

Wednesday 12th 2019

Dear Parent/Carer

I am writing with some information to help you and your child get ready to start City Academy in September, as well as some forms that we will need you to complete.

We would like to invite all year 6 students to spend the day at City Academy as part of their transition on **Tuesday 25th June 2019**. We would like students to arrive between **8.45am** and **9.00am**. The school day will finish at **3.30pm**. We would then like to invite parents/carers to join their child at 3.30pm for an induction meeting for families.

Please can students wear their own comfortable clothes and shoes, as they will be having a PE lesson, they do not need to wear school uniform. We will be providing a school lunch, or students can bring their own packed lunch if they'd prefer.

We do require some paperwork to be completed and returned to us. We would like you to bring the completed forms with you to the **induction meeting at 3.30pm on the 25th June**. If you are unable to attend, we would appreciate it if you could post them to us at the address below, or drop them into reception. The forms we need are:

- 1) A Completed Essential Information Form
- 2) A Completed and signed Parental Consent Form
- 3) A Signed Acceptable Use of internet etc. agreement
- 4) Completed Summer Experience Day reply slip

I have also included information on the following:

- Required uniform, PE Kit and equipment
- Free Schools Meals

I would also like to take this opportunity to introduce you to key members of the Pastoral Team for year 7, they are:

Mrs Kelly Jefferies – Assistant Principal
Miss Sarah Leat – Pastoral Leader Key Stage 3
Mr Ben Pearce - Pastoral Leader Key Stage 4
Miss Bethany Baker - Pastoral Support Worker for Year 7

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All Year 7 Students will start school on **Tuesday 3rd September at 8.40am**. School opens at 7.45am, where students can have a free breakfast that day and every school day. It will be just year 7 students in the Academy that day, which allows them to meet their Learning Facilitator, the Pastoral Team and many of their teachers. They will need to be in full school uniform on this day.

We would also like to share with you that we have been judged as 'Good' in all areas following our recent Ofsted inspection. The result of this inspection reflects the continued hard work of our teachers, pupils, parents, trust and academy councillors at City Academy.

We will be writing home again at the end of the school year with the school term dates, key dates and other essential information.

I really look forward to seeing you and your child soon. If you have any questions at all please don't hesitate to contact my PA, Jo Whitehead on 0117 9542805.

Best wishes



Jon Angell, Principal

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Essential Information Form – please fill in all unshaded boxes

		Staff use
First Name:		
Surname:		
Preferred Name:		
Date of Birth:		
Gender:		
Home Address:		

Priority	Contacts for the student	Contact details	
1	Name: Relationship to Student:	Mobile: Email: Address (if different to student):	
2	Name: Relationship to Student:	Mobile: Email: Address (if different to student):	
3	Name: Relationship to Student:	Mobile: Email: Address (if different to student):	

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Is your child eligible for Free School Meals? Yes/No	
Please state any dietary needs and/or allergies – Halal, Vegetarian etc:	
Do you give consent for emergency first aid treatment? Yes/No	
Do you give consent for Paracetamol? Yes/No	
Name of GP: Surgery Address:	
Please give details of any medical conditions your child has:	

<u>Ethnicity information</u>	Student	Mother	Father	
Ethnicity				
First language				
Fluent in English?	YES/NO/PARTIAL	YES/NO/PARTIAL	YES/NO/PARTIAL	
Religion				
Country of Birth				
Is the child currently in care, subject to a care order or has previously been in care?	YES/NO			
How will your child travel to school – please tick all that apply	Walk	Bus	Bike	Car

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<p>Does the child have any siblings at City Academy? YES/NO</p> <p>If so, please can you state their name and year group:</p>	
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For City Academy Use only

LF	
Year Group	
Admission date	
UPN	
ULN	
Exam Number	

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Parental Consent Form

It is the City Academy's aim to enhance the student experience and to support teaching and learning in every possible way. Therefore we ask parental permission for your child, to participate in the following:

- **Third party agreement**

I give permission for my child to use and take part in the extended services the school has signed up to such as Careers South West. I understand that the school is sharing data with those providers.

YES/NO

- **Biometric agreement**

I give permission for my child to use the cashless catering system. I understand a biometric photograph of my child's fingerprint will be stored on the schools computer system.

YES/NO

- **Media Release Agreement**

I grant the City Academy permission to use my child's name and/or voice, likeness and/or any or all of the audio or video footage in any educational media based productions.

YES/NO

Students from the City Academy appear in the local and national media. I am happy for my child being featured in the press, on radio or television or in publicity material.

YES/NO

- **Educational Day trips**

I understand that students are sometimes taken on educational trips within school time to enhance their learning experience and give my child permission to participate.

YES/NO

If I have any concerns I can contact my child's Head of Year any time.

Name of Parent/ Carer: _____

Signature: _____

Date: _____

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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 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.

Please turn page over to sign:

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

Parent and child’s Agreement:

We have discussed this policy and your child agrees to support the safe use of ICT at City Academy Bristol

Child’s Signature

Parent/Carer’s Signature

Date

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Dear Parent/Carer

City Academy Summer Experience Day 2019

During the summer holidays City Academy organises a free 1 Day Summer Experience for Year 6 students who will be attending the Academy in September 2019.

We run this experience day 3 times to allow all students to attend at least 1 day. This year our Summer Experience Days will be taking place on Tuesday 20th August, Wednesday 21st August and Thursday 22nd August. The day runs from 8.30am to 3.00pm.

Summer Experience Day is an excellent opportunity for students to familiarise themselves with the Academy, make new friends and meet some of the Academy staff. The day will include taster lessons, teambuilding and sport.

Breakfast will be provided at 8.30am, but students will be required to bring a packed lunch, snacks and a drink. The school canteen will not be open so there will not be the facility to purchase any food or drinks. In the event of hot weather please ensure that your child is equipped with a sun hat, sun cream and plenty to drink.

Please note that the Academy has a ban on mobile phones/electrical devices therefore if your child intends to bring a mobile phone to the Academy please ensure that they have it on silent and that it is kept in their bags for the duration of the day.

Please hand in this form during the Transition meeting on Tuesday 25th June. Your child **will not** be able to participate if we do not have all forms completed and returned.

If you would like any further information about the Summer Experience Day, please do not hesitate to contact our Year 7 Pastoral Support Worker, Bethany Baker on 0117 9413800 extension 244 or email bakerb@cityacademy.bristol.sch.uk

Yours faithfully,

Mrs Kelly Jefferies
Assistant Principal for School Culture

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City Academy Summer Experience Day 2019

Full Name of child:

I would like my child to attend a Summer Experience Day - YES/ NO

Please tick the days which your child is available to attend

Tuesday 20 th August	Wednesday 21 st August	Thursday 22 nd August

All students will be allocated at least one day, depending on student uptake.

The day/s they are allocated will then be confirmed to you in July.

Parent/Carer Signature:

Dated:

Please return completed form at the City Academy transition meeting at 3.30pm on **Tuesday 25th June 2019.**

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Applying for Free School Meals

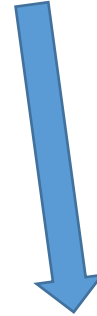
Do you receive Working Tax Credit?

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

If you cannot apply online you can send a paper form which is available from reception at City Academy

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Uniform and Equipment

All uniform needs to be ordered online – please see the information enclosed for guidance. The website address is <https://www.pbuniform-online.co.uk/cityacademy>

The school uniform we require is as follows:

- Blazer with Academy Logo – must be ordered online
- Tie (in yellow) – must be ordered online
- You are welcome to purchase a sweater with Academy Logo, but this is optional – but this must be ordered online

- White shirt/blouse – can be purchased anywhere
- Black Trousers or skirt – can be purchased anywhere
- Black shoes (Not trainers) – can be purchased anywhere

The school PE Kit we require is as follows:

- Red long socks – must be ordered online
- Red PE T shirt or polo shirt– must be ordered online
- Red PE jumper or long sleeved games top – must be ordered online

- Black shorts or black skort – can be purchased anywhere
- Plain black tracksuit bottoms or plain black sports leggings – can be purchased anywhere
- Trainers and football boots with studs or moulded studs – can be purchase anywhere but please see the next page for further information

Students must also have:

- A bag large enough to fit an A4 sized textbook
- A pencil case containing pens, pencils, a rubber, a sharpener and a ruler
- A calculator

Students will be issued with a planner on their first day in September, which must be carried at all times.

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The New 3G Sports Pitches

We are extremely proud of our Academy's new 3G AstroTurf facility. It is a fantastic facility and is an amazing opportunity for our students, which will provide numerous benefits for our curriculum and extra-curricular PE.

The regulations of using this pitch means that all students **MUST** wear studded footwear (no flat soled footwear will be permitted on the AstroTurf). Students will **NOT** be permitted to use the AstroTurf without correct footwear. This would have a significant impact on learning if this regulation is not met.

What is acceptable:

- Rubber studs
- Blades
- Safety studs

What is not acceptable:

- Astro Turf trainers
- Normal Trainers
- Flat Soled shoes

Please see the back of this letter for a diagram that indicates what is appropriate for the AstroTurf. We have found that M and M sports online (<https://www.mandmdirect.com/>) have a number of cost effective boots for as little as £10.

Do not hesitate to contact the PE department with any questions.

Yours faithfully,

The City Academy PE Department



Please follow us on Twitter (@CABsport) and Instagram (@cabpedept) for live updates of everything sporty!

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Permitted Footwear



Prohibited Footwear



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