headwear may be worn, unless for religious reasons – and this must be plain black. It is also important for health and safety reasons that jewellery is kept to a minimum and students must wear stud earrings only.



Applying for Free School Meals

Do you receive Working Tax Credit?

Yes



**You will not be eligible for
free school meals**

No



**See if you are eligible by applying online via the
online Free School Meals Service, this is the quickest and
easiest way to apply:**

www.bristol.gov.uk/fsm

Other ways to apply:

You can apply by filling in the application form and posting it or emailing it to us. Return your completed application form to **Free School Meals Service, Bristol City Council (City Hall), P O Box 3176, Bristol City Council, BS3 9FS.**

Contact information:

Free School Meals, Bristol City Council, PO Box 3399, Bristol, BS1 9NE

Opening Hours:

Monday to Thursday: 10am to 5pm, Friday: 10am to 4:30pm

Lines are closed Wednesday mornings until 12noon for staff training

Email: free.school.meals@bristol.gov.uk, Tel: 0117 903 7595

COVID SAFETY AT CITY ACADEMY

Following government guidelines , along with our own Academy risk assessment the following has been put in place to reduce the risk of covid and to keep the school community safe.

- Regular cleaning of surfaces. In classrooms and around the Academy.
- Regular cleaning of hands
- Students will need to wear a mask whilst in the Academy building, unless they are exempt.

We recommend your child always carries a spare mask in case they lose or break one. If your child arrives to school without a mask, they will be asked to return home to collect one.

- We have a one way travel system around school. This must be followed at all times.
- Students to bring in their own re-fillable water bottle.
- Students to bring in their own stationary equipment.
- Year groups will have their own designated outside and inside space during social times.

If you or a family member has been financially affected by Covid, please see the below website for support from Bristol City Council.

<https://www.bristol.gov.uk/benefits-financial-help/covid-19-financial-help>



HANDS



FACE



SPACE