



**SELWOOD ACADEMY**  
ANGLICAN/METHODIST FOUNDATION SCHOOL

# INFORMATION BOOKLET

Headteacher: Mrs Jean Hopegood BA (Hons) NPQH  
[www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk)





## Welcome to Selwood Academy!

I am delighted that you have chosen our school for the next exciting stage in your child's education. So much has already taken place to ensure that their journey to us is carefully planned and that we understand their individual needs. This booklet will provide you with some detailed information, which I hope you will find helpful.

At Selwood, we are committed to creating a safe, happy and enriching environment where all members of our community thrive, achieve and celebrate success together. Our aim is to promote the dignity and well-being of every child and staff member and ensure that they flourish in the course of their journey with us.

We aim to provide our children with the personalised learning that will help them to gain the skills, knowledge, and understanding of self, others and the world, which they will need for a fulfilled and happy adult life.

Our Christian foundations ensure that we value each child as unique and special and we dedicate ourselves to ensuring that our children are loved, cared for, challenged and given every opportunity to succeed. This is why as part of the learning partnership with all our First Schools, your child's needs are placed at the centre of all our transition arrangements.

Ours is a happy school and I hope that both you and your child will enjoy the future we will share together.

I look forward to getting to know you very soon.

Mrs J Hopegood

## Welcome from the Pastoral Team Leader for Year 5

This is a very exciting time of year for us all; however, I do understand that mixed in with all the anticipation and enthusiasm there is also a degree of nervousness. I hope to be able to answer some of the questions that are always present around the transition from First to Middle School.

As ever, a considerable amount of work behind the scenes has gone into forming the new classes for September. We liaise very closely with the Year 4 First School teachers and a lengthy sharing of information and guidance occurs between the Year 4 and 5 teachers.

There has also been an agreement on a programme of work for the children to begin at their present school and to be completed here at Selwood. This is a truly comprehensive programme of study, which promises to be a really positive step in terms of maintaining the achievement and attainment for all the children. I know that the change of school, alongside the long summer holiday, can have an often detrimental effect on children's work, so it is hoped that this work will help overcome this and ensure that progression is smooth and consistent.

Of course, at the beginning of July, the children will be joining us for Transfer Day when they will meet all of their new classmates for the first time and we hope that they will go home having made new friends to meet up with again in September! Before that day, as Pastoral Team Leader, I hope to have visited all the children, in the familiar surroundings of their current First School, so I can share lots of information and they have the opportunity to ask questions about things that may concern them. Please be reassured that we will all do our very best to make the transfer process as enjoyable as possible.

I look forward to meeting you all in the very near future.

Miss J Linton



## Introducing Mr Ellett - Assistant Headteacher - and the Inclusion Team

It is with great pleasure that I welcome you to the Selwood community. As Assistant Head, responsible for Inclusion, I lead a large team whose sole purpose is to support you as a parent/carer and your child throughout their four years in school and at the key points of transition.

You will already know Miss Linton, Pastoral Team Leader, (PTL), for Year 5. She is one of four PTLs who will take responsibility for the pastoral care needs of your child. Each PTL is available for ensuring that your child develops their own sense of identity and has the opportunity to maximise their potential in both academic and personal terms. Working in partnership with you, to ensure your child is given every opportunity to succeed, is central to everything we do.

In addition to your child's Tutor and PTL, we have a highly experienced Inclusion Team who are available for a wide range of support. Your child's tutor may recommend you, or your child, to make contact at any point during your child's time here.



Miss C Dickson, Miss S Layfield, Mrs G Guy and Mrs A Kempshall

I hope that we will build a strong and trusting relationship and ask that you, or your child, share any worries or concerns as quickly as possible in order to provide the most appropriate actions swiftly.

I look forward to a happy and successful relationship with you over the coming years.

Mr A Ellett

## The Tutor

Each pupil joins a tutor group that is looked after by a form tutor. When they arrive, they will have a number of lessons taught by them. Your child's form tutor will get to know your child very well and take a great interest in the well-being and progress of all pupils in their tutor group. Your child's form tutor is the **first point of contact** and messages will be sent via the Link Book. If you have any concerns at all, please do not hesitate to contact them. Miss Linton is a very experienced Pastoral Team Leader.

- Pastoral issue
  - Child's Tutor
  - Pastoral Team Leader (PTL)
- Curriculum issue
  - Child's Subject Teacher
  - Curriculum Team Leader (CTL)/Head of Faculty (HOF)
  - Deputy Head, Curriculum

## People to get to know

All of the staff at Selwood Academy are here to help and these are just some of the staff you may come across when your child starts at their new school:

Headteacher	Mrs J Hopegood
Deputy Headteacher	Mr A Broad
Assistant Headteacher - SENCO	Mrs L Steward
Assistant Headteacher - Inclusion	Mr A Ellett
Pastoral Team Leader - Year 5	Miss J Linton
Year 5 Team	Mrs C Ibbitson, Mr J Prouse, Miss S Cartwright, Mrs J Pearce, Mr O Littlewood & Mr S Wilkie
Parent Support Advisor/Inclusion Team	Mrs G Guy
Business Manager	Miss M Singer
Head's PA/ HR Admin	Mrs W Barnes-Charles
Receptionist	Mrs S King
Attendance	Miss S Layfield
Parent Family Support Advisor	Mrs A Kempshall
Pupil Support, Inclusion	Miss C Dickson
Pastoral Team Leader (PTL) Year 8	Miss R Hill
Pastoral Team Leader (PTL) Year 7	Mr F Sharp
Pastoral Team Leader (PTL) Year 6	Mr C Pipe
Pastoral Team Leader (PTL) Year 5	Miss J Linton

## Our School Day

08:40	Registration	
08:45	<b>Lesson 1</b>	
09:45	<b>Lesson 2</b>	
10:45	Morning Break	
11:05	* <b>Lesson 3</b>	11:05 <b>Lesson 3</b>
12:05	* <b>Lesson 4</b>	11:55 <b>Lesson 4</b>
13:05	* Lunch	12:45 – 13:25 Lunch
13:45	* Registration /Assembly /Act of * Worship	13:25 – 13:45 Daily Reading
14:10	<b>Lesson 5</b>	
15:10	Dismissal	

\* Our Year 5 pupils have an alternative timetable

There are 5 hours of teaching and learning time each day and 25 minutes Registration, Assembly and Act of Worship time. At Selwood Academy, we pay particular attention to the importance of Acts of Worship reflecting our Anglican/Methodist Foundations.

Acts of Worship are based on a weekly theme and take place daily. They are led by our pupils and staff, visiting speakers, including local clergy and voluntary organisations.

## Being Well Organised

Here at Selwood, we love to learn and this is at the heart of everything we do. We know that when pupils are well organised, they settle into the routines of the day more easily and this avoids any disruption to both their learning and to the learning of others.

Here are our good habits for effective learning in the classroom:

- ☀ Behave sensibly
- ☀ Behave kindly to others
- ☀ Arrive on time and prepared for your lesson
- ☀ Listen carefully
- ☀ Let others get on with their work
- ☀ Do your best.

Here are our good habits for around the school:

- ☀ Behave sensibly
- ☀ Behave kindly to others
- ☀ Care for your environment
- ☀ Walk on the left and use the correct routes around the school
- ☀ Wait for your lessons in a quiet and orderly way
- ☀ Eat only in the proper places and put your litter in the bins.



## Communication

We value our close links between home and school and understand the importance of having excellent channels of communication. It is very important, therefore, that we are notified of any changes to names, addresses, telephone numbers and email addresses etc, so please let us know as soon as possible when changes have occurred, so that we can always contact parents/carers.

## Home/School Links

Each pupil is given a Link Book and this helps us all to keep in touch. The Link Book contains lots of useful information as well as a record of homework and space for messages between home and school. *Sensitive information is best sent in a sealed envelope.*

We ask parents/carers to pass information to form tutors, through the Link Book, via email or by letter.

As part of our drive to improve the information we provide to parents/carers, we will be introducing the SIMs Parent app and webpage. Please ensure that we have an up to date email address in order that this can be facilitated.

Please ensure that your child has all the equipment they need for the school day and is aware of after school arrangements before they leave home in the morning. As Selwood is a large site, it can be difficult to get items or messages to pupils during the school day.

## Absence

Pupils will be striving for 100% attendance each term but we know that sometimes children are too ill to come to school. We operate an 'absence-calling service' and this means that parents/carers are required to telephone to report their child's absence **each day** that they are not at school. If we do not receive a call by 9am, the Attendance Officer will look for your child and if they are not present, will call every number, which you have provided so that their whereabouts can be confirmed. The safety of your child is paramount. Please read the leaflet on Attendance in your welcome folder.

## Term Time Leave

Regulations make it clear that Headteachers can only grant a leave of absence during term time for **exceptional circumstances** – Somerset County Council suggest that this may include:

- Forces staff returning from lengthy active service abroad.
- Police, Fire Service staff being told when they can or cannot take leave.
- If a close family member has a terminal illness and it may be a last chance to be together, especially if the family member lived overseas.
- Parents having to work abroad for a fixed, minimum term period.

Any request for leave must be made in writing for the attention of the Headteacher, in advance. If the Headteacher does not authorise your request and your child is still taken out of school, this will be recorded as an unauthorised absence.

The 'Absence-line' telephone number is 01373 468615



## Medical

If a pupil becomes unwell during the school day, a member of staff will be informed straight away. Competent staff will attend to their need and a decision made as to whether they should remain in school or if they need to be collected by their parent/carer. Once a decision has been made that a pupil is not well enough to remain in school, it is the clear responsibility of the parent/carer to collect them.

**It is vital that we have full, up to date information of contact numbers should the need arise. If for any reason your telephone numbers and /or address change, please notify us promptly.**

## Medical Appointments

Wherever possible medical appointments for children should be made outside of school hours. If a medical appointment is unavoidable during the school day, please ring the Absence Line and write a note in your child's Link Book with the relevant details. Please remind your child on the morning of their appointment. An appointment card / hospital letter may be handed in at Reception.

## Administering Medications in School

**Please do not give your child any medications to bring to school.**

In your welcome folder, you will have received full details of our policy and procedures relating to the administering of medications at Selwood Academy. This is very important information; please take time to read it.

Before any medication/s can be received and administered in school, parents/carers are required to fill in our medication forms. For your convenience, medication forms are available on the Academy website. This enables you to complete them in advance and give them to us as soon as your child needs to have medication in school. Alternatively, you are always welcome to complete the forms in school at the same time as you hand over the medication. Please allow at least ten minutes of your time to go through the necessary hand-over with staff co-ordinating the administering of medication.

It is vital that the procedures are followed to safeguard all concerned and as always, we very much appreciate your co-operation.

All medication whether prescribed or not has to be given to a member of staff by an adult.

## School Uniform

We take great pride in our high standard of uniform. We know that for our children it promotes a sense of pride and belonging in our community. The cooperation of parents and carers to ensure that their children are wearing the correct uniform is greatly appreciated.



### Our uniform consists of:

- ✓ Royal blue, v-necked jumper, emblazoned with 'Selwood Academy' and our school logo.
  - ✓ Clip-on blue/gold Selwood Academy tie.
  - ✓ Formal white shirt\*.
  - ✓ Black school trousers\* or skirt. Skirts must be knee-length. 'Skater' skirts are not allowed.
  - ✓ Optionally boys may wear black formal shorts\* and girls may wear black tailored culottes\*.
  - ✓ Grey, black or white socks. Tights must be black.
  - ✓ Sensible leather-type black shoes with no logos - trainers or canvas shoes may not be worn.
  - ✓ In adverse weather, boots may be worn on the way to school but must then be changed for shoes upon arrival.
  - ✓ Hats, scarves and coats are not to be worn in the school buildings.
  - ✓ A warm, weatherproof coat should be worn if the weather warrants this.
- No alternatives such as hoodies/sweat shirts or zip up sweat shirts.**

## School Uniform

For items of uniform marked \* parents may choose to buy black trousers, white shirts, shorts and culottes only from other suppliers such as Asda or Marks and Spencer, providing they are in line with the Scholars' style.

All clothing must be clearly named.

### *Please note:*

- The correct trousers do not include cords, chinos or skinny jeans/skinny drainpipe trousers
- Skirts are to be worn at knee length and do not include 'skater' skirts
- Footwear must be shoes and not trainers or canvas shoes.



The only acceptable jewellery is one stud per ear for pupils who have pierced ears, no other body piercing. All jewellery brought to school is brought strictly at the owner's risk. A wristwatch may be worn, smartphone watches will, however, be treated as mobile telephones.

Hair colour should be natural, please, with no extreme fashion styles. No excessive bleached areas of the hair or shaved areas of the head. We reserve the right to have the final say regarding pupil appearance.

**Selwood Academy does not keep any stock of the school uniform.**

You are able to purchase the uniform from our local supplier '**Scholars**'.

This can be done either online via the Scholars website

<http://www.scholars-uk.com/>

or from their Trowbridge shop – 55/56 Fore Street, Trowbridge,  
which is open from 9am to 5pm from Monday to Saturday.

(telephone number 01225 753586).

“Pupils make rapid progress and are safe and well cared for.”

Ofsted 2017

## Equipment to bring to school

Part of being well organised means bringing all of the equipment needed for the school day. It is important to check the timetable and ensure that the correct equipment for the next day is all packed the night before. Your child will need:

- ★ fountain or handwriting pens (one blue and one black ink) - no biros please
- ★ a pencil, ruler and an eraser
- ★ a set of colouring pencils.

### **Pupils must bring their Link Book every day.**

- ★ Pupils should always keep a reading book in their school bag as we encourage reading at every opportunity.
- ★ Equipment should be taken to and from school in a sensible bag, ideally a rucksack with two shoulder straps so that the load can be spread evenly. We recommend that PE kit is brought in a separate bag.

Pupils are encouraged to bring containers (preferably not 'one use plastic') of water into lessons and they may drink from these bottles as appropriate.

We do ask that all items brought to school are clearly marked with your child's name. Iron-on labels are available from Easy2Name Tel: 01635 298326 [www.easy2name.com](http://www.easy2name.com)

## Lost Property

**Please label everything!** If an item of clothing is lost we ask you to encourage your child to make a thorough search themselves before they report it to their form tutor.

If any property is found it should always be handed into Reception. If it is named it can be returned to the owner quickly. Unnamed lost property is put in a container on the PE stairs and is available during the day. Unnamed lost property will be kept for a term and can be viewed by parents/carers or pupils on Monday mornings between 8.30 and 9am.

**Mark Clearly**

## Mobile Telephones

If mobile telephones are brought into school they **MUST** be handed in at the Library first thing in the morning and not collected until the end of the school day. Pupils are not allowed to keep mobile telephones in their bags during the day.

## Curriculum

We strive to achieve the highest possible standards of teaching and learning to best equip our pupils for their current and future lives. We believe it is the quality of our teaching that ultimately makes the greatest impact on our pupils' learning and we pride ourselves on the quality of our teaching staff.

We aim to make the learning environment both stimulating and challenging so that our pupils enjoy their learning and are fully engaged and cared for by a personalised learning approach.

Our website contains extensive detail of all the Curriculum Provision and can be found by following this path: [www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk) → **Curriculum**



The Curriculum is led by a team of Subject Specialists – more information can be found on our website by following this path:

[www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk) → **About the School** → **Our Staff**

Our Curriculum Team Leaders keep up to date with the latest developments in their subject areas as well as closely monitoring the behaviour, attainment and progress of the pupils that they teach. You will be kept informed about these aspects of learning, at regular intervals throughout the year. Should you have any questions or concerns at any stage, we also have an 'open door policy' and encourage you to contact your child's form tutor or subject teacher.

Religious Education forms an important part of the curriculum and follows the non-denominational Somerset Agreed Syllabus 'Awareness, Mystery and Value'. Parents/carers have the right to withdraw their child from the Act of Worship or from Religious Education lessons, in which case a written request should be made to the Headteacher. Alternative provision for such pupils will be made by agreement of the Headteacher.

“ The range of opportunities provided by the school enhances the quality of pupils' education. ”

Ofsted Inspection June 2017

Mr A Broad

## Physical Education - *further information can be found on our school website*

We have a very strong sporting tradition here at Selwood Academy and offer a diverse PE Curriculum and extensive range of enrichment opportunities. Our pupils enjoy team and individual success not only within school but also across the local area and in National competitions.

### **Pupils require the following equipment for PE lessons: ALL CLEARLY NAMED**

- ★ **Compulsory Footwear:** Pupils will require a pair of sports trainers **and** plastic/rubber studded boots for PE lessons. Sports trainers should provide good grip and be cut below the ankle. High tops, daps, plimsolls or casual wear trainers are not permitted.

Only rubber or plastic studded boots can be used on the 3G pitch. The studs should be of equal size and shape. No metal studs, blades or 'astro' trainers are permitted. Please check with the school if you are unsure.

- ★ Socks – knee length, royal blue socks.
- ★ Shorts – royal blue in colour.
- ★ Shirt – royal blue and white, long sleeved rugby style shirt, available from Scholars, for the autumn and spring terms. A white polo shirt in the summer term.

### **Personal Protective Equipment (PPE)**

- ★ Pupils are strongly advised to wear a mouth guard for hockey and rugby lessons.
- ★ Pupils are strongly advised to wear shin pads for football and hockey lessons.
- ★ All jewellery and piercings need to be removed for health and safety reasons. Hair bands must be worn by those who have long hair which has the potential to obstruct their vision.

### **Additional Clothing –**

Due to limited space, the majority of PE lessons are outside. Pupils are encouraged to bring additional layers during the winter months to keep warm. At the discretion of the PE teacher, pupils may wear hats, gloves, jogging or tracksuit bottoms over the top of their shorts – (plain navy blue or black). Pupils may wear thermals and lycra base layers in navy blue or black. All additional layers must be worn underneath the academy PE shirt.

No hoodies or coats can be worn for health and safety reasons. Sun hats may be worn in the summer term at the discretion of the PE teacher.

**Showers:** Showering facilities are available. Any pupils wishing to use the shower must ask for permission and must supply their own towel. The use of roll on or stick deodorants are encouraged. Aerosol sprays are not permitted.

**Swimming:** boys should wear trunks and girls a one-piece swimming costume. Pupils must provide their own towel. Swimming goggles can be worn at the discretion of the swimming teacher.



## Break and Lunch times

- Morning Break 10:45 – 11:05
- Lunchtime for Year 5 12:45 – 13:25
- Lunchtime for Year 6/7 & 8 13:05 – 13:45

Our caterers, Edwards and Ward, provide a very healthy, flexible cafeteria-style service from which children may select from a traditional meal, vegetarian dish, a light meal alternative, salad bar, fillings for jacket potatoes or freshly baked baguettes. There is a morning service of healthy cold and hot snacks.

Mr Alex Bolwell (Catering Manager) and his staff are very approachable and happy to look at any alternative dietary needs. The direct telephone number to the kitchen is 01373 453126.

We operate a cashless system. This ensures that children are spending their money on food and not at retail outlets after school! The system can be topped up by adding funds using your debit/credit card via **ParentPay**.

**ParentPay** is an online payment system that enables parents/carers to pay for extras such as lunch monies, school trips, residential trips, music tuition etc with a debit and/or credit card. This means that you do not have the worry of asking your child to bring money into school. More details about **ParentPay** can be found at [www.parentpay.com](http://www.parentpay.com). There is also a link to ParentPay from our website.

On the rare occasion your child forgets their lunch or there are insufficient funds on our cashless system, we will telephone home to make arrangements.

## Free School Meals

Your child might be eligible to a free school meal if you are in receipt of any of the following:

- Income Support
- Employment & Support Allowance (Income Related) – not Contribution related
- Income-based Job Seekers Allowance – not Contribution based
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit providing you do not also receive Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190
- Universal Credit with an annual household income of less than £7,400.

If you have recently become unemployed, but are still receiving Working Tax Credits, you may be entitled to free school meals.

To apply for Free School Meals, please contact the Helpline on **0300 123 2224** or visit the website at [www.somerset.gov.uk/freeschoolmeals](http://www.somerset.gov.uk/freeschoolmeals). If your application is successful, the Finance Team will inform the Catering Team at the school. Please do not hesitate to apply for this facility. Our children receiving free school meals are not identified separately and follow the same process for purchase as non-free school meal pupils.

It is possible for parents/carers to add additional money to the cashless system for snacks and drinks using **ParentPay**.

## SEND (Special Educational Needs and Disability)

Our school has an inclusive approach towards supporting children with special educational needs. Some children are withdrawn for individual and small group support in the designated Learning Support Base if it is felt necessary in order to meet their needs.

Our SENCO, Mrs Steward, coordinates the provision of support and is responsible for co-ordinating the identification of pupils' needs.

## Learning Support

At Learning Support we make provision for those of our children who require additional help to access mainstream education. We have an experienced team of Teaching Assistants (TAs) and can access further support from outside agencies.

## OASIS

OASIS is a calm and quiet place where social communication in groups within the Learning Support Department takes place. Staff work with individual pupils and groups of up to eight pupils across all year groups.

There are many different aspects to OASIS and we focus on positive aspects of school life and we work to help pupils through team-work, sharing and taking turns, building friendships in small groups and pair work.

Our SEND Administrator,  
Mrs Munns is a point of contact to  
arrange meetings for anyone who  
wishes to visit the Department.



Our SENCO, Mrs Steward, is  
available for anyone who wishes to  
visit the Department and to enquire  
further about our SEND provision.



Mrs L Steward



## Homework

We value all the hard work our pupils do during the school day but recognise that homework is a very important part of school life too.

Homework provides our pupils with opportunities to:

- ★ Develop and enhance good study habits
- ★ Promote the teacher – pupil – parent partnership
- ★ Consolidate and reinforce skills and understanding
- ★ Encourage pupil confidence and the self-discipline needed for independent study.

All homework tasks are written in your child's Link Book.

You can expect the amount of homework set to increase over the years and so it is important that routines are established as soon as possible.

The standard of work completed at home should be as high as that done in the classroom and we are grateful for the active support of parents/carers.

One of the best influences on a child's homework is the interest parents/ carers show in it. If time is spent discussing and encouraging homework and giving praise when it is done well, then this will make an excellent contribution to your child's educational progress and achievement.



### *After School Club – for homework and reading*

We operate an after school club from 3.10 - 4.45pm Monday to Thursday during term time. This is for homework and reading only and operates at a cost of £2 per child per day.

## Rewards

Our emphasis at Selwood Academy is praise and encouragement. We know how important it is for children to have their hard work recognised and how proud they are to show their parents/carers when they have been rewarded at school.

Achievement Points are awarded for anything positive; from good work to being a good member of the community and certificates given out when pupils have earned a set number of points. Pupils will also be awarded certificates for excellent attendance.

Throughout the year, there are many opportunities to celebrate achievement, with challenges, monthly awards and celebration assemblies for each year group three times a year.

## Additional Curriculum Activities

We encourage our children to fully take part in the life of the school and offer many opportunities for pupils to participate in additional curriculum activities (ACAs). These take place both at lunchtimes and after school. Our programme of ACAs is led by volunteer staff and also by members of the community.

Wherever possible, ACAs are spread over the week so that pupils can attend more than one activity.

Our emphasis is to provide the opportunity for pupils to be in smaller groups and to broaden and extend their interests. Examples of the ACAs, which may be offered, are: Football, Drama, Stitching & Knitting, Netball, Steel Pans, Rugby, Netball, IT and Art.



Creative Arts are a great strength of Selwood Academy. We have very strong links with Jackdaws Music, Bath International Music Festival and Bath Children's Literature Festival, Hauser & Wirth, Actiontrack, West End Theatre, InspireEd and wherever possible children in all year groups have access to professionals from all fields, Art, Drama, Music and Dance.

Our 2018 production of 'Bugsy' was a huge success and enjoyed by all. This year we are performing 'High School Musical', in the Merlin Theatre early in June. We are greatly looking forward to performing this musical.



“*Children are inspired to be creative, imaginative and curious, and within this inclusive environment, achievement is enthusiastically celebrated.*”

## Safeguarding and Safety

We take the safety of all the children in our care very seriously and are keen to ensure that we continue to have the highest standards of safeguarding strategies in school. You are welcome to access any of our school's policies on our website or you can telephone the school to ask for a copy of any policy.

Examples of strategies include:

- School ID badges for staff
- Security cameras and security system which allows only staff to enter key areas of the school
- Signing in and out book for all visitors, together with badges for visitors
- Code of Conduct signed by all new staff appointed to the school
- DSB (formally CRB) check for all staff, Governors and adult volunteers who work with children
- Appointment and training of a Designated Safeguarding Lead (Mrs Steward) and two Deputy Designated Safeguarding Leads (Mr A Ellett and Mr J Prouse)
- Prevent Training for all employees and Governors
- Safer recruitment training for the Headteacher, Chair of Governors, other Governors and the Business Manager ensuring that at least one member of every interviewing panel has passed the safer recruitment test.

## Child Protection

Procedures make it clear, confirmed in our own school policies, that the welfare of the child in our care is of paramount importance.

Mrs Steward is our DSL, Deputy DSLs are Mr A Ellett and Mr J Prouse and we also have a nominated Governor for Child Protection, Mrs K Kirkwood.

“  
*Children love their school and love coming to school –  
... everyone is friendly and caring and they make you feel safe ...*”

## Transport and Road Safety

As we are all trying to promote a healthy school we would encourage pupils to walk to school if possible. We are aware, however, that this is not always feasible.

Parents/carers are contacted each year via the data collection sheet to ask about their child's mode of transport and their suggestions to improve safety are acted upon.

For safety reasons, parents/carers **MUST NOT** enter or drop children off within the school car park, the bus loop or the yellow hazard lines along Berkley Road. We have a strong relationship with Frome Town Football Club Committee providing parents and carers the option of dropping off in their 100+ car parking spaces. Children can then cross the road safely using the zebra crossing, patrolled by the school transport officer.

Parents seeking permission to use the school car park in extraordinary circumstances need to request a car park permit in writing stating your reasons why.

Pupils may cycle to school, however, we insist that all pupils who cycle to school ride a roadworthy bike and wear a helmet. We strongly advise that your child completes the school's 'Bikeability' course.



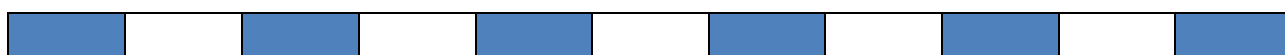
## Subsidised School Transport

Subsidised school transport is provided for children who attend their catchment or nearest school and also live more than the statutory walking distance from that school. This is two miles for a child up to eight years old and three miles for a child aged eight and over.

If you would like to apply for school transport, please phone Somerset County Council on **0300 123 2224** to make an application or by emailing [generalenquiries@somerset.gov.uk](mailto:generalenquiries@somerset.gov.uk)

“*Pupils make rapid progress and are safe and well cared for. . .*”

Ofsted Inspection June 2017



## Any other questions?

We hope that you have found this booklet helpful. We know that when your child makes the transition from First to Middle School you will have lots of questions and a few concerns. Please don't worry, we are all here to help you so do not hesitate to contact us.

You will find lots more information on our school website.

[www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk)

Selwood Academy has a very friendly, active PTA and regular fund-raising events are held. There is always something going on such as Prize Bingo, Christmas and Summer Fayres etc. This year a considerable amount of money has been raised for the benefit of all our pupils and a great deal of fun had on the way! We will be holding a social evening in September to welcome our new parents and look forward to meeting you then. Please look out for PTA dates on our school website and via the Newsletter.

## Contact us

Selwood Academy Berkley Road Frome Somerset BA11 2EF

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Absence Line: **01373 468 615**



## Somerset School Terms and Holidays 2019 – 2020

Please note change of May Bank Holiday to Friday 8 May to mark 75<sup>th</sup> Anniversary of VE Day

SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019						
S	1	8	15	22	29		S		6	13	20	27		S		3	10	17	24	
M	2	9	16	23	30		M		7	14	21	28		M		4	11	18	25	
T	3	10	17	24			T	1	8	15	22	29		T		5	12	19	26	
W	4	11	18	25			W	2	9	16	23	30		W		6	13	20	27	
T	5	12	19	26			T	3	10	17	24	31		T		7	14	21	28	
F	6	13	20	27			F	4	11	18	25			F	1	8	15	22	29	
S	7	14	21	28			S	5	12	19	26			S	2	9	16	23	30	
DECEMBER 2019							JANUARY 2020							FEBRUARY 2020						
S	1	8	15	22	29		S		5	12	19	26		S		2	9	16	23	
M	2	9	16	23	30		M		6	13	20	27		M		3	10	17	24	
T	3	10	17	24	31		T		7	14	21	28		T		4	11	18	25	
W	4	11	18	25			W	1	8	15	22	29		W		5	12	19	26	
T	5	12	19	26			T	2	9	16	23	30		T		6	13	20	27	
F	6	13	20	27			F	3	10	17	24	31		F		7	14	21	28	
S	7	14	21	28			S	4	11	18	25			S	1	8	15	22	29	
MARCH 2020							APRIL 2020							MAY 2020						
S	1	8	15	22	29		S		5	12	19	26		S		3	10	17	24	31
M	2	9	16	23	30		M		6	13	20	27		M		4	11	18	25	
T	3	10	17	24	31		T		7	14	21	28		T		5	12	19	26	
W	4	11	18	25			W	1	8	15	22	29		W		6	13	20	27	
T	5	12	19	26			T	2	9	16	23	30		T		7	14	21	28	
F	6	13	20	27			F	3	10	17	24			F	1	8	15	22	29	
S	7	14	21	28			S	4	11	18	25			S	2	9	16	23	30	
JUNE 2020							JULY 2020							AUGUST 2020						
S		7	14	21	28		S		5	12	19	26		S		2	9	16	23	30
M	1	8	15	22	29		M		6	13	20	27		M		3	10	17	24	31
T	2	9	16	23	30		T		7	14	21	28		T		4	11	18	25	
W	3	10	17	24			W	1	8	15	22	29		W		5	12	19	26	
T	4	11	18	25			T	2	9	16	23	30		T		6	13	20	27	
F	5	12	19	26			F	3	10	17	24	31		F		7	14	21	28	
S	6	13	20	27			S	4	11	18	25			S	1	8	15	22	29	

<b>Key:</b>	
	School Holiday
	Bank Holiday
	INSET Day
	Term Time

Anticipated start for 2020/2021  
1 September 2021





**“Let your light shine before others”**

Matthew 5 v 16