

# INFORMATION BOOKLET

*“Let your light shine”*



Head of school : Mr David Finlay BSc (Hons) NPQH

Executive Head Teacher: Mr Dan Jeffries BA (Hons)  
MA NPQH NPQEL

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



**Selwood**  
Academy

*~Part of Midsomer Norton Schools Partnership~*

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“Let your light shine before others”

Matthew 5 v 16

## Welcome to Selwood Academy!

We are 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.

Selwood is a happy school and we hope that both you and your child will enjoy the future we will share together. The full details of our pledge to let your child light shine are contained on the next page.

We look forward to getting to know you all very soon.

Mr D Jeffries - Executive Head Teacher

Mr D Finlay - Head of School



*hope*

“Let your light shine before others”

Matthew 5 v 16

# Selwood Pledge

We strive for all members of the community to let their “light shine before others,” demonstrating this by working hard, being kind, doing their best and accepting nothing less. Whilst doing so all live and embody our school values of Hope, Wisdom, Community and Joy every day.

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together. We 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 fulfil their God-given potential.

As a school we pledge to provide pupils with the following opportunities whilst they attend our school:

## Wisdom

- Appreciate British values in its entirety including learning about key historical, literacy and musical artistic figures
- Equipping children with the skills to make good choices in both their academic and social lives; encouraging kindness, courtesy, and respect in all they do
- Be exposed to a wide variety of texts and authors; visit the school library
- Learn to cook a healthy meal
- Visit a place of significant historical and cultural significance

## Hope

- A residential opportunity both in the UK and beyond each year
- Attend a trip each year and provide the opportunities to attend football, basketball and table tennis clubs at lunch time
- Visit local places of worship which reflect the unique Anglican/ Methodist aspect of the Academy
- Perform to an audience in a theatre
- Attend a national sporting and/or cultural event

## Community

- Opportunities to build character through courageous advocacy and cultural capital
- Learn about ways to look after yourself and our planet and contribute to life changing events
- To participate and visit two outdoor learning environments in both key stage 2 and 3
- Contribute to charity work each academic year throughout their time at Selwood Academy
- Take part in an intra and inter school competition in at least three different activities

## Joy

- Engage in partnership events and represent Selwood against young people from other schools in both the state and independent sector
- Be ready for the next stage in education and experience four different careers providers each year
- Experience and use modern technology
- Meet people every term who can widen their understanding of the world
- Celebrate their and others achievements regularly

## Prior to starting at Selwood Academy

This booklet contains general information you will need to refer to whilst your child is at Selwood.

Prior to your child's start date you will receive by email, various links to the following forms **for completion at your earliest convenience or no later than 1 July 2026 to confirm and set up your child's registration:**

*(please be sure to check your junk folder and add [enquiries@selwood.mnsp.org.uk](mailto:enquiries@selwood.mnsp.org.uk) to your trusted contacts)*

### Links:

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

### Attachments:

- Information Booklet 2026
- Data Collection Form (Required annually through Arbor Parent App thereafter).

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



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## Our School Day

- 08.30 School site opens to pupils
- 08.40 Registration
- 08.45 Lesson 1
- 09.45 Lesson 2
- 10.45 Morning break
- 11.05 Lesson 3
- 12.05 Lesson 4
- 13.05 Lunch
- 13.45 Registration/Assembly/Act of Worship
- 14.10 Lesson 5
- 15.10 End of school day
- 15.15 ACAs start
- 16.15 ACAs finish



There are 5 hours of teaching and learning time each day and 25 minutes of 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.

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

### Pupil Timetable

22 Tuesday		23 Wednesday		24 Thursday		25 Friday	
08:40-08:45	08:45-09:45 History (KStg3): Year 8: 8fm/Hi1	08:40-08:45	08:45-09:45 Computing (KStg3): Year 8: 8TG1/Co	08:40-08:45	08:45-09:45 Art (KStg3): Year 8: 8TG1/Ar	08:40-08:45	08:45-09:45 Design Technolog (KStg3): Year 8:
09:45-10:45 Physical Educati (KStg3): Year 8: 8TG1/Pe		09:45-10:45 Art (KStg3): Year 8: 8TG1/Ar		09:45-10:45 Physical Educati (KStg3): Year 8: 8TG1/Pe		09:45-10:45 PSHE (KStg3): Year 8: 8r/Ps1	
11:05-12:05 English (KStg3): Year 8: 8AEn/KP		11:05-12:05 Numeracy (KStg3): Year 8: 8ANu/OL		11:05-12:05 Numeracy (KStg3): Year 8: 8ANu/OL		11:05-12:05 Science (KStg3): Year 8: 8ARH/Sc	
12:05-13:05 Numeracy (KStg3): Year 8: 8ANu/OL		12:05-13:05 French (KStg3): Year 8: 8fm/Fr1		12:05-13:05 Drama (KStg3): Year 8: 8TG1/Dr		12:05-13:05 Music (KStg3): Year 8: 8TG1/Mu	
13:45-14:10		13:45-14:10		13:45-14:10		13:45-14:10	
14:10-15:10 French (KStg3): Year 8: 8fm/Fr1		14:10-15:10 English (KStg3): Year 8: 8AEn/KP		14:10-15:10 Science (KStg3): Year 8: 8ARH/Sc		14:10-15:10 Numeracy (KStg3): Year 8: 8ANu/OL	



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## Break and Lunch times

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

Our caterers 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 also a break time service of hot and cold snacks. Menus can be viewed on our website by clicking [here](#). Pre-ordering is not required at Selwood. Therefore, please discuss menu options with your children at home and ensure they are aware of what you allow them to spend each day.

The catering staff are very approachable and happy to advise & support with dietary needs/allergies. Please ensure you provide us with this detail by completing the necessary form. You can find this on the website along with more information about our catering service. [Dietary needs form](#)

We operate a cashless system; your ParentPay account can be topped up by adding funds using your debit/credit card or by requesting a barcode for paypoint from the Business Team.

ParentPay is an online payment system that enables parents/carers to pay for things 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.

We ask that you are well organised with your child's lunch provision, but on the rare occasion your child may forget their lunch or there are not sufficient funds on your child's account to purchase a lunch, we will telephone home for you to rectify this for your child.



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## Curriculum

One of my main responsibilities as Head of School is to oversee the quality of the school curriculum and the quality of teaching and learning.

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. It 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: [Curriculum](#)

The Curriculum is led by a team of Subject Specialists – more information can be found on our website by clicking here: [Subject Staff](#)

Our heads of faculties 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.

If you have any questions or concerns at any time, please contact your child's tutor directly using the email address that will be shared with you.

At Selwood our motto is 'every day is open day' and we 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.

Mr Finlay- Head of School



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## 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:

### Mandatory equipment:

- Pens - 2 black pens, 2 purple pens and 2 green pens
- A pencil, ruler, sharpener and eraser
- Reading book - we encourage reading at every opportunity

### Suggested equipment:

- Glue stick
- Whiteboard pen
- A set of colouring pencils
- Sensible bag, ideally a rucksack with two shoulder straps so that the load can be spread evenly. We recommend that their 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 school 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



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## Homework

As pupils start at Selwood, their homework will start with Maths and English. Both Maths and English homework are set on a platform called sparx. In maths Sparx supports key concepts and retrieval practice and in reading it supports pupils with answer retrieval and inference questions whilst also exposing them to a variety of texts. Sparx uses 'AI' to plan and set work to your child's ability and provide useful videos to help with content they might be finding challenging. All other homework tasks are set and shared using Google Classroom and paper copies are always available on request.

You can expect the amount of homework set to increase over the years 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 who 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.

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## Inclusion

In my role as Assistant Head Teacher, I lead on personal development and functions within inclusion across the school. This includes leading a highly successful careers programme, supporting looked after children and social and emotional support. I form vital partnerships and work with a range of external agencies to effectively enhance the support for our children at Selwood, including the co-ordination of volunteers and students who not only support the work of the school but often is the first step in their own educational career, which is a great pleasure to support. In addition to this, I lead on admissions for the school including in-year admission applications. I directly lead and oversee the work of a team of professionals providing pastoral and special educational needs support for your child(ren) including Key Stage 3 Heads of Year and the Special Educational Needs Coordinator (SENDCo).



I very much look forward to forming happy and successful relationships with you in the coming years to ensure your child has a fully rounded education both personally and academically and please know I will be available to contact should you require my assistance.

Mr A Ellett - Assistant Head Teacher



As Pastoral Leader with responsibility for behaviour and safeguarding, I manage a team composed of Pastoral Assistants and our Attendance Officer. Every member of the team helps support both pupils and parents in many ways, each and every day. Sometimes a child's feelings can be short-lived but for others it never goes away. This is why no two circumstances are the same and we therefore have an open-door policy whereby we can be approached or contacted throughout the school day and we will do our utmost to respond as soon as possible, to both pupils and parents. We are here to help support pupils with any worries or concerns that may arise in or out of school, and once we are made aware of any issues, we will continue to provide support for as long as necessary. See our website for more information: <https://selwood.somerset.sch.uk/parents/pastoral-support>

Mrs C Batchelor - Pastoral Leader



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## Key Stage 2

I am delighted to take this opportunity to introduce myself as the Head of Key Stage 2 here at Selwood. As we embark on this educational journey together, I wanted to share a bit about myself and the vision I have for our Key Stage 2 Community.

My name is Luci Hooper, and I have a passion for education and a commitment to nurturing the growth and development of every child in our care. With over a decade's experience in education, I firmly believe that the primary years are a critical period in a child's academic and personal journey, and I am dedicated to ensuring that each and every child flourishes during their time in Key Stage 2 at Selwood Academy.



As the Head of Key Stage 2, my role encompasses various responsibilities, all aimed at providing the best possible learning experience for your child. I oversee the delivery of the curriculum, support teachers in their professional development, monitor pupil progress and promote their well-being. I am committed to creating a nurturing and stimulating environment where every child feels valued, supported and inspired to reach their full potential and are able to truly 'Let their Light Shine'.

Communication and collaboration are key pillars of our approach here at Selwood, and I am committed to working closely with you, the parents and carers, as key partners in your child's education. I believe that by working together, we can ensure that each child receives the support and encouragement they need to thrive academically, socially, and emotionally.

Throughout the year, I will be hosting various opportunities for us to connect, including parent-teacher meetings, workshops, and informal gatherings. I encourage you to reach out to me with any questions, concerns, or ideas you may have – your input is invaluable in shaping the Key Stage 2 experience for our children.

I am truly excited about the years ahead and the opportunity to get to know each of you and your children better. Together, I am confident that we can make this a memorable and enriching journey for all.

Thank you for entrusting us with your child's education. I look forward to working closely with you and your family in the months and years to come.

Mrs L Hooper - Head of Key Stage

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## Year Heads

Currently we have a Head of KS2 for Years 5 and 6, and Heads of Year for Years 7 and 8, all of whom are responsible for ensuring that your child has the opportunity to develop their own sense of identity and maximise their potential by 'letting their light shine before others' in both academic and personal terms.

Details of who will oversee your child's Year group, along with confirmation of their Tutor Group for September, will be provided to you in June prior to your child starting at Selwood.



Miss R Hill - Head of Year



Mr F Sharp - Head of Year

## Tutors

Each pupil joins a tutor group where 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 tutor is your first point of contact in the first instance. If you have any concerns at all, please do not hesitate to contact them by email or phone.



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## Special Educational Needs and Disability (SEND)

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

As the SENDCo, I coordinate the provision of support and I am responsible for co-ordinating the identification of pupils' needs in partnership with parents/carers, the pupils themselves, teachers, various professionals and the local authority.



Within our Inclusion and 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.

Our ELSA (Emotional Literacy Support Assistant) supports struggling pupils to feel happy in school and to reach their potential socially, emotionally and academically. We use the Learning Support Base for the Oasis social communication group, for other 1:1 or small group interventions and as a dedicated space for pupils to use at break and lunch.

If you wish to learn more about the support we offer pupils with SEND, please contact me directly on [kfrance@selwood.mnsp.org.uk](mailto:kfrance@selwood.mnsp.org.uk)

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

Miss K France - SENDCo



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## 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 and personal development. A list of ACAs is published on our website each term. [ACAs](#)



## 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 programme that inspires and enhances their opportunities. By the time a pupil leaves Selwood they would have experienced at least 16 different career opportunities or input from further education providers.

Our Careers Day is held annually with all children from Year 5 - 8 participating in the opportunity to have input from six different careers providers. Our providers made a huge effort to make it a fun and enriching opportunity. We have in the region of 35 providers in school for the day.

We work in partnership with the [Somerset Careers Hub](#) and Selwood Academy is implementing, and is evaluated on, the Gatsby Foundation's eight [Career Benchmarks](#) of good practice.

## Behaviour

The importance of relationships for supporting the pupils' skills for learning, emotional wellbeing, resilience, preventing harm and resolving conflict informs our approach to practice at all levels and is best achieved when all members of our school community feel involved, supported and cooperate with each other. Please follow this link to read our [Relationships For Learning Policy](#).

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## Mobile Telephones

Selwood Academy is a mobile phone free site. However, if parents choose to allow children to bring mobile phones to school, phones will have to be placed inside a lockable pouch, they can only then be opened with a specialist release tool at the end of the school day. These release tools will be placed at various points around school and staff will have handheld ones too. Pupils will keep their phone pouch with them in their bag throughout the school day. The pouches are designed to block all signals to devices, preventing pupils from worrying about and accessing their phones during the school day. In the very small number of cases where there is a genuine, certified health condition which requires access to technology of this nature (e.g. monitoring of blood sugar levels for pupils with diabetes), exceptions will be made and risk assessed separately.

Pupils will be responsible for their own pouch whilst at Selwood and will need to keep it safe and secure like the rest of their school equipment. Should you decide that you do not want a wallet, your child will not be permitted to bring a phone into school.

Thanks to a bulk purchase across the Trust, we have secured a favourable cost to support an initial rollout during 2026–27. A lockable phone pouch will be provided to all students free of charge for 26/27 only as part of the school's essential equipment in this academic year. Parents and Carers are politely invited to make a voluntary contribution towards the cost via ParentPay, and replacement pouches can also be purchased here, as required.

The school's policy on mobile phone usage in school remains unchanged and if any are seen or heard they will be confiscated and dealt with as per the school's relationship policy.

## 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 adhered to by all staff
  - 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 Leads (Mr A Ellett, Mrs J Parker, Miss B Lawson and Mrs F Andrews).
  - 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
- 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.**

## 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, Deputy DSLs are Mr A Ellett, Mrs J Parker, Miss B Lawson and Mrs F Andrews. We also have a nominated Trustee for Safeguarding and Child Protection.

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## 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.

**Parents and carers have the option to leave a message on the Absence line on 01373 468615 or email [attendance@selwood.mnsp.org.uk](mailto:attendance@selwood.mnsp.org.uk) before 8.30am. Parents and carers should provide their child's name, Tutor group and specific reason for absence, not 'unwell' or 'under the weather'**

### Term Time Leave

Regulations make it clear that Head Teachers 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, within 45 minutes of being advised

### 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 [attendance@Selwood.mnsp.org.uk](mailto:attendance@Selwood.mnsp.org.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.



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## 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 is Cosmic Monkey, 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 Cosmic Monkey. 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. When 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, pupils can wear tailored shorts (knee length) or culottes (knee-length).
- Skirts must be knee-length. Please note, Lycra 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
- Trainers must not have logos or any colour showing. Plimsolls/canvas type shoes are not acceptable. Heels must be no more than 1 inch. In adverse weather, boots may be worn on the way to school and then changed upon arrival.

The logo for Cosmic Monkey, featuring the words "cosmic" and "monkey" in a stylized, outlined font. The "c" in "cosmic" is particularly large and has a starburst effect behind it.

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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. There should be no excessive bleached areas or shaved sections 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 into school are strictly at their own 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 hold regular sales of pre-loved school uniform. Please keep an eye out on our emails, newsletters, website and social media pages for dates.

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.



## 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 compulsory PE Kit for each lesson consists of:

- \*PE top – navy/sky blue – with logo
- PE shorts – plain navy
- PE knee-high sport socks – plain navy
- Sports trainers (different from the trainers that are worn 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 and below to see what is expected. We advise that you check with the school if you are unsure.
- Shin pads
- Gum shield for hockey and contact rugby



# TigerTurf

Appropriate Footwear  
for a TigerTurf 3G Pitch

Use round plastic-studded footwear only  
(no metal studs)



Do not use dimpled or flat soled shoes



Footwear should always be clean and in good condition

[www.tigerturf.com](http://www.tigerturf.com)

[UKinfo@tigerturf.com](mailto:UKinfo@tigerturf.com)

01299 253 966

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## 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. 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 – acceptable for all sports apart from rugby, football and hockey.

## Other Optional Extras

- Beanie hat – navy – for the Winter months only.
- Cap – navy – for the Summer months only.
- Thermal layers/skins may be worn underneath the expected PE Kit for extra warmth if needed.

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

- It is compulsory to use a mouth guard for hockey and rugby game play and contact 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, lessons or training that involves tackling.

## Hygiene

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.

## Medical Needs During PE

If pupils have a medical condition eg Asthma, they need to carry an in-date, full and named inhaler with them to all PE lessons. It is a good idea for them to keep it in a small bag to take out with them or hand it to their teacher at the start of each lesson. These must not be left in the changing rooms. This is the responsibility of the pupil each lesson.



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## Parental Engagement

I would like to emphasise the vital role that strong relationships between our school and parents play in ensuring a successful educational experience for our pupils. I wholeheartedly believe that parental engagement is key to developing a thriving school community.

In that spirit I warmly invite you to join us for our regular coffee mornings throughout the year, whenever you are able to join us. These gatherings will provide an excellent opportunity to meet key staff members, share best practices, and offer support to one another.

In addition, we conduct termly parent and carer surveys. Your feedback through these surveys has been instrumental in shaping many of the positive changes within the school, and we greatly value the insights you provide. Together, we can create a more connected and supportive environment for our children.

Here at Selwood, we believe in supporting every child to "let their light shine," and a key part of this is keeping parents informed about their child's progress. To help you track your child's development, we provide three reports throughout the year. The first is an interim report, which gives an overview of their attitude to learning and attainment. The second interim report builds on this by also highlighting their progress. The final report is a detailed and personalised summary that includes all of the above, along with a personal comment from your child's tutor. As well as this, tutors will contact you fortnightly and our website curriculum page will keep you informed of what your child is learning. This approach will enhance your knowledge and understanding of how your child is doing at Selwood, ensuring we work together to support their success.

### PTA

I am pleased to announce the re-opening of our Parent Teacher Association (PTA) from September 2025. They will hold various fundraising events across the school year. There's always something going on such as bingo, raffles and the Christmas fair. 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 along the way! I look forward to collaborating with committed parents to generate income that will directly support our school and enhance the opportunities available to our pupils. If you would like to express an interest in joining the PTA or giving a helping hand now and then please contact me on [PTA@selwood.msnp.org.uk](mailto:PTA@selwood.msnp.org.uk). Your involvement, particularly through the Parent-Teacher Association (PTA), is highly encouraged and greatly appreciated.

Mr A Owen - Assistant Head Teacher



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## Business Support

The Business Team provides essential support structures to enhance the educational experience for our pupils. As Director of Business & Finance, I lead a dedicated team of passionate professionals who work diligently behind the scenes to ensure that the essential business functions of our academy operate as smoothly as possible. Our areas of support include but are not limited to:

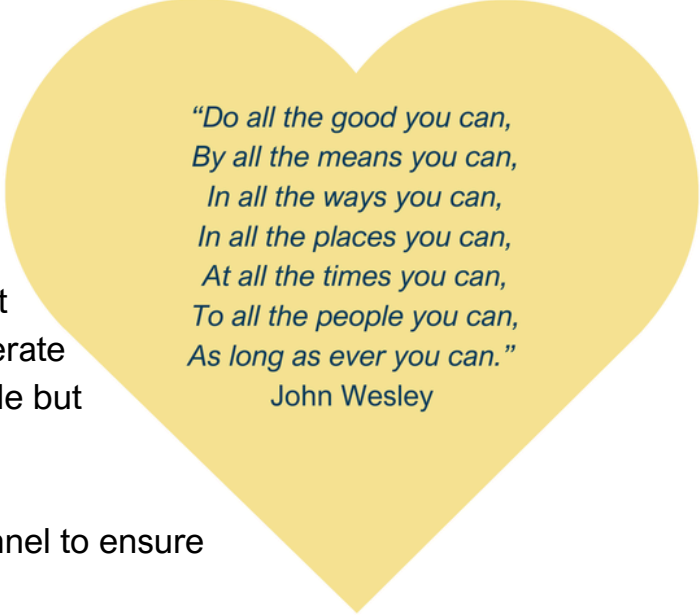
- **Finance and HR:** Managing budgets and personnel to ensure adequate resources for the academy.
- **Estates and Facilities:** Ensuring our physical spaces are safe and conducive to learning.
- **Marketing and Communications:** Keeping you informed and engaged with school updates.
- **IT Infrastructure:** Providing reliable technology support for both staff and pupils.
- **Trips and Visits Coordination:** Organising enriching experiences for our pupils.
- **Health and Safety:** Upholding the highest standards of safety for all.
- **SEND Administration:** Supporting our pupils with special educational needs.
- **Risk and Compliance:** Ensuring adherence to regulations and standards.

We value your constructive feedback and suggestions as we continually strive to enhance our operations. Your insights are invaluable to us and I encourage you to contact us via the main email or phone at any time. We are here to support you.

The support we provide allows our teaching and class support staff to focus on their primary goal: teaching and learning. This collaboration between the academic and operational sides of our academy is vital in creating an enriching environment for our pupils.

It is a delight to work alongside parents and carers, and I look forward to meeting you over the coming weeks, months and years. Should you have any questions or require further information, please do not hesitate to contact me.

Miss M Singer - Director of Business & Finance



*“Do all the good you can,  
By all the means you can,  
In all the ways you can,  
In all the places you can,  
At all the times you can,  
To all the people you can,  
As long as ever you can.”*  
John Wesley



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## 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. 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.

Email – Information will be sent by email from Selwood Academy ([enquiries@selwood.mnsp.org.uk](mailto:enquiries@selwood.mnsp.org.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. You also may choose to email the school and should note that this is a holding email with an auto-response. Your email will be passed to the relevant staff to respond within a reasonable timescale. If you have an urgent request or emergency, please telephone the school.

Arbor Parent App – The Arbor Parent App will give you access to your child’s timetable, attendance, reports and behaviour and achievements at any time and you are able to 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 Arbor 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.

Social Media – We will continue to post updates on our social media pages, but please be aware they are not used for responding to queries. If you wish to ask for clarity on any post, this should be directed through email or calls.

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 login details



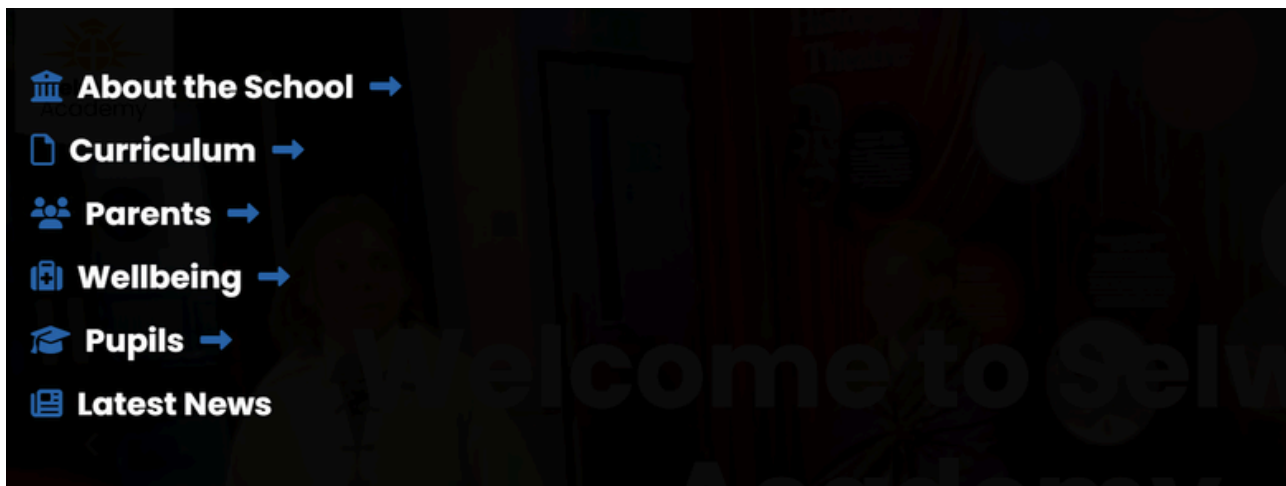
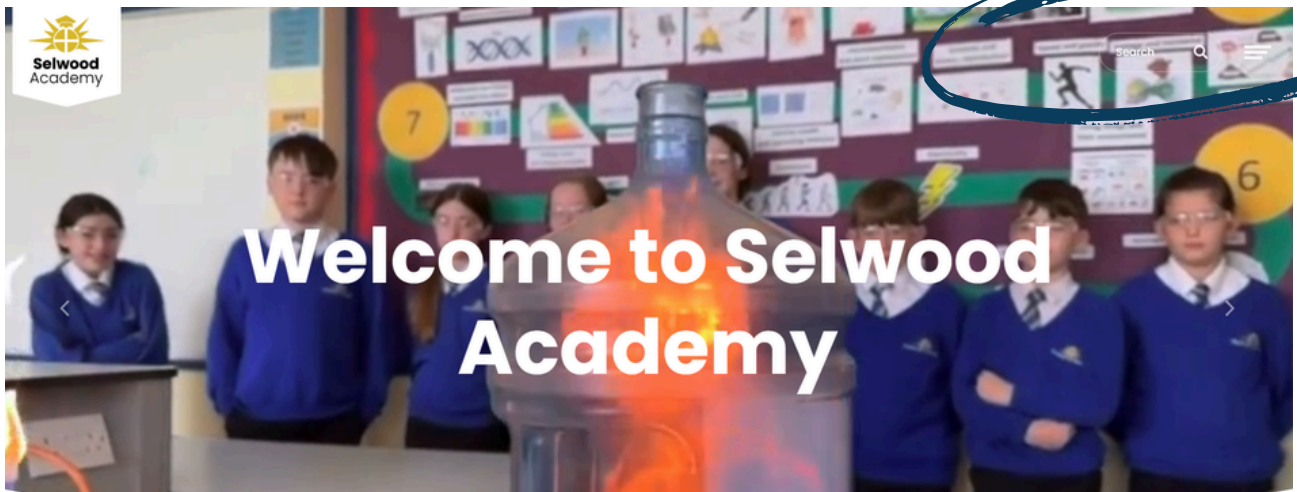
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## Website

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/>

Our website is divided into sections to make it easy to find the information you are looking for. You can access these sections from the home page. Simply click on the top right of the page, then follow the links on the left, as below.



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## 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.

<https://selwood.somerset.sch.uk/about-the-school/policies>

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.

- The Academy can only accept prescribed medication.
- 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.
- The Academy does not offer an 'as and when' provision of medicines, as we are not in a position to diagnose a child's needs.
- Medication can be administered between 10:45am-2:30pm during the school day, only.
- 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.

## 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.



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## Free School Meals

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

- Income Support (IS)
- Employment and Support Allowance (Income Related)
- Universal Credit with an annual household income of less than £7400 after tax
- Income-based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided you are not also entitled to Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190

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.

## Wrap Around Care (WAC)

Selwood Academy does not operate its own WAC; however, we are pleased to facilitate an external company, PH ActiveEd, to run a service from our premises from September 2026. The WAC service is available during the following times:

- Morning Session: 07.35 - 08.35
- Afternoon Sessions: 15.10 - 16.10, with an extended option until 17.10 if necessary.

Please note that the school gates are open from 8:30 AM in the morning. Consequently, children will not have access to the school premises prior to this time unless they are booked into the WAC. We will provide you with more details including booking links nearer the time.

It is important to emphasise that your arrangement with PH ActiveED is separate from the school. Therefore, when communicating about your child, please do not assume that all information is shared with us. We kindly ask you to adhere to PH ActiveEd's policies and procedures regarding registration, collection times, and medication management.

Thank you for your attention to these matters. Should you have any questions or require further assistance, please do not hesitate to contact us.



**PH ActiveEd™**

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## Transport and Road Safety

In our ongoing commitment to achieving a healthy school environment, we encourage pupils to walk or cycle when possible. For those cycling, roadworthy bikes and helmets are mandatory. Our open-framed bike storage provides a space to secure bikes with your own padlocks, though overnight storage is discouraged. To ensure safety, we strictly prohibit vehicle entry and pupil drop-offs within the school car park, along Berkley Road's yellow hazard lines, or in the bus loop. We're grateful for our partnership with Frome Town Football Club, offering ample parking for parents and carers. Additional parking is available within walking distance, allowing pupils to utilise the zebra crossing patrolled by our crossing officer. Your adherence to these guidelines is crucial in maintaining a safe environment for all.

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

## 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)

## 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:

Selwood Academy Berkley Road, Frome, Somerset, BA11 2EF

Tutor Emails: <https://selwood.somerset.sch.uk/about-the-school/our-staff>

Telephone Number: 01373 462 798

Email: [enquiries@Selwood.mnsp.org.uk](mailto:enquiries@Selwood.mnsp.org.uk)

Absence Email: [attendance@selwood.mnsp.org.uk](mailto:attendance@selwood.mnsp.org.uk)



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September 2026							October 2026							November 2026						
M			7	14	21	28	Mo			5	12	19	26	M		2	9	16	23	30
T		1	8	15	22		Tu			6	13	20	27	T		3	10	17	24	
W		2	9	16	23					7	14	21	28	W		4	11	18	25	
Th		3	10	17	24		Th		1	8	15	22	29	Th		5	12	19	26	
F		4	11	18	25		Fr		2	9	16	23	30	F		6	13	20	27	
Sa		5	12	19	26		Sa		3	10	17	24	31	S		7	14	21	28	
Su		6	13	20	27		Su		4	11	18	25		S	1	8	15	22	29	
December 2026							January 2027							February 2027						
M			7	14	21	28	M			4	11	18	25	M			1	8	15	22
Tu		1	8	15	22	29	Tu			5	12	19	26	Tu			2	9	16	23
W		2	9	16	23	30	W			6	13	20	27	W			3	10	17	24
Th		3	10	17	24	31	Th			7	14	21	28	Th			4	11	18	25
F		4	11	18	25		F		1	8	15	22	29	F			5	12	19	26
Sa		5	12	19	26		Sa		2	9	16	23	30	Sa			6	13	20	27
Su		6	13	20	27		Su		3	10	17	24	31	Su			7	14	21	28
March 2027							April 2027							May 2027						
M		1	8	15	22	29	M			5	12	19	26	M		3	10	17	24	31
Tu		2	9	16	23	30	Tu			6	13	20	27	Tu		4	11	18	25	
W		3	10	17	24	31	W			7	14	21	28	W		5	12	19	26	
Th		4	11	18	25		Th		1	8	15	22	29	Th		6	13	20	27	
F		5	12	19	26		F		2	9	16	23	30	F		7	14	21	28	
Sa		6	13	20	27		Sa		3	10	17	24		Sa	1	8	15	22	29	
Su		7	14	21	28		Su		4	11	18	25		Su	2	9	16	23	30	
June 2027							July 2027							August 2027						
M			7	14	21	28	M			5	12	19	26	M		2	9	16	23	30
Tu		1	8	15	22	29	Tu			6	13	20	27	Tu		3	10	17	24	31
W		2	9	16	23	30	W			7	14	21	28	W		4	11	18	25	
Th		3	10	17	24		Th		1	8	15	22	29	Th		5	12	19	26	
F		4	11	18	25		F		2	9	16	23	30	F		6	13	20	27	
Sa		5	12	19	26		Sa		3	10	17	24	31	Sa		7	14	21	28	
Su		6	13	20	27		Su		4	11	18	25		Su	1	8	15	22	29	

**Key:**

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

**Term dates summary**

<b>Term 1:</b>	03September–23October2026(37 days)	
<b>Term 2:</b>	02November–18December2026 (35 days)	
<b>Term 3:</b>	04January–12February2027(30 days)	
<b>Term 4:</b>	22February–25March2027(24 days) 12April–	
<b>Term 5:</b>	28May2027(34days) 07June–	
<b>Term 6:</b>	23July2027(35days)	<b>TOTAL = 195</b>

**Bank and public holidays 2026/27**

Christmas Day Bank Holiday	25 December 2026	Easter Monday	29 March 2027
Boxing Day Bank Holiday	28 December 2026*	May Day Bank Holiday	03 May 2027
New Year's Day Holiday	01 January 2027	Spring Bank Holiday	31 May 2027
Good Friday	26 March 2027	Summer Bank Holiday	30 August 2027

\*Replacement Bank Holiday when Bank Holidays falls on a weekend.

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.