



Summerhill Academy – Information & Admission Forms



MAKING OUR FUTURE SHINE



WELCOME TO SUMMERHILL ACADEMY INFORMATION PACK

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Principal: Mrs R Curtis
Summerhill Academy
Plummer's Hill
St George
Bristol
BS5 7JU

Tel: 0117 903 0347

Email: info@sa.cabot.ac.uk

Website: www.summerhillacademy.org.uk

Dear Parent/Carers,

Firstly, I would like to wish you a warm welcome to Summerhill Academy introduce myself and provide you with some information about Summerhill Academy and how we work with parents and carers to ensure that your child has an excellent learning experience during their time here.

Mrs Curtis



This is my second Headteacher/Principal role, my first was at Hillview Primary School in Gloucester from 2013 to 2017. I joined the Cabot Learning Federation as the Principal of Summerhill Academy in January 2018. I have been teaching for 19 years and have worked across the primary age range and in Children's Centres in Cornwall, Bristol and Gloucestershire. I am married and have 2 grown-up stepsons, a son who is 16 and a daughter who is 13. My family and I live in rural Gloucestershire but my roots are firmly planted in this area of Bristol, my grandmother was born in Chalks Road and my mother and uncle attended Summerhill Infant and Junior School when they lived on Clouds Hill Road.

I am passionate about:

- Children's social, emotional and mental health.
- Developing teaching and learning through a creative and engaging curriculum.
- Developing future leaders.
- Children receiving the best possible education, which prepares them for the next stage of their school careers and for life.

The Principal Team

I would like to introduce the Principal Team:



Mrs Scammell
(Vice Principal
On maternity leave)



Mrs Coote
(Vice Principal
Maternity cover)



Mrs McLeod
(Assistant Principal)

In addition to the Principal team, the Leadership team members are:



Mrs Rees
(Inclusion Manager)



Mrs Kaur
(Operations Manager)



Ms Dunbar
(Designated Safeguarding Lead)



Mrs McLeod
(Phase Leader Year 3/4)



Miss Coombes
(Phase Leader Year 5/6)

Please feel free to address any concerns or feedback to any one of us and it will be addressed.

Summerhill Values

Inspire to aspire, care & include, and support & trust. These values will underpin all of the academy development and improvement work that we will undertake.

Academy Development

The staff team and I are working together to ensure that outcomes for pupils improve. This academy improvement involves:

- Reviewing the quality of teaching, learning and assessment and developing this.
- Reviewing and refining systems and procedures and ensuring consistency across the academy.
- Ensuring that the children's voice is heard through the use of The Smart School Council model, which involves all children in the academy and gives children an active role in academy developments.
- Further developing an inspiring and creative curriculum.

Parental links

I am aware that, as parents and carers, you will want to receive clear communication and that you have a key role to play in your child's education. We will communicate with termly newsletters, Twitter, Class Dojo, Class Blogs and the website. I will also hold regular "Meet the Principal" sessions so that parents and carers have an opportunity to share their ideas, as well as hear what ours are. In addition, a member of the Principal Team will be available on or near the gate every morning and evening. Please do come and speak with us if you would like to tell us something or ask a question. We really enjoy hearing your feedback, both developmental and positive.

Should you have any questions or comments regarding the information in this letter, please do not hesitate to speak with me or one of the Principal team or to send us an email at welcome@sa.clf.uk.

Best wishes



Mrs Rebecca Curtis
Principal

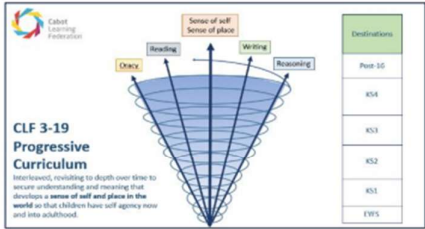
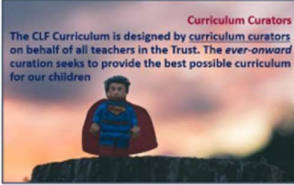
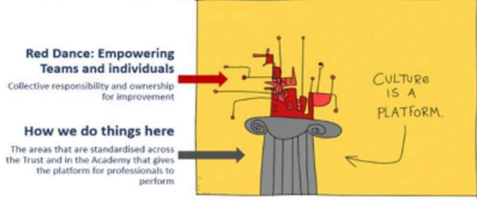
Summerhill Academy's Curriculum

Our curriculum has been designed collaboratively with subject experts and teaching and learning professionals in the Cabot Learning Federation. It is based on the National Curriculum and follows the principles detailed in the image below

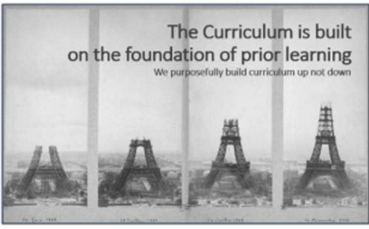
The underpinning Intent of our Cabot Learning Federation 3-19 Curriculum:
 To enable children to have **self-agency**, now and in adulthood, because of a developed **sense of self** and an awareness of their **place in the world**. This is the result of children **seeking meaning** and making connections as they build **understanding** from a foundation of **knowledge and skills**. *We aim to create equity of opportunity for all Children (Heart Values)*

Curriculum Curators (cross-phase) are empowered as experts to curate our shared CLF curriculum underpinned by our intent, to be **knowledge rich, progressive and well-sequenced**. The shared curriculum is the platform (column) on which colleagues intelligently and effectively enact our curriculum (red dance).

Empowering Experts

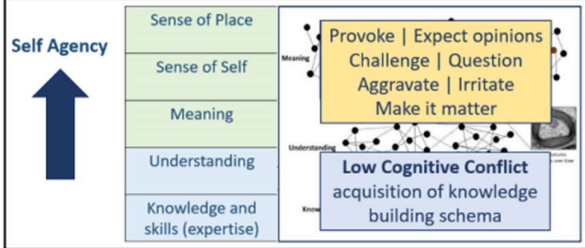


We purposefully build our curriculum up from 3 to 19; recognising the importance of **strong foundations, building blocks** and cumulatively sufficient subject knowledge and understanding. The substantive knowledge is reinforced by **vertical strands; oracy, reading, writing and reasoning**, allowing children to articulate and express their learning.



The concept of **states of being** underpin the subject disciplines. Children are **active agents** of their learning; developing understanding of what it means to be a... **historian, geographer, artist...** children are supported to develop a strong sense of the **interdisciplinary concepts**. These links are planned, progressively to support a growing **sense of self, place and self-agency**.

Establish **High expectations** for all that we seek to achieve
 Create **Equity** of opportunity, removing disadvantage
 Champion the success and life chances of **All children**
 Furnish pupils and staff with the **Resilience** to succeed as lifelong learners
 Promote **Tolerance** and respect for ourselves, our communities and our environment



The promise of the curriculum: All children across the Trust should learn key areas of **knowledge and skills and build expertise** in these areas to provide the foundation for **deeper understanding**. The **formative use of assessment** enables children to secure knowledge over time. As a consequence of this foundation all children are supported to **seek inter and intra-disciplinary connections to broaden their understanding so that they seek and build meaning** for themselves so that they explore the loftier goals of the curriculum.



The loftier goals of the curriculum: All children will be supported to use their strong foundation of knowledge, skills, understanding and meaning to develop an **ever-greater sense of self** and a **stronger understanding of their place in the world** so that all children to **build and strengthen self-agency** (their ability to influence and make decisions about their own lives) now and in the future.



At Summerhill Academy we enact the CLF curriculum in a way which allows us to implement both the CLF and local intentions in a way that is most meaningful and impactful for the children in the academy. Our curriculum design and delivery are underpinned by our Summerhill Values



Art and Design

Our art and design curriculum enables children to believe everything is possible when they are being an artist. They feel empowered and inspired through my own art and others art. They are taught to consider and appreciate the art of others. They are encouraged to take risks, challenge themselves and learn new skills along their artistic journey. They have the freedom to express their opinion, uniqueness and individuality. Children learn and experience that art can take them anywhere and can bring them complete escapism and happiness. They explore the world they live in by following my creative ideas and imagination. They understand art can reflect themselves, their community and the wider world!

Computing

Our computing curriculum is based on computer science children are taught the principles of information and computation and how digital systems work. Building on this knowledge and understanding, pupils are taught to use information technology to create programs, systems and a range of content. Computing also enables children to become digitally literate, they express themselves and develop their ideas through information and communication technology. They are also taught about online safety and the importance of this.

Design and Technology

Our design and technology curriculum empowers children to seek to use creativity to innovate. They are surrounded in a range of products and inspirational contexts, before they find meaning and tell a story that sets up a new design challenge. They are taught to shape my ideas to become practical and attractive products for users. When designing, children use my knowledge and skills towards delivering a specific end and utilise appropriate technologies.

English

Our English curriculum develops a love of English through immersion in high quality texts, with a strong focus on oracy – the ability to communicate effectively using spoken language.

Reading is taught through reading levelled books based on benchmarking and engaging with high quality texts which are progressively challenging in whole class reading. Children are taught to read and discuss their ideas about what they have read.

Writing is taught through the wider curriculum, our ethos here is that children engage in writing more fully when they have more to write about. Children write in response to their learning in all subjects. They also write creatively as story tellers. They are taught the grammar, punctuation and spelling needed to be able to write effectively. The handwriting style taught is cursive and builds on the style taught at Summerhill Infant School.

Children have the opportunity to perform in each year group, these performances are related to key authors or poets or children's own compositions.

Geography

Our geography curriculum enables children to seek to understand the why of where. They study places and the relationships between people and their environments in order to make sense of the world and my place in it. As geographers, they explore both the physical properties of Earth's surface and the human societies spread across it. They examine how human culture interacts with the natural environment and the way that location and places can have an impact on people. As geographers they seek to understand where things are found, why they are there, and how they develop and change over time.

History

Our history curriculum enables children to study the story of humankind. As historians, they understand chronology and understand that different societies of people lived in places of the world at different and whilst other societies of people lived in other places of the world. They seek to understand who lived when and know more about their lives and the impact they had on others, locally, nationally and globally. They are taught to ask questions and investigate their own lines of enquiry. They will explore artefacts and use evidence to learn about the past. As historians, they consider and challenge viewpoints and share their perspective.

Mathematics

The mastery model forms our approach to the maths curriculum at Summerhill Academy. The emphasis is on developing fluency and ensuring that children have an in depth understanding which they can apply through mathematical reasoning. In order to create this deep understanding, we focus on exposing children to many different representations of a concept – using physical resources, models and images, whilst developing children's ability to reason about their mathematical knowledge and thinking.

Modern Foreign Languages

Spanish is the modern foreign language taught across Summerhill Academy. Children will begin by learning colours, days of the week, months of the year, numbers and names of objects. We then move onto greetings and sentences for everyday activities such as shopping or going to the cinema. As a school where 31 languages are spoken by the children we also seek to celebrate this diversity by encouraging children to share their knowledge of languages with their teachers and classmates.

Personal Social and Health Education

Personal, social, health and emotional education is taught through a progressive programme called Jigsaw. We also support children's personal, social and emotional development through the use of the Thrive programme which is embedded into classroom teaching, behaviour policies and practice and used as an intervention when necessary.



Physical Education and Sport

Children have 2, 1 hour P.E lessons per week. Summerhill Academy uses 'Real P.E' to teach the agility, balance and co-ordination skills needed to develop health, strength and sporting ability and this will make up one lesson a week. The second lesson will be a sports based lesson, where the children learn about the rules of a sport and then apply the skills learned in Real P.E to play the sport. Sports learned will include football, basketball, netball, rounders, dance, cricket and gymnastics. In addition to this provision there are a range of sports clubs at lunchtimes and afterschool and we take part in competitive games with other schools across Bristol. We currently have been awarded the Silver Sports Mark Award, we are now working towards our gold award.

Science

Our science curriculum enables children to seek to explain the world around them. They are taught to build their theories based on evidence collected, by observing the natural and physical world. These theories are supported, modified or replaced as they find new evidence. The search for evidence in science occurs through an inquiry process that blends curiosity, imagination, logic and serendipity. Scientific knowledge taught is strongly influenced by the ideas which people currently hold but children also understand that scientific knowledge is provisional: Although reliable and durable, scientific knowledge is subject to change as scientists learn more about phenomena. Children will learn about the theories and models that are used to describe the natural and physical world and will use these models or theories to make predictions, test these predictions through experimentation and observation and use their results to revise and improve the models.

Inquisitive Classrooms (taught during teacher's PPA time) – Religious Education, Music

We follow the Bristol programme of study for Religious Education. Children learn about themselves, their beliefs and the beliefs of others. They learn about key elements of Islam, Judaism, Christianity, Hinduism and Sikhism. They learn how to be respectful of others beliefs and how they can make a positive contribution. Summerhill Academy is working closely with Bristol Plays Music to provide opportunities for children to learn to play a range of instruments, including drums and steel pans. As well as learning to play the instruments children are engaged in reading notation and creating their own compositions. If you wish for your child to have individual music lessons at school we can help arrange this and currently have piano, guitar and drum lessons taking place.



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Please find a list for all of the upcoming school terms and holiday dates for the academic year 2020/21.

School Terms and Holiday Dates

Term 1 Wednesday 2 September – Wednesday 21 October 2020

Term 2 Monday 2 November – Thursday 17 December 2020

Term 3 Tuesday 5 January – Friday 12 February 2021

Term 4 Monday 22 February – Thursday 1 April 2021

Term 5 Monday 19 April – Friday 28 May 2021

Term 6 Monday 7 June – Wednesday 21 July 2021

Inset Days

Tuesday 1 September 2020

Thursday 22 October 2020

Friday 23 October 2020

Friday 18 December 2020

Monday 4 January 2021

Wednesday 17 March 2021

Friday 2 July 2021

Please ensure you save these dates so children can attend when expected.

Kind Regards,

Rebecca Curtis
Principal



At Summerhill Academy we show we are responsible by wearing the correct uniform.

Our school uniform consists of:

- Royal blue jumper or cardigan
- White or blue collared polo top or shirt
- Black or grey trousers, skirt, shorts or dress
- Blue checked summer dress



No joggers, leggings or jeans

Plain black shoes or trainers



Soles must be black, laces must be black and there should be no visible logo

PE: White top with black bottoms



White top should be plain with no writing or logos

We request that all pieces of clothing (including coats) are clearly labelled with your child's full name.



A uniform check will be carried out by class teachers each morning. Children who are not wearing correct uniform will go to the “Uniform Swap Shop”, located in the upstairs hall, where they will be given the correct uniform to wear. This will include being given a pair of plain black ‘daps’ if their shoes are not plain black. If your child has attended the Uniform Swap Shop more than once in a term they will bring home a letter regarding our uniform expectations. We will gratefully receive good quality second hand uniform to help us stock the Uniform Swap Shop. We thank you for your support in ensuring your child attends school in the correct uniform.

Purchasing your school uniform:

The sweatshirts, fleeces and polo shirts can be purchased online from:

www.initiallyyours.co.uk

Telephone: 0117 9674472

Address: 211 Soundwell Road, Bristol, BS15 1PT

Update from the uniform supplier for the coming summer:

All orders must be made online. Branches will re-open from 15th June but for limited services only: you can

- collect orders placed online
- exchange/refund items
- redeem uniform vouchers.

Unfortunately you will not be able to browse or try on garments or make purchases at the till. We don't yet know how or when the current restrictions will be lifted but until then Initially yours will operate their normal full online service. Please order as soon as possible.



Summerhill Academy's School Dogs

Roo



Dotty



We have two School Dogs called Roo and Dotty.

Roo is a Hungarian Vizsla who accompanies Mrs Scammell to school, and you may therefore not see her much during Mrs Scammell's maternity leave. She has been part of Summerhill Academy since she was 8 weeks old, in May 2013!

Dotty is a Cockapoo who accompanies Mrs Curtis to school, and therefore is mainly based in her office. She has been part of Summerhill Academy since she was 8 weeks old, in May 2018!

The dogs take on a wide variety of roles and responsibilities! Their day includes greeting our children and families, looking at lots of learning, spending special time with children, helping with First Aid duties, listening to children read and playing ball at break and lunch time.

Physical Benefits:

Having a school dog can help reduce blood pressure, help with pain management and provide tactile stimulation. It also gives motivation to walk, move and stimulates the senses.

Social Benefits:

Having a dog around helps boost self-esteem, it gives you a topic for discussion and helps promote interaction with others.

Cognitive Benefits:

A dog helps stimulate game playing, problem solving and memory.

Emotional Benefits:

Dogs tend to lift people's spirits, promote their self-esteem and often help gain acceptance from others.

Environmental Benefits:

Having a dog at school can change a sterile environment into a fun and lively place. The heightened mood can continue long after the dog has left the classroom.



FIRST AID PROCEDURE

Dear Parent/Carer

Safeguarding and the health and safety of all our pupils is extremely important to everybody at Summerhill Academy and we would like to make you aware of medical procedures we have in place to ensure your child is safe at school.

Our Welfare First Aider Miss Debbie Stevens is on site during school hours and is based in the Medical Room on the ground floor. If any child is feeling unwell they will be assessed by her and if necessary you will be contacted to either collect them or bring in basic medication such as Calpol for you to administer.

Where an incident such as a “bumped head” is concerned an assessment will take place and as these incidents are generally very minor you will be notified by email. The child will wear a sticker to alert staff they have bumped their head and a letter will be sent home with them that day with further details. Should your child be assessed as needing further attention you will be informed immediately and asked to collect them and seek medical advice. Rarely is it considered necessary to call the emergency services.

If your child is Asthmatic inhalers must be provided for them in class and spare ones to be kept with Miss Stevens, the enclosed Healthcare Plan should also be completed to enable management of their condition during school hours.

In the event of Miss Stevens not being available we have members of staff fully trained as first aiders to cover the medical room.





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Dear Parent/Carers,

I have been working with Summerhill Academy since 2010 and started as a Family Support Worker. This diverse role enables me to work alongside identified and self-referred families in order to support children and their families improving outcomes and life chances.

On a day-by-day basis this can involve supporting families with a broad range of issues such as housing, benefits, Domestic Violence, Isolation, Children & Young People's Services intervention, Early Help, sign posting, social, emotional and health issues. I also work 1:1 on a short-term basis with pupils within families, supporting wellbeing, attendance and safeguarding.

Another aspect of my job role is safeguarding, working daily to improve our safeguarding provision, via awareness, training and supporting outside agencies with identified families. I organise our NSPCC Underwear Rule, Speak Out Stay Safe, Share Aware and Online Safety resources for teachers to use in lessons. I oversee the CPOMS 'Child Protection Online Management System' safeguarding software which logs any safeguarding concerns.

I attend Child Protection Case conferences and core group meetings with our families. I attend the CLF Safeguarding meetings and the East Central Bristol Safeguarding Children's Board meetings in order to improve our overall safeguarding role and duties within the school community, the CLF and within Bristol City Council to share good practise through multi-agency sharing.

I support the school office with our school attendance, this includes working with families to improve attendance alongside our Education Welfare Consultant and focuses on each term's attendance, late arrivals, unauthorised absences and term time leave requests.

I am also responsible for supporting our parental and community engagement, which I thoroughly enjoy. We meet weekly on Friday mornings where parents/carers come together to make and share culturally diverse sweet and savoury foods, and arts and crafts. The group also host amazing food sales in partnership with our SAF in order to fund raise for charities and for the school.

Kind regards

Louise Dunbar

Family Support Worker/Parental Engagement/Safeguarding/Attendance



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SEND INFORMATION

Due to the COVID-19 situation unfortunately there is not an opportunity to visit the school for a guided tour before the start of the year. However, please contact us via welcome@sa.clf.uk if you feel that a tour will be beneficial for you in September. This will be an opportunity to discuss any SEND concerns. Information from the child's previous school has been collated in order to support with the transition.

When your child starts Summerhill Academy, if you are concerned that your child may have unidentified special educational needs that are impacting on his/her progress, then your first point of contact should be the child's class teacher or myself.

Teacher's on-going assessments identify children who are not making progress in line with peers. If we feel that your child has SEND then we will use a process of assess-plan-do-review to decide if he/she is making the same progress as other children. This will involve identifying needs and using specific strategies to support your child; progress will then be reviewed. From this, we may involve outside professionals for advice. You will be informed and involved in both the teacher's assess-plan-do-review process and any contact with outside agencies.

For further information, please refer to the SEND information report which can be found on our website: <https://summerhillacademy.org.uk/key-information/policies-2/>

Special Guardianship Order or Adopted from Care

Is your child adopted from care or subject to a Special Guardianship Order having been in care previously? If so as a school, we can attract an amount of money, pupil premium, to support any needs your child may have. Please complete the reply slip below if this is the case. Either myself as the Inclusion Leader or Mrs McLeod, the Assistant Principal will contact you to arrange a further discussion.

Should you require any further information, please contact myself via school office.

Kind regards,

Tryphena
Inclusion Manager

Rees

Please return the reply slip to the school office.

Pupil Name

Pupil Class

Special Guardianship Order

Adopted from Care



Summerhill Academy

Safeguarding Children

Quick Reference Guide

All staff and volunteers have the responsibility to keep children safe by contributing to:

- Providing a safe environment
- Identifying children who are suffering or are likely to suffer significant harm and taking
- appropriate action

Safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in this school. Please seek advice from our designated deputy safeguarding lead.

When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer

If you have any concerns regarding Female Genital Mutilation, forced marriage, sexting, radicalization for example please speak

immediately to Louise Dunbar or Triff Rees.



What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm,

attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions (TED) to clarify if necessary:

Tell me more ...

Explain that to me ...

Describe what happened ...

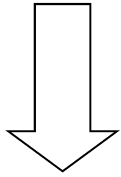
Then follow the steps in the flowchart to the right.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DCPO to make a decision about the risk of harm to the child.



What must I do?

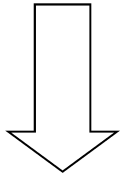
Recognise your concern



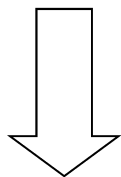
Respond—inform your DCPO

without delay

(or Chair of Academy Council where appropriate)



Complete a 'CPOMS' log, using the child's own words.



CPOMS notification alert sent to DCPO/deputy DCPO/key holders

What should I do if the alleged abuser is a member of the school staff?

If your concern is about a staff member or volunteer, you should report this to the

Principal. If your concern is about the

Principal, you should report such allegations to the Chair of Academy Council. Contact details can be found at the back of this leaflet.

Concerns can also be raised directly with :

First Response

(Bristol Safeguarding Children Board)

on **0117 9036444**

How do I ensure my behavior is always appropriate?

Please ask a member of SLT for guidance regarding Keeping Children Safe in Education.

(2016) The DSCF have also produced guidance entitled 'Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2015).

Summerhill follows the South West Child Protection Procedures:

www.swcpp.org.uk

Contacts

The school has a Child Protection Policy and a copy is available on the school website and in the Safeguarding file on groupsave.

In line with this, regardless of the source of harm, you **MUST** report your concern to:

- Designated Safeguarding Lead, Louise Dunbar
- Deputy SGL, Triff Rees
- Or Tony Cherry,
Chair of Academy Council
contact: cherryconsult@btinternet.com
- Safeguarding academy councillor
tbc





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Re: Health and Safety/Fire Risk Awareness Procedures

As part of our ongoing commitment to protect the health and safety and wellbeing of our pupils/staff, please find below details of the various practice drills which the children will be participating in throughout the school year:

Fire Drill:

We shall practice leaving the school building in an orderly fashion and we aim to have all children and adults accounted for within three minutes of an alarm sounding. We carry out two announced drills and one unannounced drill throughout the year.

Lock-Down:

We practice lockdown, which involves the children going to, and staying in their classrooms, with the windows and doors locked. There are times in which the children may need to be accounted for in this way and the most recent example was when we had two large dogs that were roaming the playground without supervision. Other examples of when we might use this procedure include the release of dangerous chemicals through fire or industrial accidents in the local area. We carry out one announced drill and one unannounced drill throughout the year.

Evacuation:

This is when we take the children off site. Our designated area to assemble is Bristol Brunel Academy as they have areas big enough for us to assemble as an entire school. We will inform the children of what to expect and will ensure that the practice is carried out in a manner which ensures all children feel safe and secure with the event. We conduct one announced drill per school year.

It is important that we practice these procedures so that we can ensure that in case of an emergency, we all know what to expect, and practice will reduce the anxiety of the procedures for the children. Regular practice of these procedures is also required in order for us to meet our health and safety requirements.

If you have any further questions, please do not hesitate to contact the school office.

Kind Regards

Mike Younger

Pam Kaur

Senior Site Manager

Operations Manager



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ATTENDANCE PROCESS

At Summerhill Academy, we are committed to providing each child the support they need to ensure their school attendance never becomes a concern. We have therefore put in place a few processes to aid us in this effort. The register opens at 8:50 am and anyone arriving to school after 9:00 am will be marked as late. Anyone arriving at school after 9:20am will be marked as unauthorised absence.

Morning absence texts/calls

Should the child in your care not be able to attend school one day, we require the absence to be reported by 9am every morning. If they are reported as absent due to sickness, we require a call every day their absence continues. Absences can be reported by contacting the school office absence line or via email. Please provide a full reason for the absence including the symptoms.

If we do not receive a reason for the child's absence, the office team shall send a text home to request you to make contact to provide this. Should we still not receive a call/contact we will then call all contacts we have listed on the pupil's record.

97% or below texts

Should the attendance of the child in your care fall below 97%, we shall be sending a text home to alert you to this. This will be issued irrespective of the reason for absence.

The class teachers will also address this matter with you.

Should the attendance not improve you will be required to attend a school attendance meeting where we shall work with you to improve the pupil's attendance along with our Education Welfare Officer.

Term time leave requests from learning

In line with government guidance, term time leave will only be authorised in special circumstances. Unauthorised leave may lead to penalty fines, please see attached leaflet for further details.

Should you need to request leave from learning during term time for your child, this can be done by emailing the school at info@sa.cabot.ac.uk or by letter addressed to the Principal. We shall require a term's notice of any planned leave, so that the necessary steps can be followed prior to confirming the decision, this may include attending a meeting with the Principal.

In order to avoid delays in responding to your request, please can we request that the following information be provided when requesting leave:

Pupil's name and postal address; Class; Dates of intended leave; Detailed reason for requested leave.

WHY ATTEND EVERY DAY ?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness.

Missing school damages a pupil's learning and their grades (research shows that missing 17 days of school often leads to a drop in GCSE grades), disrupts routines and can make pupils vulnerable to crime.

Pupils should never miss school for reasons like shopping, birthdays or to wait in for a repair person.

Missing school seriously affects life opportunities

WHY ARE PENALTY NOTICES ISSUED ?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (i.e. the absence is **unauthorised**). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996.

The Anti Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve

HOW MUCH IS A PENALTY NOTICE ?

£60 if payment is made within 21 days.

£120 if paid after this but within 28 days.

Per parent, per child

WHEN WILL THEY BE USED ?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'.

Penalty Notices may be used where absence is unauthorised, for example when:

- a parent has taken their child on holiday during term without authorisation; especially when this means pupils miss exams, i.e. SATs and GCSEs.
- enquires at school after a truancy sweep show the pupil's absence at that time as unauthorised.
- pupils are regularly late for school after the register has closed.
- a pupil has 8 or more unauthorised absences within the previous 10 week period.

WHAT SHOULD I DO IF MY CHILD IS TRUANTING ?

If your child is truanting you can:

- talk to them ~ try to find out why.
- meet with a member of school staff to discuss the situation and look for solutions.
- contact the Education Welfare Service for advice and guidance (contact numbers overleaf)
- try to understand what is happening for your child and help them resolve the problem.

Education is key to their future success so it's important to solve issues as quickly as possible.

WHY AM I BEING SENT THIS LEAFLET ?

This leaflet is being sent to parents/carers so they are aware of the need for their child to attend regularly and on time to achieve their best.

It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

WHAT SHOULD I DO IF MY CHILD IS OFF SCHOOL ?

Telephone the school as early as possible on the first morning of each absence to give the reason. Ensure you follow the school's attendance policy with regard to your child's absence.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

WHAT IF I WANT TO GO ON HOLIDAY ?

Holidays in term time are not normally authorised. In exceptional circumstances ask permission from the Head Teacher and check the school policy.



CATERING, CLEANING & CONSULTANCY SERVICES



Great tasting food that your children will love

Aspens is the company chosen by your school to provide the meal service to our students. We specialise in providing catering to schools and colleges across the country.

The food children eat at school plays an important role in their wellbeing, and eating a well-balanced diet will not only maintain and improve their health, but will also set them on the right track for later life. We understand this and that's why we are passionate about serving fresh, high quality and locally sourced food that is cooked in our kitchen.

Responsible catering

At Aspens - we take our responsibility of catering for today's children and young adults seriously. All of our dishes are prepared everyday using quality, fresh and seasonal ingredients that are responsibly sourced.

As well as ensuring the food on the plate is healthy, we want our customers to understand the importance of eating the right foods and help them with their food and nutrition journey.

Special diets and food allergens

Don't think that your child can't enjoy our great food if they have a special diet - they are an important part of our catering service. We can provide food if they have an intolerance, an allergy, or require an alternative choice due to religious beliefs.

Legislation requires caterers to provide allergen information on food sold that is served 'unpacked'. Aspens already cater for lots of children with allergies and we regularly check the information from suppliers to see if there have been any ingredient changes. It is still important that our customers talk to us so we can work together and continue to provide meals that are safe for them to eat.

Free School Meals

All children that are in Reception, Year 1 and Year 2 are entitled to receive UNIVERSAL FREE SCHOOL MEALS! We think it's a fantastic idea so please make sure you support this initiative. Not only will you be saving money, but you will also be giving your child a nutritionally balanced meal to fuel their bodies for the rest of their learning day.

Please note this is not to be confused with FREE SCHOOL MEALS which is an entitlement that some children can receive due to their parents/carers circumstances. If you feel you may be entitled to receive FREE SCHOOL MEALS you should request the relevant forms from your school office. www.gov.uk/apply-free-school-meals

The Aspens App

This is ideal for parents to check out what's on offer for lunch with just a couple of presses on your smartphone. It's simple enough – just search for the app at the App Store, install, add the unique PIN relating to your particular school and you will be able to view the current menu. Ask a member of the team or at the school office for your number.



Hello from Bubble and Squeak

Bubble and Squeak are our school meal characters - chosen by a group of pupils at St Andrews Junior School in North Somerset.

The children picked them simply because they made them feel happy and would help them enjoy their school lunch. What more could we ask for?

Watch out for them over the coming months. They will be featured in lots of fun things for your children to do and they will help to educate them around the importance of eating well.

MEAL COST - Due to RECENT 4% food inflation plus the increase in minimum wage, Aspens are forced to increase the cost of the meals to £2.30 for all pupils



Get in touch

Aspens are experts in school catering and have years of experience when it comes to school food. If you have any questions about our service, or any special dietary requirements - please get in touch. You can contact us via email on info@aspens-services.com or call on 01905 759613. You will also find a host of information on our website – www.aspens-services.co.uk



WWW.ASPENS-SERVICES.CO.UK



Welcome to Summerhill Breakfast and After School Clubs

Breakfast Club

Our Breakfast Club accepts children from both Summerhill Infants School and Summerhill Academy and is held every school day morning during term time from 7.30am-8.50am. The last time for breakfast arrival is 8.30am. We offer supervision from our team of play workers as well as a healthy, varied breakfast. Options include cereals, toast, fruit, juices etc.

For pupils who attend Summerhill Infants, they are accompanied to the school by a play worker in time for the school day ahead.



After School Club

Our After School Club also accepts children from both Summerhill Infants School and Summerhill Academy and runs every school day afternoon during term time from 3.15pm-5.45pm. Pupils from Summerhill Infant school will be collected by a play worker to be taken to the club. At the club your child will be supervised by our team of play workers with the opportunity to take part in various activities including arts and crafts, outdoor play, board games and watching films etc. For children wanting to catch up on homework or spend time reading there is a quiet corner available. There will be refreshments available to all children which can include bagels, ham, cheese, muffins, fruit, squash etc.



What the children think

Our play workers asked our children what they liked about attending our out of hours clubs. Here are some of their responses:

"I like playing with my friends."

"I like the jigsaws and colouring."

"I like snack time."

"I like after school club because we get to watch movies."

"Playing football!"

"I like that we get to go outside."

What the adults think

As part of our ongoing commitment to the clubs we asked parents for some feedback. Here are some of their comments:

“Lovely staff”
“Convenient opening hours”
“10/10”
“My son loves it”
“Affordable Fees”
“Service really good, always smiling”
“My daughter’s favourite part of the day”

Come and visit us

If you wish to come and visit the provision, please contact the school office via info@sa.cabot.ac.uk for a viewing to be arranged.

Important information

If you would like to sign up for the breakfast club and/or after school club for 2020/21, please complete the enclosed registration form and return it to Summerhill Academy reception.

Breakfast Club

7.30am-8.50am (Last Arrival 8.30am)

£3.00 per session /

£5 per session when not pre-booked by 7am the same morning

School Office telephone – 0117 9030347 (8am-4pm)

Breakfast/After School Club mobile: 07543 705558 (7am-9am/3.15-5.45pm)

After School Club

3.15pm-5.45pm

£7.00 per session /

£10 per session when not booked before 2pm the same day

School Office telephone – 0117 9030347 (8am-4pm)

Breakfast/After School Club mobile: 07543 705558 (7am-9am/3.15-5.45pm)

Please note that our After School Club has a late pick up fee system. There will be a fee of £5.00 per child for pick-ups between 5.45pm-6pm and an additional £10.00 per child for every 15 minutes thereafter. Summerhill Academy runs a cashless system (SCOPAY) to improve efficiency and effectiveness within the academy. Upon admission into Summerhill Academy, you will be issued with registration details to set up your account. Other acceptable payment methods are cheque and childcare vouchers.



Principal: Mrs R Curtis
Summerhill Academy
Plummer's Hill
St George
Bristol
BS5 7JU

Tel: 0117 903 0347

Email: info@sa.cabot.ac.uk

Website: www.summerhillacademy.org.uk

MUSIC TUITION

Bristol Plays Music delivers instrumental tuition to the pupils within the school. The following instruments are on offer: **drums, guitar and keyboard**, with the proviso there is a minimum of 6 pupils for each lesson.

If the minimum number is not met, we will refund any payments made. Should your child wish to take up guitar lessons they will be required to have their own instrument.

Music teachers visit the school on a weekly basis to give lessons during the school day. We encourage children to continue lessons for 12 months and would encourage regular practice.

The pupils will receive 10 sessions across each term.

The cost of music tuition per child for two terms is £60 or £30 if entitled to Pupil Premium. This needs to be booked and paid in advance via SCOPay to secure your child's place. Bookings will be renewed on a bi-termly basis.

Please note that your child will not be able to stop lessons mid-term; refunds are not available as we are committed to paying for the whole term. Also, should your child be absent for their lesson due to any reason this will be considered as a missed lesson, as the tutor will still charge the academy.

Yours sincerely

Vickie Coleman

Finance Assistant
Summerhill Academy



Payment for Trips, Events, Dinner Money, Music Lessons, After School and Breakfast Club

Booking Parents/Carers' Evening

Summerhill Academy runs a cashless system for all activities that require payment. This includes dinner meal booking and payments, After School Club, Breakfast Club, trips and music lessons. Parents/Carers' evening is also booked through the online system.

The system we use is provided by Tucasi, also referred to as SCOPAY. You can find their website at www.scopay.com and this will give you an overview of how the system can be used.

We are pleased to let you know that your Tucasi SCOPAY online account is now also available as a SCOPAY mobile App. The SCOPAY website is still available, but if you prefer the convenience of an App the iOS and Android versions are now available for download. These can be accessed either via Apple's App Store or Google Play – search 'SCOPAY'. When you have downloaded the App you will be able to log in using your existing username and password.

This is the first release of the SCOPAY App, so some functions are not available yet, however it does provide many of the useful functions on the website.

Features of the App include:

- Book and pay for After School and Breakfast Club sessions – ability to top up balances and see live balance information.
- Trips and Events – view details of eligible trips and clubs, give consent for a trip, make payments, view balance information, link to your mobile calendar to add trip and event dates.
- View purchase history.
- Manage account information – For example: password, email, billing details.
- Linking and unlinking pupil accounts to your SCOPAY login.
- NEW - View the dinner calendar and order meals.

We have attached a guide on how to book a meal to support you with this new facility. This can also be found online at:

<https://scopay.atlassian.net/wiki/spaces/SCOPAY/pages/93421569/Guides+for+Parents?preview=/93421569/93421587/SCOPAY%20Parent%20Guide%20-%20Ordering%20Meals.pdf>

Please also see the Tucasi & CLF privacy policies/notices, informing you of how we use your data. The links are below, but if you cannot access these or have any questions, please do not hesitate to contact the school office via info@sa.cabot.ac.uk.

Tucasi LTD – Privacy Policy:

<https://www.tucasi.com/mint-project/uploads/607987207.pdf>

CLF Parent Privacy Notice:

https://clf.uk/wp-content/uploads/2018/09/CLF_Parent_Privacy_Notice_Key_Information.pdf

We appreciate that not all parents/carers will have access to the internet and in this instance we will be able to take cheque payments via the school office but we would like to encourage all parents where possible to make online payments.

New users will be issued with an email or letter from the school office, with details of your password to enable you to set up your account. If you have an existing account for Tucasi, either here or at an existing school, you will find a link under “How do I link my children to my existing account” to assist you. It will be possible to set up Tucasi to enable more than one parent/carer to make payments.

Should you require help using Tucasi, you can find useful links such as User Guides, How to Pages and FAQs sections on their website at <https://scopay.atlassian.net/wiki/spaces/SCOPAY/overview> or please do not hesitate to come and ask in the school office.



GUIDE FOR PARENTS ORDERING MEALS ON SCOPAY

This Guide provides help with the following

- View the Dinners calendar
- Order meals
- Change ordered meals

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**

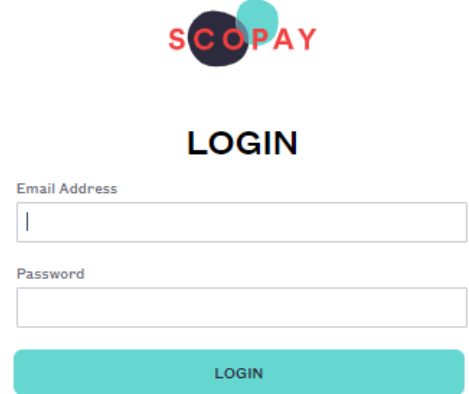
How to Save Card Details / Recurring Payments



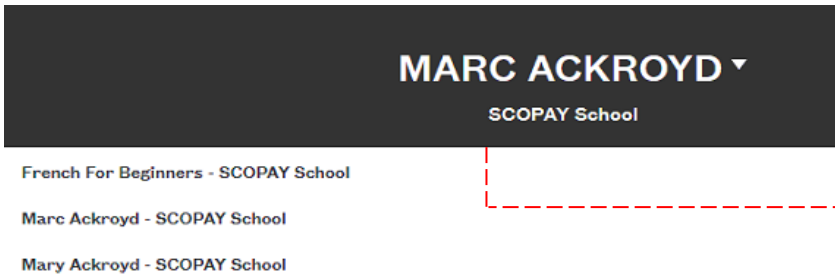
You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

HOW DO I VIEW THE DINNER CALENDAR?

Step 1
Go to the www.scopay.com website and login with your email address and password



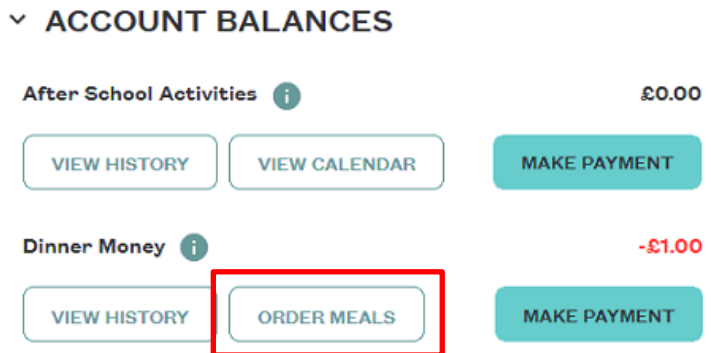
The image shows the SCOPAY login interface. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the password field is a teal "LOGIN" button.



A dark grey dropdown menu is shown. The top bar contains the text "MARC ACKROYD" with a downward arrow and "SCOPAY School" below it. Below this bar, three options are listed: "French For Beginners - SCOPAY School", "Marc Ackroyd - SCOPAY School", and "Mary Ackroyd - SCOPAY School". A dashed red line connects the second option to Step 2.

Step 2
Select the child you wish to view

Step 3
Next to Dinner Money select **ORDER MEALS** or **VIEW CALENDAR**



The image shows the "ACCOUNT BALANCES" section of the website. It is expanded with a downward arrow. There are two main categories: "After School Activities" and "Dinner Money". Each category has an information icon (i) and a balance amount. Under "After School Activities" (balance £0.00), there are three buttons: "VIEW HISTORY", "VIEW CALENDAR", and "MAKE PAYMENT". Under "Dinner Money" (balance -£1.00), there are three buttons: "VIEW HISTORY", "ORDER MEALS", and "MAKE PAYMENT". The "ORDER MEALS" button is highlighted with a red box, and a dashed red line connects it to Step 3.

The calendar will be displayed showing meals ordered.
Note the **Key** on the left hand side.

MARC ACKROYD
DINNER MONEY

Key

Sessions
Dinners

Codes

Bookable

- X School closed
- T On trip
- M Meat meal
- V Veg meal
- S Home sandwich
- A Absent

ATTACHMENTS
Full School Menu for 2018-19 (01 Sep 18 - 31 Jul 19)

MAY 2019 TODAY < >

MON	TUE	WED	THU	FRI	SAT	SUN
		1 M	2 V	3 M	4 x	5 x
6 x	7 M	8 M	9 V	10 V	11 x	12 x
13 M	14 M	15 V	16 V	17 M	18 x	19 x

HOW DO I ORDER MEALS?

Note that depending on the options selected by your school, you may need to make a payment for school dinners before you can order them online

The system will prompt you to top up

Select the day you wish to order a meal
The options available to you will be displayed

Tap the required option

Tap OK

Dinner Money
Dinners
21 May 2019

M: Meat meal - (£2.00)
Fish cake, garden peas, potato wedges
Fruit yoghurt

V: Veg meal - (£2.00)
Vegetable bake, garden peas
Jam sponge & custard

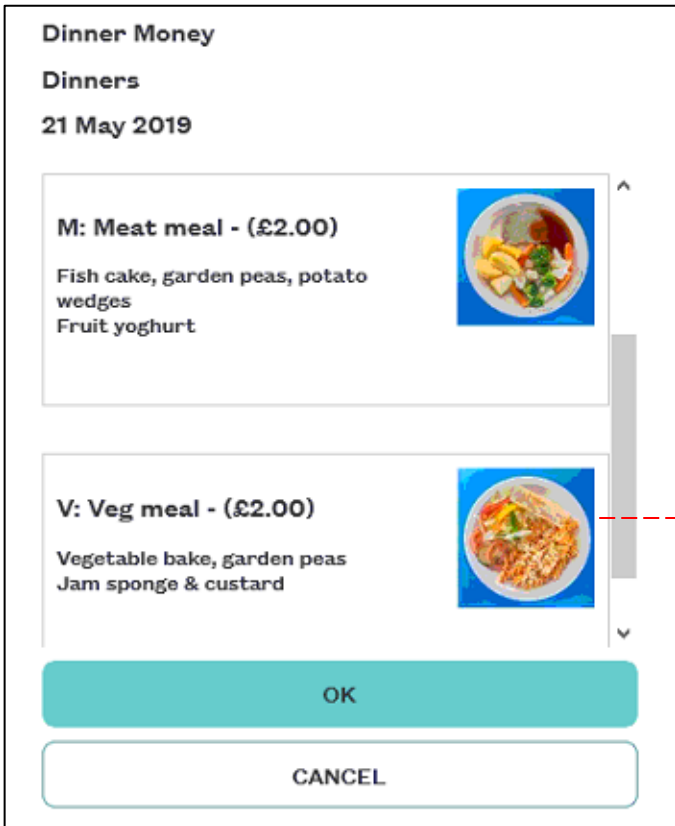
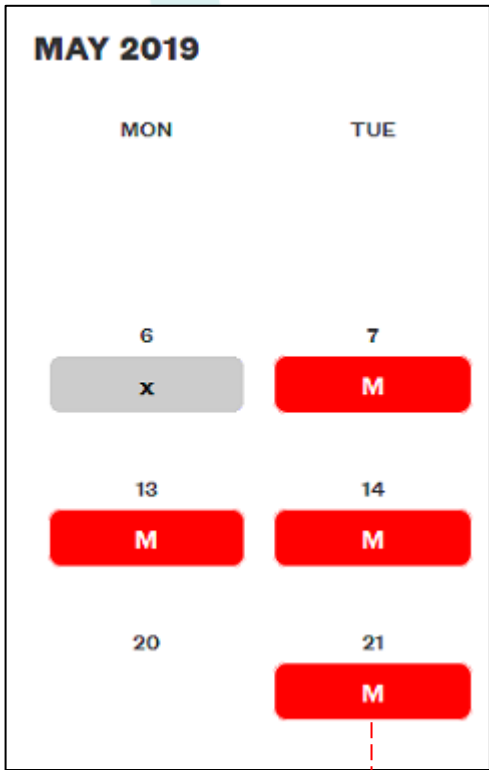
OK

CANCEL

HOW DO I CHANGE A MEAL ORDER?

Refer to the steps above to View the Calendar.

Step 1
Tap on the meal
for the day
you wish to change



Step 2
Select your new meal
choice
Tap OK

📌 If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.

Parent Accounts

See the story of your child's day

Easily stay connected with your child's classrooms on ClassDojo.

You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You'll also be able to see your child's classwork on their own Student Story.

Any device, any language

Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

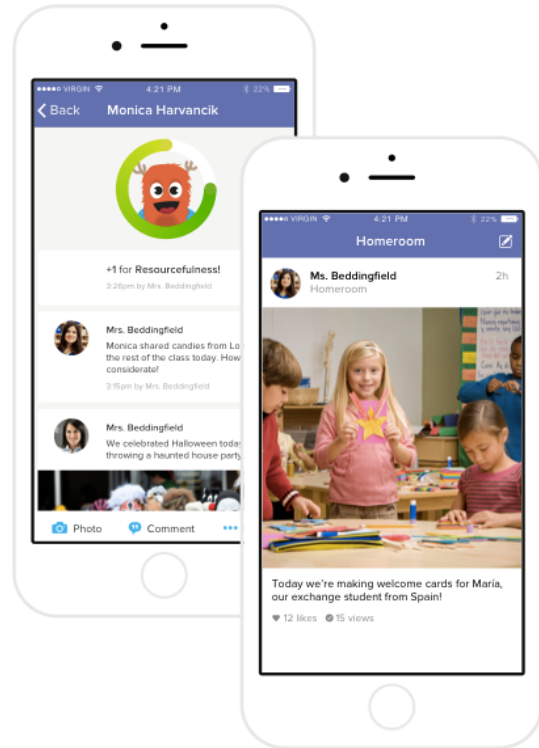
Safe for all

All of your child's information is kept safe on ClassDojo. Only they, their teachers, and you as their parents can see their information.

ClassDojo is COPPA-compliant and fully support FERPA. If ever you'd like to review or remove your child's information, please email the ClassDojo Parent Support team at parents@classdojo.com

How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.



Parent Accounts

What if a parent was connected last year to their child?

Students can add all of their student codes to the same account and track their progress across multiple classes. It's simple!

How far back in time can parents see feedback points?

Parents can see the last two weeks of their child's feedback points. If parents would like to view a longer history, they can contact their child's teacher or the ClassDojo team.

How do parents connect with multiple classes?

Parents can enter multiple parent codes to their account, letting them connect with all of their children's classes.

When do parents get notified by ClassDojo?

ClassDojo notifies parents whenever they receive a new private message, a new Class Story post is added, their child has posted to their Student Story, and on Friday to review their child's feedback from class.

Helpful resources

ClassDojo Privacy Center

Visit classdojo.com/PrivacyCenter to see how ClassDojo protects its entire community of teachers, parents, and students.

ClassDojo Helpdesk

Visit classdojo.com/Helpdesk to find answers to all of your ClassDojo questions! Still need help? Email us at parents@classdojo.com :)



Principal: Mrs R Curtis
Summerhill Academy
Plummer's Hill
St George
Bristol
BS5 7JU

Tel: 0117 903 0347

Email: info@sa.cabot.ac.uk

Website: www.summerhillacademy.org.uk

OTHER USEFUL INFORMATION

School Day

School gates open from 8.40 am and close at 8.50 am. Please ensure pupils arrive for school on time.

The school day starts at 8.50am, pupils will be marked late if they arrive after 9am and should they arrive after 9.20am this will be recorded as an unauthorised absence.

From September our school day will end at 3.20 pm for Year 3 and Year 4, gates will be open from 3.15pm.

Please note due to COVID-19 restrictions the timings for the beginning and the end of the day are subject to change (to avoid having too many people on site at any one time) if these times do change we will notify you as soon as possible.

Should pupils not be collected by 3.30pm, your child will be sent to after school club to be supervised and a charge will be applied of £10 each time.

Bike Shed

Pupils who travel on scooters and bikes can store these in the school bike shed during the school day. Please note that pupils are not permitted to ride or scoot on the school site. Bikes and scooters are left at your own risk. The school is not insured to cover damage or theft whilst on site.

Dinner Money

The cost of a hot school dinner is currently £2.30. We have recently introduced a new online dinner ordering process via SCOPAY. In order to book a meal, you will need to be in credit, the exception to this would be if your child is entitled to free school meals. You can then go to the scopay website or app and book meals for the days required, meal options will be available to choose from. We have included a guide on how to book your child's school dinner, please note that you would need to select the option which meets your child's dietary and/or allergy needs.

Tuck Shop

Pupils can bring in money to purchase items from the tuck shop, we ask pupils to bring in the correct money. Items, which the pupils can purchase from tuck, are:

Cheese
Various Fruits
Water
Malt Loaf

Allergies/Intolerances

We are a nut free school. Please may we request that any food brought into school for packed lunches, birthdays and/or celebrations be checked to avoid any disappointment when items need to be refused. Any items labelled as containing nuts or may contain nut traces are not to be bought into school as we have pupils with severe peanut/nut allergies.

Packed Lunches

To promote healthy eating we request that any pupils packed lunches do not include:

Chocolate
Sweets
Fizzy drinks

PE/Swimming Kit

Please can you ensure your child is fully equipped for the school day and can all bags be clearly labelled with the child's name and class. Unfortunately, we will be unable to make calls home if pupils forget any kits/equipment.

Swimming lessons commence in Year 4, timetables near the time will be issued so that you can ensure your child has their swimming kit on the correct days. There are catch up sessions for children in Year 6 who are unable to swim 25m.

Contact details

Please can you inform us of any personal detail changes immediately to ensure we have the most current information on your child's school record.

Communications

School - Home Communications

Emails are the main means of communication between the Academy and home so it is vital that we have an up to date email address for all parents and carers wherever possible.

Examples of communications that we send:

- First Aid incidents
- Details of upcoming trips and extra-curricular clubs
- Parents evening information
- Details about events such as school discos and Christmas/Summer fayre's
- School dinners – menus and payment information
- Music lessons

All communications are issued via SCOPAY, if we do not hold valid email contact details, paper copies will be uploaded to our website and a copy can be collected via reception.

Messages – We would encourage parents to use class Dojo to communicate with the class teacher in the first instance. If you would like to escalate the matter then please contact the Phase Leader. Should you need to contact the school office you can do so on 0117 9030347 or info@sa.cabot.ac.uk. Messages/emails are checked throughout the day and delivered at 2.45pm to reduce disruption to learning.

Drop Box – There is a drop box in the foyer of the main reception for parents to leave forms or letters. We appreciate that at times it may be necessary to speak to the office staff, we would request that this be done during the hours of 8.30-9.30 and 3.15 – 4.00. The office staff have a number of tasks to complete for example, ordering school meals for pupils, attendance reports, dinner money/sports and social activity reconciliations.

Office Staff

The office team are here to support parents'/carers' with any queries they may have. Office team members are as follows:

Mrs Pam Kaur - Operations Manager

Mrs Hannah Boondeekhun - Receptionist/Administrator

Mrs Claire Stevens - Administrator

Mrs Emily Gray - Administrator

Mrs Sarah Jay - Administrator

Miss Victoria Coleman - Finance Assistant (Based at Summerhill Academy on Monday's)

Medical Appointments

We will require evidence of medical appointments to ensure the absence is logged correctly and should this not be provided this would be noted as an unauthorised absence. Can we please request that any medical appointments whenever possible are made in the school holidays and if not possible then before or after the school day.

Summerhill Academy Friends

As the parent / carer of a child at Summerhill Academy, you are automatically a member of our parents' association, Summerhill Academy Friends (SAF).

SAF is a project where everyone can join in and help. We are sure there is something every single one of us can do - every offer of help will be valued, no matter how large or small, and will help us achieve our goal. We are fortunate to have so many different cultures represented within our school community and see the development of a Friends as an excellent opportunity to bring them closer together.

As well as being of benefit to and raising funds for the school, a Friends group like this will give you the opportunity to meet other families and help you get to know more about our school and how it works. Volunteering will give you the opportunity to put existing skills to good use and learn new ones – all the time making a difference to your child's time at school.

If you are interested in helping us or would like to find out more, please contact SAF at summerhillacademyfriends@gmail.com

Please be reminded should you feel your child may be eligible for Free School Meals, please complete the enclosed application form (which also lists what evidence is required for your application to be approved) and submit your application directly to Bristol City Council. The process is simple and could save you over £400 a year and generate funding for the school.