



Colonel Frank Seely Academy

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Headteacher: Mr J Gale

June 2024

Dear Families of Year 6 students

I am extremely proud to welcome you and your child to Colonel Frank Seely Academy. All our students are valued as individuals with different needs, talents, strengths and aspirations.

Our mission is to inspire and challenge every individual to achieve their very best. Our students will become confident role models of the community.

Our joint venture over the next seven years is to help them develop the skills, knowledge, character and ambition to prepare them to thrive in a rapidly changing world. We want them to become adults of whom you and we are proud.

The **Induction Day** at CFSA for all Year 6 pupils will take place on **Thursday 27 June 2024** from **9.30am to 2.00pm**. Pupils can choose to bring along a packed lunch with them or have a free school dinner which will consist of a main meal, pudding and unlimited cups of water for £2.30. We recommend that pupils should also bring along with them a water bottle which can be re-filled throughout the day and a suitable snack for morning break time.

The **Information Evening** on the same date for all parents/carers begins at 6.30pm prompt until 8.30pm in the Main School Hall and will include an opportunity for you to meet your child's form tutor and Heads of House.

In readiness for your child joining CFSA in September, I would like to highlight the following points to you:-

Uniform

Your support over your child's uniform and general appearance is greatly appreciated. Staff and parents are keen to see our students smartly turned out in their uniform and the vast majority of our uniformed students are a credit to themselves and the academy. I thank you for working together and supporting us in this matter.

A copy of the Uniform Policy can be found at <https://bit.ly/3z8ruxL>

At the Induction Evening on Thursday 27 June from 5.00pm – 6.30pm, Just Schoolwear will be holding a **Fitting Event**. This will be done on a first come, first served basis. Any parent/carers wishing to have a fitting (each fitting session will last just 2 minutes) should wait by the pedestrian gates.

Tutor Groups

We are currently in the process of allocating each student to a House (McKenzie, Whitehead or Dean) and a tutor group. Your child will find out which tutor group and House they are in on Induction Day.

House Flashes

Each student should display their coloured House flash on their blazer above the school badge. House flashes will be given out free of charge to students at the Induction Evening.

Family Dining

Year 7 and Year 8 students will be seated formally at tables for lunch. We expect students to choose from the healthy meals provided by the school at lunchtime. This is to ensure that students sit and eat in a structured manner and enhance their social, speaking and listening skills. There will be vegetables and salads to accompany the meal, followed by dessert or fresh fruit. Students may bring a packed lunch if they wish. However, students are not allowed to bring in sweets or fizzy drinks. All students who bring a packed lunch will still be formally seated with the rest of the year group.

The school operates a cashless system for school dining called ParentPay which has cut down queuing times, gives parents more control over where students spend their dinner money and on what, and has eliminated bullying for dinner money. The system gives anonymity to students on free school meals. Only catering staff have access to the information as the free meal is automatically added to the student's daily account. The cashless system allocates all students a PIN which they will receive on their first day. Details of how to set up your child's ParentPay account will be sent to you in the summer term.

Contact with the academy

We want all students to be happy and successful in school. We therefore encourage you to contact the academy on any points of concern or information. On any matter related to your child's general progress or welfare, please contact your child's Tutor or Head of House in the first instance. On matters related to a particular subject or course, please contact your child's teacher in that subject or the Head of Subject in the first instance. When you phone the school, the receptionist will always try to ensure you speak to the member of staff best placed to assist you.

Staff at the school are always happy to see parents in person to discuss concerns. If you wish to see a member of staff, please ring the school in advance to arrange an appointment. This avoids the problem of a parent calling into school unexpectedly and finding that the member of staff is unavailable because he or she is teaching, in a meeting or possibly out of school on that day. Making appointments in this way helps us to help you as it gives time for the member of staff to gather any information that may be needed to make the meeting useful.

Please also read our Parent Communication Policy for further information on contact with the school. <https://bit.ly/3XuFzzD>

Could I ask that you ensure you provide contact details in the case of emergencies by completing the Emergency, Travel, Medical and School Meal Information Form on the school website at <https://forms.office.com/e/wDx8zXnRDM>

Please note that should the academy need to contact parents regarding a school closure we will contact parents via the text message service/ClassCharts as well as updating our school website. Parents should also check the Nottinghamshire County Council website for school closure information.

Parental Consent Form

All off-site school visits and sporting activities emergency contact information will now automatically be taken once permission has been given from our on-line payment system, ParentPay. It is therefore vitally important that you keep us informed of any changes to contact details or medical needs in writing.

Privacy Notice

A copy of the academy's Privacy Notice is available at www.cfsacademy.org.uk

School Bus Service Timetables 2023-24

A copy of all the school bus timetables can be found at <https://www.cfsacademy.org.uk/parents/academy-transport/>. On arrival at CFSA the school bus will pull into the Bus Bay at the bottom of the Sports Field. At the end of the day students should make their way to the Bus Bay to catch their bus home. (Please note timings of the school buses to school may change in the summer term. We will notify parents if there are any changes). If your child requires a bus pass, we advise that you contact the NCC School Travel team on 0300 5008080 or you visit <https://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-mainstream-travel-assistance>. To ensure your application is processed in time for the start of the new academic year, please apply by **30 June 2024**.

Mobile Phones

Mobile phones, headphones and speakers are not permitted in school. They must remain turned off and in bags at all times. They must not be seen or heard during lessons, break or lunchtimes, or between lesson changeovers. Failure to comply will result in confiscation.

Use of Photographs/Video within school

Colonel Frank Seely Academy uses photography and video in a number of areas to publicise and celebrate the achievement of students. To help us comply with the Data Protection Act 2018 we need permission before we video or take your child's photograph. These will be stored in a secure location and only authorised staff will have access to them. Any photographs or recordings will be kept for as long as they are relevant and after that time they will be destroyed or archived. As a school we will avoid publicising irrelevant details on students and will only use students' photographs who are suitably dressed in order to reduce the risk of images being used inappropriately. There is no reason to be overanxious about this matter, but it is important that you understand how the school will use photography and video for educational and promotional purposes. Please note that any video recordings will be treated confidentially. We may also wish to utilise photographs of students in and around the school on our website to publicise the school and to provide information to parents.

Please complete the GDPR Permissions form on the school website confirming your permissions in school at <https://forms.office.com/e/vAtXz2zXVe>

CFSA School Shop

Items from the school shop can be purchased by using a debit or credit card. You will be notified when your order is ready for collection from CFSA. Please arrive at the pedestrian entrance and press the buzzer for Reception. A member of staff will bring your items out to you. If the items are unsuitable, we will exchange if an alternative size is required or offer a full refund. All items should have their tags in place for an exchange or refund. (Please note the School Shop is not linked to ParentPay). <http://bit.ly/2S2h8qZ>

Lockers

We have a system implemented for lockers, where they are kept for the duration of your child's education at Colonel Frank Seely Academy. They will be available at a cost of £10.00 for Years 7 to 11. When they leave or decide that they no longer require a locker they will receive a refund of £5.00 upon return of their key and the locker being in a good state of repair. Lost keys are charged at £4.00 which is the cost of getting a key cut by our locksmith. Payment should be made on-line via the CFSA School Shop at <http://bit.ly/2S2h8qZ>

Collecting and Pickup up Students

For the safety of students both from CFSA and the Infant and Junior Schools on our site, parents should not drop students off in the Leisure Centre car park or on Flatts Lane. Please use the William Lee Sixth Form Centre Car Park. For those cycling to school secure cycle storage is available.

Transition Booklet

You will receive a copy of our Transition Booklet which you can look through with your child at the Induction Evening. Please contact transition@cfsacademy.org.uk if you have any further queries, did not received a copy or would like a copy posting home after the event.

Please also visit our **Year 6 Transition** website page for additional information regarding music lessons, school bus services and Modern Foreign Language subjects for students from September. <https://forms.office.com/e/8XRkLptPQm>

May I thank you for taking the time to read this information and also in anticipation of your support.

I look forward to seeing you at the many events which will take place over the coming year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Gale', with a long horizontal flourish extending to the right.

MR J GALE
Headteacher