



Summerhill Academy 2021/22 Information and Admissions Forms



**Maximising life chances for all children in the Summerhill
Community through excellent educational experiences.**

kind | safe | respectful | learning

Maximising life chances for all children in the Summerhill Community through excellent educational experiences.



Summerhill Academy provides a **wide-ranging and inspiring curriculum** to meet the needs of the **diverse community** that we serve.

High standards of teaching and learning, delivered in a **kind, caring, inclusive environment**, ensure that all children **thrive**.

Children leave Summerhill Academy with a **sense of community and purpose**, filled with the **skills and confidence** needed to allow them to achieve the best they can in their future lives.

Challenge all children to reach their potential

Expert teaching teams use the latest education research and techniques to provide excellent educational experiences for all children.

In depth, engaging lessons create a love for learning and a hard-working atmosphere in which children thrive.

Learning opportunities include strong challenge for all children, enabling them to achieve their full potential.

Children requiring additional support have their needs met successfully through carefully designed and evaluated provision.

Behaviour /or learning

All members of the Summerhill Community adhere to the our core values:

kind | safe | respectful | learning

A calm and caring environment nurtures all children to grow and succeed both socially and academically.

Expectations of all community members are high: all children learn all of the time.

Strong PSHE and cultural education programmes educate the whole child, with rich discussion and debate both encouraged and respected.



Rich Curriculum Experiences

We follow an ambitious and progressive curriculum which exceeds the requirements of the national curriculum and leads to strong outcomes at the end of Key Stage 2.

Programmes of study include the best of what has been thought and said to inspire a love for learning and equip children for their future lives.

Learning opportunities occur across our large, historic site, as well as on engaging educational trips and visits that broaden children's life experiences and build cultural capital.

Strong Summerhill Community

Summerhill Citizens feel proud to be part of something special.

Families feel well-supported and included by the school through effective, pro-active communication and opportunities to interact with academy life in a range of exciting and innovative ways.

Extra-curricula programmes provide depth and breadth, embracing the wide range of skills and experience from the community to enhance children's life chances even further.

All members of the Summerhill Community **shine.**



WELCOME TO SUMMERHILL ACADEMY INFORMATION PACK

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Principal: Mr C Barratt
Summerhill Academy
Plummers Hill
St George
Bristol
BS5 7JU

Tel: 0117 903 0347

Email: info@sa.clf.uk

Website: www.summerhillacademy.clf.uk

Dear Parent/Carer,

Welcome to Summerhill Academy.

We are delighted to welcome you to our Summerhill Community. It is a privilege to be part of such an amazing school, and we look forward to meeting you and supporting your children to make their futures shine.

We believe in excellent education for all, and have a culture of high standards that ensures all children are supported and challenged to be the best that they can be.

The last year has been different in a number of ways, and has had an impact across the community. We have worked hard to continue to live and work through our values, reinforcing the need for all children to be kind, safe, respectful and learning.

In a constantly changing environment, we have ensured that all children continue to make strong progress, and our outcomes this year showcase the teaching expertise within our team.

You will find lots of information in the following pages to help get you and your family ready to have a fantastic start to the next academic year. Please do have look through, and then get in touch with the school if you need anything from us. We are always happy to help.

We await the next round of government restriction easing before being able to organise for whole-group meetings or tours of the school. However, if you would like an individual meeting with myself and the team, please do contact us. We would be very happy to give you a tour of the school and answer any questions that you have.

Thank you, and we look forward to welcoming you all soon.

Yours Sincerely,



Chris Barratt
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:

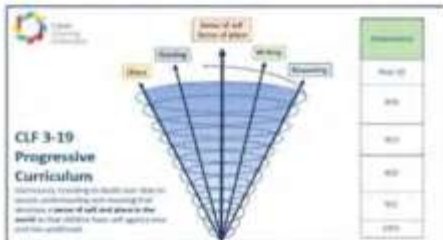
To enable children to have **self-agency**, now and in adulthood, because of a developed **sense of self** and an awareness of their **place in the world**. This is the result of children **seeking meaning** and making connections as they build **understanding** from a foundation of **knowledge and skills**. *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).

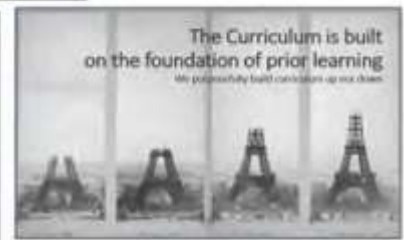
Empowering Experts

Red Dance: Empowering Teams and Individuals
Collective responsibility and ownership for improvement

How we do things here
The areas that are standardised across the Trust and in this Academy that give the platform for professionals to get on



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**.

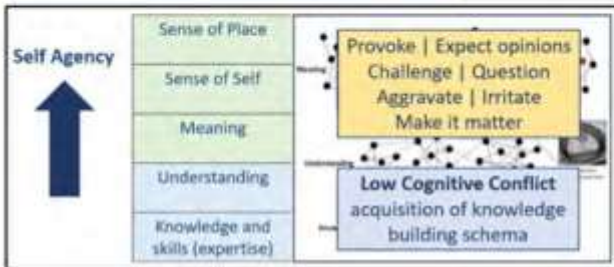
Establish High expectations for all that we seek to achieve

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.



Self Agency

Self Agency: the ability to understand, shape, make decisions, control, develop and make things happen in your world that has a positive influence on those you choose to share your life with, personally and professionally.

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 their 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 2021/22.

Term 1 Monday 6 September - Wednesday 20 October 2021

Inset Days Thursday 2 and Friday 3 September

Inset Days Thursday 21 and Friday 22 October

Term 2 Monday 1 November- Friday 17 December 2021

Term 3 Wednesday 5 January-Friday 18 February 2022

Bank Holiday Monday 3 January

Inset Day Tuesday 4 January

Term 4 Monday 28 February- Friday 8 April 2022

Inset Day Wednesday 16 March

Term 5 Monday 25 April - Friday 27 May 2022

Bank Holiday Monday 2 May

Term 6 Monday 6 June- Friday 22 July 2022

Inset Day Friday 8 July

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

Chris Barratt
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:

<https://www.monkhouse.com/c/4006/Summerhill-Academy>

Or in the store at:

Address:

140 East Street
Bedminster
Bristol
BS3 4EW

Telephone:

0117 966 1432



Summerhill Academy's School Dog



ROO

We have a School Dog called Roo.

Roo is a Hungarian Vizsla who accompanies Mrs Scammell to school. She has been part of Summerhill Academy since she was 8 weeks old, in May 2013!

The dog takes on a wide variety of roles and responsibilities! Her 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/Carer,

I have been working with Summerhill Academy since 2010 and started as a Family Support Worker. I am now the Designated Safeguarding Lead and a member of the senior leadership team. 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 alongside safeguarding and leadership roles.

On a day-by-day basis this can involve supporting families and pupils with a broad range of issues such as safeguarding concerns, behaviour, housing, benefits, Domestic Violence, Isolation, Children & Young People's Services intervention, Early Help, sign posting, social, emotional and health issues. I am also thrive trained in supporting pupil wellbeing.

A big part of my role is safeguarding, working daily to improve our safeguarding provision, via raising awareness, training and supporting outside agencies with identified families alongside strategic safeguarding. I organise our NSPCC Underwear Rule, Speak Out Stay Safe, Share Aware, Trust Me 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 manage our ongoing safeguarding audits, prevent self-assessment, peer on peer reviews, harmful behaviours audit and safeguarding reports for the Academy Council. More recently I have begun co facilitating our safeguarding champions group with our Deputy Safeguarding Lead.

I attend Child Protection Case conferences and core group meetings with our families. 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 sharing good practise through our multi-agency approaches.

I work with the school office team in regards to attendance. This includes working with families to improve attendance alongside our Education Welfare Consultant and focus on each term's attendance, late arrivals, unauthorised and persistent absences.

I am also responsible for supporting our parental and community engagement, which I thoroughly enjoy. Prior to Covid-19 risk assessment we met 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. This will resume when the government guidance enables us to continue this safely again.

Kind regards

Louise Dunbar
Designated Safeguarding Lead



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SEND INFORMATION

We are looking forward to welcoming all children into the Summerhill Community in September. If you feel your child may need additional support, we are here to help. Please contact us via info@sa.clf.uk if you feel that a tour will be beneficial for you before the summer break. 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.clf.uk/wp-content/uploads/SEN-information-report-2020-21.pdf>

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 Rees
Inclusion Manager



Please return the reply slip to the school office.

Pupil Name

Pupil Class

Special Guardianship Order

Adopted from Care



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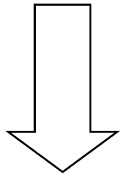
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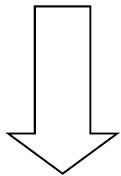


Report — to you

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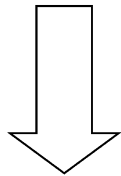
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Pupil Premium and Free School Meals for Summerhill children

What is it and why apply for it?

To help Summerhill get extra funding! Pupil Premium funding goes directly to the school and pays for things like **school trips, breakfast clubs, or additional teachers and assistants to provide extra support and 1 to 1 tutoring - how amazing is that?!**

Bristol City Council are asking all parents whose children go to school in Bristol to find out if their child can get free schools meals and to register for Pupil Premium funding.

Pupil Premium funding is around £1320 per primary school child and around £935 per secondary school child.

This money makes a big difference to schools and the eligible pupils. We report on how we spend the money on our website.

Who is eligible to apply for this funding?

The Pupil Premium is extra funding for **every child who's eligible for free school meals** throughout their time at school.

Parents/Carers of children in Year 3 and older (including secondary schools) can apply for free school meals and Pupil Premium from Year 3 onwards if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999



- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get. This is also called the 'minimum income floor'.) If your child is eligible for free school meals they will eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2023.

How do I apply?

Applying online is the easiest way. You'll get an immediate decision or you will be informed if further information is required.

Apply here:

<https://parent.bristol.gov.uk/web/portal/pages/parents/travel-and-free-school-meals>



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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 8:30 am and anyone arriving to school after 8:50 am will be marked as late. Anyone arriving at school after 9:10am will be marked with an 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.

Attendance below school target

Should the attendance of the child in your care fall below our target, 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 completing a leave request form. A copy of the form can be obtained from the school office. We shall require 4 weeks' 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.

Medical Appointments

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

ID, IINit! IMI

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time the local authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child.

If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. If found guilty the parent will have a criminal record.

CAN I BE PROSECUTED IF I PAY THE PENALTY NOTICE BUT MY CHILD IS STILL MISSING SCHOOL?

Not for the period included in the Penalty Notice, payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of unauthorised absence not covered by the Penalty Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as the Education Welfare Service.

CAN I GET HELP IF MY CHILD IS NOT ATTENDING REGULARLY?

Yes, your child's school and the Education Welfare Service will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school or with the Education Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

IMPORTANT LEGAL DOCUMENT

If English is not your first language or you do not fully understand this document, you need to ask someone to explain the contents to you.

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Bristol City Council
Education Welfare Service

SCHOOL ATTENDANCE:

WHAT PARENTS & CARERS NEED TO KNOW

Education Welfare Service
Penalty Notice Coordinator: 0117 3521439
EWS general office: : 0117 3521438
Email: educationpenaltynotices@bristol.gov.uk
Address: Education Welfare Service
Education Welfare (CH)
PO Box 3176, Bristol, BS3 9FS

EVERYDAY?

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

£60 if payment is made within 21 days.

£120 if paid after this but within 28 days.

Per parent, per child

Mffimu

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.
- enquiries 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.



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 TRUANTING?

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.

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



Principal: Mr C Barratt
Summerhill Academy
Plummer's Hill
St George
Bristol
855 7JU

Tel: 0117 903 0347

Email: info@sa.clf.uk

Website: www.summerhillacademy.clf.uk

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

Senior Site Manager

Pam Kaur

Operations Manager



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 e. 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 latest arrival time for breakfast is 8.15am, if no breakfast is required the latest 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 with!

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'p Joutball!'

'I like the, am:£ cdouring. '

"I like snack time.. "

"I like that i,ve g£t, t£r go- OZJ1;sid£.. "

'I like q/IN sdwat cLub, b.xaus, e, i,ve g£t, t£r watch movies,.. "

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"

We always welcome comments and feedback from our members so feel free to share them with our play workers or email info@sa.cabot.ac.uk .

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

The form to register your child/children for our Breakfast and After School clubs are available from both Summerhill Infant and Summerhill Academy offices.

Breakfast Club

7.30am-8.50am (Last Arrivd 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 Schod 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. All payments and bookings for our clubs need to be made using the online SCOPAY system at www.scopay.com. If you do not have an account already, the office team will send you your unique link code to set one up, once the registration form has been received and processed.



Payment for Trips, Events, Dinner Money, Music, 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 and trips. Parent/Carer 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.

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.

Please find below a link to various parent guides on how to make bookings, payments etc:

<https://scopay.atlassian.net/wiki/spaces/SCOPAY/pages/93421569/Guides+for+Parents>

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/2021/05/20210419-CLF-Student--Parent-Privacy-Notice-v2.0-Final.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 families 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.

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](mailto: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.



Common questions

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: Mr C Barratt
Summerhill Academy
Plummer's Hill
St George
Bristol
BS5 7JU

Tel: 0117 903 0347

Email: info@sa.clf.uk

Website: www.summerhillacademy.clf.uk

OTHER USEFUL INFORMATION

School Day

School gates open from 8.30am and close at 8.50am. Please ensure pupils arrive for school on time.

The school day starts at 8.30am, pupils will be marked late if they arrive after 8.50am and should they arrive after 9.10am, this will be recorded as an unauthorised absence.

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 within 10 minutes of their finish time, your child will be sent to after school club/remain with a member of teaching/leadership staff 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 an 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.

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 fayres
- School dinners – menus and payment information
- Extra-Curricular activities

All communications are issued via SCOPAY and or Class Dojo, if we do not hold valid email contact details, copies are uploaded to our website, so please review this regularly to avoid missing out on key information. Alternatively, a copy can be collected via the school office.

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 2.30pm 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.

School Website - <https://summerhillacademy.clf.uk/>

Please visit our website where you will find some other useful information such as:

- School Policies
- Academy Council
- Safeguarding
- SEND
- Policies

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 Sarah Jay - Administrator

Mrs Amanda Selway - Finance Assistant (Based at Summerhill Academy on Mondays)

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