



**SELWOOD ACADEMY**  
ANGLICAN/METHODIST FOUNDATION SCHOOL

## INFORMATION BOOKLET

Headteacher: Mr Dan Jeffries BA (Hons) MA NPQH NPQEL  
[www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk)

## Contents Page

Welcome to Selwood Academy	<a href="#"><u>Page 3</u></a>
Starting at Selwood Academy	<a href="#"><u>Page 4</u></a>
The Tutor	<a href="#"><u>Page 4</u></a>
Our School Day	<a href="#"><u>Page 5</u></a>
Break and Lunchtimes	<a href="#"><u>Page 6</u></a>
Curriculum	<a href="#"><u>Page 7</u></a>
Homework	<a href="#"><u>Page 8</u></a>
Rewards	<a href="#"><u>Page 8</u></a>
Additional Curriculum Activities	<a href="#"><u>Page 9</u></a>
Careers	<a href="#"><u>Page 9</u></a>
The Inclusion Team	<a href="#"><u>Page 10</u></a>
Year Heads	<a href="#"><u>Page 10</u></a>
SEND	<a href="#"><u>Page 11</u></a>
Safeguarding and Safety	<a href="#"><u>Page 12</u></a>
Child Protection	<a href="#"><u>Page 12</u></a>
Communication	<a href="#"><u>Page 13</u></a>
Absence	<a href="#"><u>Page 14</u></a>
Medical Information	<a href="#"><u>Page 15</u></a>
School Uniform	<a href="#"><u>Page 16</u></a>
PE Uniform	<a href="#"><u>Page 16 - 17</u></a>
Equipment	<a href="#"><u>Page 18</u></a>
Free School Meals	<a href="#"><u>Page 20</u></a>
Transport and Road Safety	<a href="#"><u>Page 20</u></a>
Fundraising	<a href="#"><u>Page 21</u></a>
Contact us	<a href="#"><u>Page 22</u></a>
Term times and Holidays	<a href="#"><u>Page 23</u></a>



## **Welcome to Selwood Academy!**

I am delighted that you have chosen our school for the next exciting stage in your child's education. We are working very hard behind the scenes to liaise with your child's current teachers to ensure that we can very quickly put in place as much support as possible. We have always tried to ensure that the journey to us is carefully planned and that we understand 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 all very soon.

**Mr D Jeffries**

**“Pupils are respectful and polite ”**

**SIAMS 2019**

## Starting at Selwood Academy

This booklet contains all the general information you will need whilst your child is at Selwood.

Before your child starts you will receive, by email, links to forms for the following:

- Photo Permission
- Local Trip Permission
- IT Acceptable Use
- Home School Agreement
- Fingerprint Permission Form

You will also be required to complete a Data Collection form which will be sent as an attachment to the email. Please ensure that these forms are returned to us as soon as possible.

More information about Selwood can be found on our website  
[www.selwood.somerset.sch.uk](http://www.selwood.somerset.sch.uk)

## Tutors

Each pupil joins a tutor group that is looked after by a Tutor. Your child's 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 email. If you have any concerns at all, please do not hesitate to contact them by email or phone. Email addresses are on our website, please click this link, <https://selwood.somerset.sch.uk/about-the-school/our-staff/teaching-staff-year-tutor2>





## Our School Day

08.15	School site opens to pupils
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>
12:05	<b>Lesson 4</b>
13:05	Lunch
13:45	Registration /Assembly /Act of Worship
14:10	<b>Lesson 5</b>
15:10	Dismissal

There are 5 hours of teaching and learning time each day and 25 minutes Registration, Assembly and Act of Worship time. We operate a 2-week timetable, an example of which is below. At Selwood Academy, we also pay particular attention to the importance of Acts of Worship reflecting our joint Anglican and Methodist Foundations.

	1Mon	1Tue	1Wed	1Thu	1Fri
1	Forest School JF 55M/Fs	History LW 55M/Hi F3	Religion & Philosophy JH 55M/Rp C1	MFL CP 55M/MI H9	History LW 55M/Hi F3
2	Numeracy ANM 5E/Nu C4	Numeracy CAI 5E/Nu B6	Numeracy ANM 5E/Nu C4	Numeracy ANM 5E/Nu C4	Numeracy ANM 5E/Nu C4
3	English LR 5LR/En B5	English LR 5LR/En B5	English JPE 5LR/En B4	English LR 5LR/En B5	English LR 5LR/En B5
4	Science MG 55M/Sc G2	PHSE CAI 55M/Pa B6	Drama CAI 55M/Dr BH	Music CAI 55M/Mu C5	Geography LW 55M/Gg F3
5	Physical E AE 55M/Pe	Reading JP 55M/Rd B1	Physical E AE 55M/Pe	English LR 5LR/En B5	Art RM 55M/Ar F6
	2Mon	2Tue	2Wed	2Thu	2Fri
1	Physical E AE 55M/Pe	Geography LW 55M/Gg F3	DT EB 55M/Dt G9	Art RM 55M/Ar F6	Religion & Philosophy JH 55M/Rp C1
2	Numeracy CAI 5E/Nu B6	Numeracy CAI 5E/Nu B6	Numeracy CAI 5E/Nu B6	Numeracy ANM 5E/Nu C4	Numeracy ANM 5E/Nu C4
3	English LR 5LR/En B5	English LR 5LR/En B5	English JPE 5LR/En B4	English LR 5LR/En B5	English LR 5LR/En B5
4	PHSE CAI 55M/Pa B6	Drama CAI 55M/Dr BH	Music CAI 55M/Mu C5	Forest School JF 55M/Fs	MFL CP 55M/MI H9
5	Computing CAP 55M/Co B2	Numeracy CAI 5E/Nu B6	Science MG 55M/Sc G2	Physical E AE 55M/Pe	Science MG 55M/Sc G2

## Break and Lunch times

- **Breaktime** 10:45 – 11:05
- **Lunchtime** 13:05 – 13:45

Our caterers, Cleverchefs, provide a healthy, flexible cafeteria-style service from which children may select from a traditional meal, vegetarian dish, a light meal alternative, salad bar, jacket potatoes or freshly baked baguettes. There is a break time service of hot and cold snacks. Menus can be viewed on our website , [click here](#).

The catering staff are very approachable and happy to look at any alternative dietary needs. Please ensure you provide us with this detail by completing the necessary form. You can read more about Cleverchefs on their website <https://www.cleverchefs.co.uk/>

We operate a cashless system. The system can be topped up by adding funds using your debit/credit card via **ParentPay** or by requesting a barcode for paypoint.

**ParentPay** is an online payment system that enables parents/carers to pay for extras such as lunch, school trips, residential trips etc. You will receive a logon before your child starts with us. 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 may forget their lunch or there is not sufficient funds on your child's account to purchase a lunch, we will telephone home for you to rectify this.





## Curriculum

It gives me great pleasure to introduce myself as your Deputy Headteacher. One of my main areas of responsibility is Quality of Education at Selwood and the Curriculum design.

At Selwood, we have designed and continue to tailor a curriculum that is logically sequenced and reactive to pupils' needs and the world around them. We have a fantastic team of leaders and teachers that promote their subjects and make sure that each pupil achieves their full potential within their faculty.



Our curriculum nurtures and develops kind, caring and considerate young people. Our curriculum purposefully imparts wisdom, nurtures talent and encourages pupils to become active, compassionate and lifelong learners. We let everybody's light shine and empower them to be their best and nothing less.

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 clicking this link: <https://selwood.somerset.sch.uk/curriculum/curriculum-overview>

The Curriculum is led by a team of Subject Specialists – more information can be found on our website by clicking here: <https://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 time we encourage you to contact your child's tutor or subject teacher directly using their emails, which can be found on our website by clicking this link <https://selwood.somerset.sch.uk/about-the-school/our-staff/teaching-staff-year-tutor2>. At Selwood our motto is 'every day is open day' and welcome you to book a tour of the school at any time you wish to view the learning environment that your child attends or wishes to attend in the future.

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, and if you wish to do so please provide a written request to the Headteacher. Alternative provision for such pupils will be made by agreement of the Headteacher.

**Mr D Finlay - Deputy Headteacher**

## Homework

All homework tasks are set and shared using Google Classroom and paper copies are always available on request. We also use online platforms for homework and your child will get login details to both 'Times table Rockstars' and 'Bedrock'.

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. More information can be found on the curriculum/homework page on the school website.

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.

One of our biggest areas of focus for homework is Reading. We know that reading is the foundation of all knowledge. Reading supports children's mental wellbeing as well as having direct links to future ambitions. Pupils that read regularly often go on to be more successful.



## 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; with rewards, certificates and badges being given out based around our core values of Community, Hope, Joy and Wisdom.

Pupils will receive a postcard or certificate when awarded a set number of achievement points. These will be handed out by Heads of Year in assemblies. Staff will attempt to record a minimum of one achievement point per class per lesson.

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.

**“ Pupils celebrate diversity and are empowered to embrace difference through the many thought-provoking opportunities the curriculum provides. ”**

**SIAMS 2019**



## 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. 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, Music, Netball, Rugby, IT and Art.

Creative Arts are a great strength of Selwood Academy. We are incredibly proud to have performed sell out shows at the memorial theatre over the last two years; Mary Poppins and Joseph. Pupils perform at our summer concert, sing in choirs and even produce lanterns for the local lantern parade.



## Careers

Your child's potential career may not be at the forefront of your mind when they join Selwood, however we are proud to deliver a careers program that inspires and enhances their opportunities. By the time a pupil leaves Selwood they would have experienced approximately 16 different careers opportunities or further education providers.



## Introducing the Inclusion Team

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

In addition to your child's Tutor and Year Heads, we have a highly experienced Inclusion Team who are available to offer 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.



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 Ellett - Assistant Headteacher

## Year Heads

At Selwood each year group has a Head of Year who will take responsibility for the pastoral care needs of your child. Each Year Head is available for ensuring that your child develops their own sense of identity and has the opportunity to maximise their potential by 'letting their light shine before others' in both academic and personal terms.

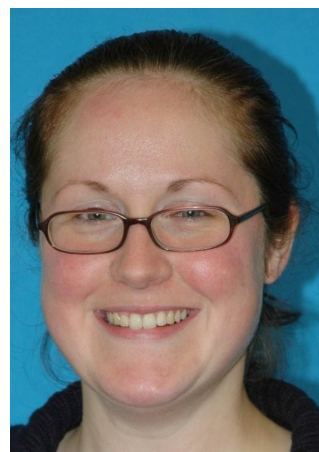
You will be informed of who will be your child's Year Head along with their Tutor Group prior to your child starting at Selwood.



Mr C Pipe



Mrs L Hooper



Miss R Hill



Mr F Sharp

Contact details for all Year Heads are available on the website: [Contact details](#)

“Pupils celebrate diversity and are empowered to embrace difference through the many thought-provoking opportunities the curriculum provides.”

**SIAMS 2019**



## SEND (Special Educational Needs and Disability)

Our school has an inclusive approach towards supporting children with special educational needs. Some children have personalised plans and attend small group interventions if it is felt necessary in order to meet their needs.

As our SENDCo, I coordinate the provision of support and am responsible for co-ordinating the identification of pupils' needs, in partnership with parents and the LA.

Within our Inclusion & SEND provision we cater for those of our pupils who require additional help to access mainstream education, in some cases alternative provision. We have an experienced team of staff and have established a good working relationship with external agencies.

We have dedicated alternative learning spaces which includes Thrive and OASIS.

OASIS is a calm and quiet place where social communication in groups takes place. Staff work with individual pupils and groups of up to eight pupils across all year groups. If you wish to know more about Thrive or OASIS, please contact me directly on [Fiona.hughes@selwood-academy.co.uk](mailto:Fiona.hughes@selwood-academy.co.uk)

As SENDCo I ensure the department focusses on positive aspects of school life and work together to help pupils through team-work, sharing, taking turns & building friendships in small groups or pairs in support of their academic learning at Selwood.

### Mrs F Hughes, SENDCo



## 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 contact 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 for all visitors, together with badges for visitors
- Code of Conduct signed by all new staff appointed to the school
- Safer recruitment processes including a DBS check for all staff, Trustees and adult volunteers who work with our children
- Appointment and training of a Designated Safeguarding Lead (Mrs C Batchelor) and Deputy Designated Safeguarding Lead (Mr A Ellett)
- Safeguarding and Prevent training for all employees and Trustees
- Safer recruitment training for the Headteacher, Chair of Trustees, other trustees and the Director of Business & Finance ensuring that at least one member of every interviewing panel has this important training
- Security fencing around the school perimeter

## 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 C Batchelor is our Designated Safeguarding Lead, and Deputy DSL is Mr A Ellett. Our nominated Trustee for Safeguarding and Child Protection is Ms K Kirkwood.

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



## Communication

We value our close links between home and school and understand the importance of having excellent channels of communication. We therefore ask that we are updated 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. Please ensure that any queries are directed to our school email address.

**Website** – Our website is full of information about the school, from tutor information and home learning to letters and resources. **Please check the website regularly as it is updated on a daily basis and is your go to place to find information** - <https://www.selwood.somerset.sch.uk>.

**Email** – Information will be sent by email from Selwood Academy ([Selwoodacademy@selwood-academy.co.uk](mailto:Selwoodacademy@selwood-academy.co.uk)). This will include newsletters, letters and other information. The email will go to any parent or carer who has Parental Responsibility for the child, therefore any parent or carer not living with the child will also receive it, as long as we have their up to date email address. You may need to check your spam or junk folders and move it into your inbox as a trusted sender, this will ensure that future emails will not go to junk/spam.

**Text Messaging** – We will use texting to send urgent messages where we feel it is necessary to bring information to your attention quickly.

**Parent App** – The Parent App will give you access to your child's timetable, attendance, reports and behaviour and achievements at any time and you are able update your contact details, so we always have the most up-to-date information in case of an emergency. Shortly after your child starts at Selwood you will receive a link to enable you to access the Parent App.

**School Newsletter** - The fortnightly newsletter contains news, information, dates for the diary and more. This will be emailed to parents and carers and is also available to view on our website. Please do feel welcome to share news about your child's achievements outside of school with us also.

**Facebook** – We will continue to post updates on our Facebook page, but please be aware that this is not checked regularly and is for information only. To find our Facebook page, please search 'Selwood Academy'.

**Twitter** – Follow us on Twitter to see what's going on at school! @SelwoodAcademy

**ParentPay** – You can use ParentPay to pay for trips, school meals etc. Before your child starts at Selwood you will receive a letter containing more information and logon details



### How to contact us:

**Tutor Contacts:** These can be found on the website <https://www.selwood.somerset.sch.uk/about-the-school/our-staff/teaching-staff-year-tutor2>

**General enquiries:** Telephone: 01373 462798 or email [Selwoodacademy@selwood-academy.co.uk](mailto:Selwoodacademy@selwood-academy.co.uk)

**Pupil absences:** Telephone: 01373 468615 Option 1 or email [selwood.attendance@selwood-academy.co.uk](mailto:selwood.attendance@selwood-academy.co.uk)

## 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 or email the absence line, each and every day to report their child's absence (**see details below**). 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 the contact numbers which you have provided so that their whereabouts can be confirmed. The safety of your child is paramount.

Please call 01373 462798 and choose Option 1  
The Absence email address is  
[selwood.attendance@selwood-academy.co.uk](mailto:selwood.attendance@selwood-academy.co.uk)

## 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 or 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. There is a form to complete on our website. 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.

## Illnesses/Accidents

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 at the earliest convenience or have someone that can support with this.

## 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 email the Attendance Officer [selwood.attendance@selwood-academy.co.uk](mailto:selwood.attendance@selwood-academy.co.uk) or ring the Absence Line with the relevant details. Please remind your child on the morning of their appointment. An appointment card or hospital letter may be required.

## Medications in School

On our website you will find full details of our policies and procedures relating to the administering of medications at Selwood Academy. Please take the time to familiarise yourself with this as it contains very important information.

Below are some of some key points to be aware of in relation to the administering of medications, for full details please refer to our website.

- All medication must be in its original packaging.
- It is the responsibility of Parents/Carers to provide the correct documents required in order for the Academy to be able to administer medication. The necessary forms are available on the school website as well as at reception for convenience. If parents/carers wish to complete the forms on site we advise that plenty of time is given to complete this fully as well as time to hand over medication. Our staff team are also available to offer support if needed but please be prepared to wait if required.
- All medication must be delivered to the school reception by a parent/carer and handed over to a member of staff. Pupils must not bring medication to school themselves.
- Medication can only be administered between 10:45am-2:30pm during the school day.
- Academy staff are not obliged to administer medication, parents/carers can be called at any time to administer medication themselves if this is deemed necessary.

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



## School Uniform

We take great pride in a 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.

### Purchasing uniform

Our school uniform supplier are LGS, who are a local company providing uniform for Frome Schools. Uniform can be ordered and paid for through their website <https://www.cosmicmonkey.co.uk/schoolwear>



Items marked with an Asterix (\*) should be purchased from the local supplier LGS. All other items can be purchased from a shop of choice and must be in line with the academy uniform specifications.

### Our uniform consists of:

- \*Royal blue, V-neck jumper, with the Academy logo  
*At the times this is not worn, it should be carefully folded and kept in a bag.*
- Formal white shirt
- \*Blue/gold striped tie. This can be a choice of clip-on or proper tie.
- Black school trousers or skirt  
*Trousers must not be cords, chinos or skinny jeans/skinny drainpipe trousers. Optionally, you can wear tailored shorts (knee length) or culottes (knee-length). Skirts must be knee-length. Please note, Lycra/jersey material is not acceptable for trousers/skirts/shorts/culottes.*
- Black or white, ankle or knee-high socks. If wearing tights these must be black.
- Sensible leather-type black shoes or trainers  
*Must not have logos or any colour showing. Plimsolls/canvas type shoes are not acceptable. Heels must be no more than 1inch. In adverse weather, boots may be worn on the way to school and then changed upon arrival.*

## PE Uniform

We have a very strong sporting tradition at Selwood 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.

### Core PE Kit – All year round

#### Our PE Kit consists of these items as a minimum:

- \*PE Top – Navy/Sky Blue – with logo
- \*PE Shorts – Plain Navy
- \*PE Knee-high Sport Socks – Plain Navy
- Sports trainers (different from the trainer that you wear for school)  
*The sports trainer should provide a good grip and be cut below the ankle. High tops, daps, plimsolls or casual wear trainers are not permitted.*
- Plastic/rubber studded boots (for use on the 3G pitch)  
*Only plastic/rubber studded boots can be used on the 3G Pitch. The studs should be of equal size and shape. Metal studs, blades or astro trainers are not permitted. Please review the [poster](#) on our website to see what is expected. We advise that you check with the school if you are unsure.*
- Shin pads



### **Optional PE Kit – All year round**

- \*PE Hoodie – Navy/Sky Blue – with logo  
*Due to health and safety, this is not permitted to be worn during contact Rugby lessons/ fixtures*
- Tracksuit Bottoms or Sports Leggings – Plain Navy  
*Due to health and safety, these are not permitted to be worn for Gymnastic lessons/ fixtures. We strongly recommend that these are worn during the cooler months, however it is accepted that some children wish to wear these rather than shorts.*
- Plain White or Navy Ankle Socks – for use with tracksuit bottoms/sports leggings.  
*Due to health and safety, trainer socks are not recommended because of the lack of protection for the ankles, especially in games such as hockey etc.*

### **Other Optional Extras**

- Beanie Hat – Navy – *For the Winter months only*
- Cap – Navy – *For the Summer months only*
- Thermal layers/skins in Plain Navy or Plain Black may be worn underneath the expected PE Kit for extra warmth if needed.

### **Health and Safety and Personal Protective Equipment (PPE)**

- It is strongly recommended to use a mouth guard for hockey and rugby lessons
- All jewellery, including piercings and wristwatches **must** be removed for all PE lessons.
- Long hair (below shoulder length) **must** be tied back for all PE lessons.
- It is compulsory to use shin pads for football and hockey matches or training that involves tackling.

### **Showers**

Showering facilities are available at Selwood. Any pupils wishing to use the showers must ask permission and bring their own towel. The use of roll-on or stick deodorants are permitted and recommended after a PE lesson but aerosol sprays are strictly not permitted.

### **Swimming in Year 5**

Trunks or one-piece swimming costume can be worn. You must provide your own towel. Swimming goggles and hats may be worn if you wish to.

\*



## Being Well Organised - 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
- ★ Reading book - we encourage reading at every opportunity
- ★ 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 (not glass and preferably not 'single use plastic') of water into lessons and they may drink from these bottles as appropriate.

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.

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 around the school and effective learning in the classroom:

- ★ Behave sensibly
- ★ Be kind to others
- ★ Arrive on time and prepared for your lesson
- ★ Listen carefully
- ★ Let others get on with their work
- ★ Do your best
- ★ 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 designated places and put your litter in the bin



## General information

The only acceptable jewellery is one stud per earlobe and no other body piercings. A wristwatch may be worn also. If wearing more than is acceptable, pupils will be asked to put it in an envelope with their name on.

Hair colour should be natural, with no extreme fashion styles. No excessive bleached areas of the hair or shaved areas of the head. Long hair (below shoulder-length), must be worn up for PE and other practical lessons. Cosmetics or coloured nail varnish must not be worn please.

All items of value or sentimental value brought in to school, is strictly at the owner's risk. We recommend that all items are clearly named.

We reserve the right to challenge variances of uniform and kit required for the day and discuss further with pupils and parents when necessary. Any pupils not adhering to the uniform and kit requirements will have items confiscated and will be expected to collect from the Compass Centre at the end of the school day.

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.

## 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.

Any named property found should be returned to the owner. If any unnamed property is found it should be taken directly to the lost property container. Unnamed lost property will be kept for a term and can be viewed by parents/carers by arrangement with our receptionist. Please note no lost property is stored at Reception. Lost property will regularly be cleared out and items not claimed may be recycled or disposed of.

Iron-on labels are available from **Easy2name**

Tel: 01635 298326 <https://www.easy2name.com/>



## 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
- ★ Recently become unemployed, but are still receiving Working Tax Credits

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 of Free School Meal pupils to add additional money to the cashless system for snacks and drinks using **ParentPay**.

## Transport and Road Safety

As we are all trying to promote a healthy school we would encourage pupils to walk or cycle to school if possible. We are aware, however, that this is not always feasible. For pupils who cycle we insist that they ride a roadworthy bike and wear a helmet. Bike storage is available at school and the site is locked during the school day.

Parents/carers are contacted each year via the data collection sheet to ask about their child's mode of transport.

For safety reasons, parents/carers **MUST NOT** enter or drop children off within the school car park, the yellow hazard lines along Berkley Road or the bus loop at any time. We have a strong relationship with Frome Town Football Club who kindly allow parents and carers the option of dropping off in their 100+ car parking spaces. There is also other parking available within easy walking distance of the school. Children can then cross the road safely using the zebra crossing, patrolled by the school crossing officer.

## Mobile Telephones

If mobile telephones are brought into school they **MUST** be switched off and kept in pupils bags. This is at their own risk. If a pupil uses their phone during the school day it will be confiscated and a parent/carer will be contacted to arrange collection.



## 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)

## Fundraising

Selwood Academy hold various fundraising events across the school year. There is always something going on such as Bingo, Christmas and Summer Fayres etc. In past years 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! Please look out for fundraising dates on our school website and via the Newsletter **and do let us know if you can volunteer your help or have links with businesses that may be able to support us.**

## Any other questions?

We hope that you have found this booklet helpful, we would also appreciate your feedback on anything you feel would have been useful to include for new parents/carers. You will find lots more information on our school website. The staff team are here to help you so do not hesitate to contact us:

<b>Selwood Academy</b>	<b>Berkley Road, Frome, Somerset, BA11 2EF</b>
<b>Tutor Emails:</b>	<b><a href="https://selwood.somerset.sch.uk/about-the-school/our-staff">https://selwood.somerset.sch.uk/about-the-school/our-staff</a></b>
<b>Telephone Number:</b>	<b>01373 462 798</b>
<b>Email:</b>	<b><a href="mailto:selwoodacademy@selwood-academy.co.uk">selwoodacademy@selwood-academy.co.uk</a></b>
<b>Absence Email:</b>	<b><a href="mailto:selwood.attendance@selwood-academy.co.uk">selwood.attendance@selwood-academy.co.uk</a></b>





September 2023							October 2023							November 2023						
M			4	11	18	25	M		2	9	16	23	30	M			6	13	20	27
Tu			5	12	19	26	Tu		3	10	17	24	31	Tu			7	14	21	28
W			6	13	20	27	W		4	11	18	25		W		1	8	15	22	29
Th			7	14	21	28	Th		5	12	19	26		Th		2	9	16	23	30
F		1	8	15	22	29	F		6	13	20	27		F		3	10	17	24	
Sa		2	9	16	23	30	Sa		7	14	21	28		Sa		4	11	18	25	
Su		3	10	17	24		Su	1	8	15	22	29		Su		5	12	19	26	
December 2023							January 2024							February 2024						
M			4	11	18	25	M		1	8	15	22	29	M			5	12	19	26
Tu			5	12	19	26	Tu		2	9	16	23	30	Tu			6	13	20	27
W			6	13	20	27	W		3	10	17	24	31	W			7	14	21	28
Th			7	14	21	28	Th		4	11	18	25		Th		1	8	15	22	29
F		1	8	15	22	29	F		5	12	19	26		F		2	9	16	23	
Sa		2	9	16	23	30	Sa		6	13	20	27		Sa		3	10	17	24	
Su		3	10	17	24	31	Su		7	14	21	28		Su		4	11	18	25	
March 2024							April 2024							May 2024						
M			4	11	18	25	M		1	8	15	22	29	M			6	13	20	27
Tu			5	12	19	26	Tu		2	9	16	23	30	Tu			7	14	21	28
W			6	13	20	27	W		3	10	17	24		W		1	8	15	22	29
Th			7	14	21	28	Th		4	11	18	25		Th		2	9	16	23	30
F		1	8	15	22	29	F		5	12	19	26		F		3	10	17	24	31
Sa		2	9	16	23	30	Sa		6	13	20	27		Sa		4	11	18	25	
Su		3	10	17	24	31	Su		7	14	21	28		Su		5	12	19	26	
June 2024							July 2024							August 2024						
M			3	10	17	24	M		1	8	15	22	29	M			5	12	19	26
Tu			4	11	18	25	Tu		2	9	16	23	30	Tu			6	13	20	27
W			5	12	19	26	W		3	10	17	24	31	W			7	14	21	28
Th			6	13	20	27	Th		4	11	18	25		Th		1	8	15	22	29
F			7	14	21	28	F		5	12	19	27		F		2	9	16	23	30
Sa		1	8	15	22	29	Sa		6	13	20	27		Sa		3	10	17	24	31
Su		2	9	16	23	30	Su		7	14	21	28		Su		4	11	18	25	

**Key:**

- School Holiday**
- Bank Holiday**
- Term Time**
- Inset Days**

**Term dates summary:**

**Term 1:** 04 September – 20 October 2023 (35 days)  
**Term 2:** 30 October – 15 December 2023 (35 days)  
**Term 3:** 02 January – 9 February 2024 (29 days)  
**Term 4:** 19 February – 28 March 2024 (29 days)  
**Term 5:** 15 April – 24 May 2024 (29 days)  
**Term 6:** 03 June – 24 July 2024 (38 days)    **TOTAL = 195**

**Bank and public holidays 2023/24**

Christmas Day Bank Holiday	25 December 2023	Easter Monday	01 April 2024
Boxing Day Bank Holiday	26 December 2023	May Day Bank Holiday	06 May 2024
New Year's Day Holiday	01 January 2024	Spring Bank Holiday	27 May 2024
Good Friday	29 March 2024	Summer Bank Holiday	26 August 2024

Academy, Free Schools, Foundation & Voluntary Aided schools can set their own term dates and may differ from ours. Please check with the individual schools for their term dates.





# SELWOOD ACADEMY

ANGLICAN/METHODIST FOUNDATION SCHOOL