



# BRISTOL METROPOLITAN ACADEMY

***HIGH STANDARDS,  
HIGH ASPIRATIONS,  
HIGH EXPECTATIONS***

[www.bristolmet.net](http://www.bristolmet.net)

## **PARENT / CARER HANDBOOK 2024 – 2025**



**Cabot  
Learning  
Federation**



Welcome to our Parent/Carer Handbook. We hope it will assist you in understanding more about our policies and procedures.

We are a school very much at the heart of our community.

Bristol Metropolitan Academy is not all about exam results as we very much believe in the power of sport, music and the arts. Our school productions, concerts and sporting clubs are all inspirational. We want all students to take part in the wider areas of school life. With your support, I am confident that we will ensure that your child is academically and socially successful and has a fabulous time at Bristol Metropolitan Academy over the next five years.

Detailed in this document is information that you will find useful in learning more about BMA.

### **Our Values**

At Bristol Met we describe ourselves as a PROUD school. We ask our staff, students and families to work together and support each other in being Respectful, Resilient, Compassionate, Ambitious and Unified at all times.



### **Our Code:**

- We welcome visitors to our Academy
- We are rewarded for outstanding learning
- We celebrate achievement
- We wear correct uniform at all times
- We are equipped and on time for learning
- We are independent learners
- We always try our best
- We consider others around us
- We respect our staff, our peers, our environment and our community
- We have good relationships with and between staff and students
- We listen to instructions and follow directions
- We consider the safety of others
- We settle disagreements through discussion or ask for a member of staff or an older student to help settle the disagreements

## **ABSENCES**

Regular attendance at school is essential to good progress. Attending school every day helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It is a legal requirement that your child attends school every day unless prevented by unavoidable circumstances. You can find more information below and in our attendance policy, on the Bristol MET website.

Missing school seriously affects life opportunities. Good school attendance (**95% or more**) gives your child the opportunity of success and helps develop skills for life. Parents/Carer's commit an offence if a child doesn't attend school regularly. In some cases, unauthorised absence (which includes arriving late to the Academy) may result in prosecution and/or a fine. Missing school damages a student's learning and their grades - research shows that missing 17 days of learning often leads to a drop of a whole GCSE grade.

## **ABSENCES – UNPLANNED**

Students should attend every day, however, if your child is unwell and cannot attend school, parent/carers need to alert us of their absence before 9am on each day of absence. **This can be done by ringing the academy telephone number: 0117 3772071, option 2 and leaving a voice message.** When reporting your child's absence, please provide the following information: Your name, the child's name, their tutor group and the reason for their absence including symptoms in cases of illness. This enables the school to keep records up to date and helps alleviate the concern of children missing from school.

The Academy will follow up any student absences where the parent/carer has not contacted us to explain why, or where we are unclear about the reason for absence. If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised. Where the Academy has cause for concern about the reason for a student's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit in order to verify the reason. If satisfactory proof is not provided, the academy may record the absence as unauthorised.

## **ABSENCES – PLANNED**

Please do not take your child out of school without requesting leave, or notifying the academy why your child will be absent. When parents/carers notify us of a term time absence via the term time leave request form, it is for two purposes:

- To seek authorisation (only exceptional circumstances will be authorised)
- To tell us where your child is if the planned absence goes ahead.

It is really important that we know where child is, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures.

Please do not plan for your child to have time off school in term time until you have completed a leave request form and forwarded it to the Academy 4 weeks in advance. These forms can be collected from main reception or on the website under Attendance. Parent/Carers are reminded that unauthorised leave taken in term time can result in a Penalty Notice or Prosecution.

*Please note that taking your child out of school to go on holiday in term time will not be authorised and will result in a penalty notice or prosecution.*

## **ABSENCE – MEDICAL APPOINTMENTS**

Please try to avoid medical and dental appointments in school time. Should it be unavoidable, please inform us in advance and ensure your child is out of school for the shortest time possible. Evidence of medical appointments must always be provided. This can be done by emailing [info@bristolmet.net](mailto:info@bristolmet.net) or by providing the necessary documentation to the school reception. Evidence can consist of anything that shows the child was at a medical appointment: an email, text, letter or slip from the establishment. Without evidence, we will unfortunately not be able to authorise the absence. Should it be absolutely unavoidable to have a medical appointment during the day then it is best to try to schedule between 10am and 1pm with your child attending school before and after the appointment. This is because it runs across social times reducing the amount of lost lesson time improving learning experience for your child.

### **ABSENCE – PUNCTUALITY**

Students can arrive from 8:10am and are welcome to enjoy our free breakfast club available to everyone. All pupils are expected to arrive at the Academy in good time for the start of the school day at 8.35am. If a pupil arrives after 8:40am, they will be marked in the register as late and the parents/carers will be notified by text message. We wish to support all students to attend school on time. For pupils who are regularly late, we aim to work with families to understand barriers. If your child is regularly late to school, they will be included in a Belonging workshop with their peers to support punctuality improvement. Where there is a significant pattern of lateness without justification there is the risk of a penalty notice or prosecution.

### **ACADEMY COUNCIL**

The Academy Council with the Principal have responsibility for the overall direction of the school. The Academy Council includes sponsors, staff and parent members.

The full Academy Council meet each term. The Chair of the Academy Council may be contacted through the school. From time to time, there are elections for parent members as vacancies arise.

### **ADDRESS**

The school address is Bristol Metropolitan Academy, Snowdon Road, Fishponds, Bristol, BS16 2HD

**Telephone:** 0117 3772071 **E-mail:** [info@bristolmet.net](mailto:info@bristolmet.net) **Website:** [www.bristolmet.net](http://www.bristolmet.net)

### **APPOINTMENTS**

If you have a query or would like to see a member of staff, please do not hesitate to contact us. To make an appointment please telephone or email the school in advance to arrange a mutually convenient appointment. Staff may not, due to their commitments, be able to see you without an appointment.

### **ASSESSMENT**

Students are assessed throughout the year to monitor their progress in relation to the National Curriculum and GCSE courses. Assessment may be in the form of end of unit tests, mock examinations or controlled tests. Students are actively involved in the assessment process and are encouraged to reflect on their own performance and to establish future targets.

<b>Term</b>	<b>Area</b>	<b>Assessment Period</b>
2	Y11 Mocks	October-November
3	KS3 - All Subjects Mark	December-January
3	Y10 Assessment - Core	January
4	Y11 Mocks	February-March
6	KS3 - All Subjects Mark	May-June
6	Y10 Mocks	June-July

### **BICYCLES**

Students who travel to school by bicycle may leave it in the bicycle shed. We are very conscious of the high cost of modern bicycles and recommend the use of secure locks such as a 'D' lock as an extra to the locked shed. All bicycles are left at school at the student's own risk.

### **BREAKFAST CLUB**

Breakfast club is open from 8.10-8.30am. All students can have a **free** breakfast at the Academy from 8.10am. The breakfast menu includes toast, beans on toast, fruit etc.

### **BULLYING**

The school is determined to vigorously challenge all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No student has the right to make other people feel insecure in the school. We have a firm anti-bullying policy, which is available on our website.

### CAR PARK

We do have a car park at the Academy but this is not to be used for drop off and collection of students at the beginning or end of the school day. Due to the narrow entrance to the Academy, multiple cars coming in and out is a safety concern for the students on foot and bicycle.

If you are invited into the Academy for a meeting or appointment then you can use the car park. Please only park within the marked parking bays and not on double yellow lines, designated reserved bays, disabled bays (without a blue badge) or minibus parking.

### CAREERS

Bristol Metropolitan Academy provides independent information, advice, guidance and support to all of our students. We work within school and further education establishments and training providers. We support students with all aspects of their transition through to their Post 16 choices and progression. Providing information, advice and guidance around the opportunities available and the decisions that need to be made around future choices in education, training and employment.

### CALENDAR – Term Dates 2024-2025

<b>Term 1</b>	
First day of term for students	Wednesday 4 <sup>th</sup> September 2024 (Y7 & Y11 only) Thursday 5 <sup>th</sup> September 2024 (All Students)
Last day of term for students	Wednesday 23 <sup>rd</sup> October 2024
INSET Dates	Monday 2 <sup>nd</sup> September 2024 Tuesday 3 <sup>rd</sup> September 2024 Thursday 24 <sup>th</sup> October 2024 Friday 25 <sup>th</sup> October 2024
<b>Term 2</b>	
First day of term for students	Monday 4 <sup>th</sup> November 2024
Last day of term for students	Friday 20 <sup>th</sup> December 2024
<b>Term 3</b>	
First day of term for students	Tuesday 7 <sup>th</sup> January 2025
Last day of term for students	Friday 14 <sup>th</sup> February 2025
INSET Dates	Monday 6 <sup>th</sup> January 2025
<b>Term 4</b>	
First day of term for students	Tuesday 25 <sup>th</sup> February 2025
Last day of term for students	Friday 4 <sup>th</sup> April 2025
INSET Dates	Monday 24 <sup>th</sup> February 2025
<b>Term 5</b>	
First day of term for students	Tuesday 22 <sup>nd</sup> April 2025
Last day of term for students	Friday 23 <sup>rd</sup> May 2025
Bank Holiday	Monday 21 <sup>st</sup> April 2025 Monday 5 <sup>th</sup> May 2025
<b>Term 6</b>	
First day of term for students	Monday 2 <sup>nd</sup> June 2025
Last day of term for students	Tuesday 22 <sup>nd</sup> July 2025
INSET Dates	Friday 4 <sup>th</sup> July 2025 Monday 7 <sup>th</sup> July 2025

## **CATERING**

Bristol Met's catering supplier uses a cashless system therefore, we are unable to accept cash. We use the provider ParentPay and money can be put on your child's card via the internet. Students are issued with their card during the first days in September. If a student loses their card, they must replace it.

Replacement cards can be ordered on ParentPay or at Student Reception and cost £2.00. For In-Year admissions, please can students be supplied with a packed lunch for the first few days whilst we wait for them to be on the system.

At break time, students can buy a snack, drink, fruit or sandwich. At lunch time students can select from a choice of hot food, paninis, baguettes, pasta pots and salads. Each day there is a vegetarian and/or halal option.

A main, hot, meal costs **£2.60** which also includes, either a pudding or a carton of water. Other items can be purchased and are priced individually, some of the items may include, but are not limited to baguettes, salad boxes, tray bakes, fruit pots, fruit juices. There is a maximum spend of £6.00 per day. Parents can view full account balances as well as items purchased via ParentPay.

Students registered for free school meals will have £2.60 to spend daily, if it is not spent, this does not carry over to the next day. Free school meals are ideally used for the students to have a healthy, hot meal at school every day. They can use the balance on snacks at break time, but it means they will not have enough to buy a hot meal within the free school meal allowance. However, parent/carers can add additional funds to the ParentPay account to allow for the children to buy snacks and a meal if they choose to.

## **COMPLAINTS**

If you have any worries or concerns, please do not hesitate to contact us via email at [info@bristolmet.net](mailto:info@bristolmet.net). Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service. We encourage initial engagement around any concerns directly with the staff involved. If you would like to make a complaint, please contact the Senior Operations Manager, Amy Marshall in the first instance via email at [Amy.Marshall@clf.uk](mailto:Amy.Marshall@clf.uk).

## **CURRICULUM**

Students in Year 7, 8 and 9 will study the following subjects: English, Mathematics, Science, Technology, Information Technology, German or Spanish, Geography, History, Physical Education, Art, Drama, Music, and PSHE across the curriculum.

In Years 10 and 11, all students continue to study English Language, English Literature, Mathematics, Science, Languages, PSHE and PE. In addition students study 3 "option" subjects from a variety on offer. Although this is subject to change each year it is always wide ranging. Options are chosen in the March of Year 9.

## **DAILY TIMETABLE**

In total, students have 30 timetabled lessons for 50 minutes per week excluding Tutor and assembly time. The Academy works a one-week timetable. Lessons are the same time each week.

<b>The Academy Day</b>	
<b>Breakfast Club</b>	<b>08.10 – 08.30</b>
<b>Start Bell</b>	<b>08.35</b>
<b>Tutor</b>	<b>08.40 – 09.00</b>
<b>Lesson 1</b>	<b>09.00 – 09.50</b>
<b>Lesson 2</b>	<b>09.50 – 10.40</b>
<b>Break</b>	<b>10.40 – 11.00</b>
<b>Lesson 3</b>	<b>11.00 – 11.50</b>
<b>Lesson 4</b>	<b>11.50 – 12.40</b>
<b>Lunch</b>	<b>12.40 – 13.20</b>
<b>Lesson 5</b>	<b>13.20 – 14.10</b>
<b>Lesson 6</b>	<b>14.10 – 15.00</b>
<b>End of Day</b>	<b>15.00</b>

Students not involved in supervised activities, as part of the extended day, are asked to leave school site by 3.30pm.

### **DUKE OF EDINBURGH AWARD SCHEME**

The scheme is open to all students over the age of 14 and gives an opportunity to progress to Bronze and Silver Certificate. The award is divided into four areas of experience: service, skill, physical recreation and expedition. The scheme is well established and is popular with students. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. Duke of Edinburgh's Awards are widely recognised by employers. For more information contact: [Hannah.Wallace@clf.uk](mailto:Hannah.Wallace@clf.uk).

### **ELECTRICAL DEVICES**

Mobile phones/IPODs/MP3's are not to be used in school. You are welcome to bring them into school but they must be switched off during the day and placed securely in a bag or locker. If seen being used, they will be confiscated and retained until collection by an appropriate adult. In emergencies mobile phones can be used in House Office/Reception to contact parents.

### **EQUIPMENT**

Please ensure that your child has the following equipment available to use in their lessons.

<b>Essential Basic equipment</b>
2 x Black or Blue pen ( <i>black preferred</i> )
HB Pencil
Pencil case
Purple pen
Ruler
Rubber
Compass
Protractor
Sharpener
Scientific Calculator (£10.50 on ParentPay)
An appropriately sized backpack to carry in all of the above and fit in books/folders.

You can now purchase an Essential equipment pack for £1. This will include a pencil case, 2 black pens, 1 purple pen, 1 pencil, a 15cm ruler and a rubber. A smaller equipment pack will be available throughout the year called a Geometry/ Replenishment pack for 30p which contains a pencil, 2 black pens and a purple pen. **All of these items are available on ParentPay.** All purchased packs will be delivered to your child during school hours.

If you are unable to provide any of the equipment below, please contact your child's tutor to discuss alternative arrangements.

### **EMERGENCY CLOSURE**

In the unlikely event of a sudden closure, because of weather or other emergency situations, we will endeavor to contact you by text or email with the information. Please also look at our website: [www.bristolmet.net](http://www.bristolmet.net)

### **EXAMINATIONS**

It is the policy of the school that as many students as possible should be given the opportunity to sit public examinations.

### **EXTRA CURRICULAR**

Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. Art, Music and Drama departments provide a large programme of musical, dramatic and artistic events and the Physical Education department runs a comprehensive list of sports fixtures and clubs. We encourage all students to take part in at least one of the activities on offer.

## **FREE SCHOOL MEALS**

If you are in receipt of any of the following benefits, you may qualify for Free School Meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-Related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

For every child and young person aged 4-16 who claims for Free School Meals, their school gains up to an extra £1,300 in Pupil Premium. If you claim for Free School Meals, your child will be able to get a hot meal and drink every day. **How do I apply?** - The easiest way to apply is online at [www.bristol.gov.uk/fsm](http://www.bristol.gov.uk/fsm) and enter your details. The process is quick, and proof of benefits is normally checked automatically. A guide to applying online is enclosed with this leaflet. If you do not have access to a computer, we can arrange for you to use a school computer - please ask at Reception.

### **How will the money be spent on my child?**

The Pupil Premium funding is designed to enable the Academy to improve the support available to all students. The money will be used to provide more staff to support students both in lessons, in the academic intervention unit (HUB) and outside of lessons, as well as to fund additional interventions and projects such as Aggression Replacement Therapy, enrichment groups and activities, gardening projects etc. More information can be found on our website here: [Pupil Premium & Catch Up Funding - Bristol Metropolitan Academy \(clf.uk\)](http://www.bristol.gov.uk/fsm).

## **FIRE ALARM**

In the unlikely event of a fire, the alarm system will sound- this is a continuous 2 tone sound. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in Tutor Groups in designated areas on the Astro Turf.

## **HOMEWORK**

The current KS3 homework policy is based around some well discussed principles of repetition, interleaving and the idea of deliberate practice. Students at Bristol Metropolitan Academy need to develop skills over time, and not just at GCSE, around time management, resilience, self-regulation and determination. Our policy looks to build on these independent study skills right from the start of Year 7. Knowledge is the key to unlocking potential and allowing students to apply the knowledge in each and every subject. We want every student to be successful and feel that homework plays a vital role in the process.

In Year 7–9, students follow a two-week timetable of homework. Each evening, students complete around 15 minutes for each subject on the timetable, which is given to the students at the beginning of each term and can be found on the school website. Students use their knowledge organiser booklet for the term, their orange homework books and their homework question booklet. As Parents/Carers, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. If a student has a genuine difficulty in completing their homework or in meeting a deadline, they should make sure that they speak to their tutor/teacher.


## **HOUSE TEAMS**

We operate a house system in the school. There are four houses which are made up of Tutor Groups and led by a Head of House. Your child will be allocated to either Communication, Discovery, Enterprise or Performance.


The Academy is committed to creating a community of support around the child, which includes Tutor, Head of House and Parent/Carer. We are therefore keen to ensure that we stay in touch with all parents/carers throughout the year, that you attend all parent evenings and that you feel comfortable contacting your tutor with any concerns or questions.













Each House is supported by an Assistant Head of House who will contact you in the event of an unreported absence, behaviour concerns and to set up appointments for Tutors or Heads of House. All Heads of House are safeguarding trained.



## LEARNING READY



- ✓ Arrive on time and be 'Learning Ready'
- ✓ Listen to and follow instructions promptly
- ✓ Work to the best of my ability
- ✓ Complete and present my work to a high standard
- ✓ Be polite and respect everyone's right to learn in a safe environment

	<p><b>Eye contact:</b> Active listening: Positive body language:</p>	<p>With the teacher Be ready to give constructive feedback and ask questions Sitting still; facing forward; no fidgeting; empty hands</p>	
	<p><b>Quiet voice:</b> Focussed talk: Equal participants: Be ready to stop:</p>	<p>Just loud enough Talking only about what you have been asked to discuss Respect one another's opinions and share the workload equally Awareness of possible 3-2-1</p>	
	<p><b>Quiet voice:</b> Focussed talk: Respectful listening: Equal participants: Sensible movement: Be ready to stop:</p>	<p>Talking only within your group Talking only about what you have been asked to discuss Listen to and respect others opinions; wait your turn to give your contribution Everyone is involved Around the room if required without distracting others Awareness of possible 3-2-1</p>	
	<p><b>Quiet focussed environment:</b> Working on your own: Perseverance: Hands up: Sensible movement:</p>	<p>Minimal interaction Reflects your own effort and ideas Use the resources provided For help from the teacher Around the room if required without distracting others</p>	
	<p><b>Work in complete silence:</b> Facing forward: Avoid distracting others: Hands up: Stay in your seat: Check your work:</p>	<p>No comments or conversation Eyes on your work By what you do or what you say If you need help Hands up to ask the teacher Is it the best you could do? Have you checked Spelling, Punctuation and Grammar?</p>	

### LEARNING READY

Students' behaviour must enable both themselves and others to fully participate in lessons and make progress. Good behaviour can be encouraged and promoted through effective teaching that has at its heart reflective, well planned lessons that encourage a positive classroom climate. There is a clear set of Learning Ready behaviour expectations that must be followed by all students in every lesson. Class teachers apply a consistent approach to classroom behaviour management which provides students with the opportunity to self-correct their conduct.

If a student does not meet behaviour expectations, they will be given a 'Verbal Warning', this will be displayed on the board. If a student does not meet behaviour expectations a second time they will be sent to the Independent Study Room (ISR).

For more information, please refer to our Behaviour/Learning Ready Policy on the website under Policies.

### LOCKERS

All students will have access to a key operated locker if they wish. Students will need to pay £5 to secure and get a key to their locker – If their keys are lost then £5 will be charged to replace the key. Once the locker key is returned, the £5 fee will be refunded.

### LOST PROPERTY

In the event of a student losing an item of property they should report to Student Reception. The best advice for a student who has lost something is to go back over their timetable, checking each room in turn. We request that all uniform is labelled.

### MEDICAL

First Aid for accidents is provided by a trained first aider. Children who feel unwell should report to their Head of House. If your child is too ill to stay at school, we will contact you in order that you may collect your child and take them home.

In cases where hospital treatment is required, **it is essential that we have a contact number where we can contact parent/carers in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.**

Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Physical education, chemistry and practical subjects can sometimes present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell. Students requiring medication should speak with their Head of House and a note provided from parents/carers explaining dosage.

## **MONEY**

All money for trips and other activities are to be paid for by Parent Pay.

## **PARENTS' EVENINGS**

In a school year, there are two parents' evening, one to have a talk with your child's tutor and one to meet their subject teachers.

We use an online booking system where you can book appointments with the teachers you wish to see. Subject Parents' Evenings start at 4.00pm and finish at 7.00pm.

## **PERSONAL DATA**

We hold information about your child both electronically and in hard copy. This includes contact details, national curriculum assessment results, attendance information, behaviour information and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We use this personal data to:

- Support their learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our service

It is vital that the data we hold is kept up-to-date. If anything changes, including your contact details or their medical information during the school year, please contact [info@bristolmet.net](mailto:info@bristolmet.net) with the new information. If you wish, to know more about how we use and share data please view the Privacy Notice and the Data Protection Policy on our website.

## **PHYSICAL EDUCATION**

If your child has an illness or injury and they are well enough to be in school, then they are assumed to be well enough to participate in any PE lesson they have on that day.

The student should bring a note to their PE teacher explaining their poor health and **must bring in their PE kit**. There may be limitations to what your child can achieve in that lesson and what role they may adopt but it is down to the professional skills of their PE teacher to give them differentiated tasks to guarantee a form of participation and maintain their progress. There are many facets to modern physical education and there are endless activities your child can perform with various ailments.

## **PRODUCTIONS**

School productions take place several times during the year. All students are encouraged to participate either on or off the stage. Auditions take place for each event and all students are welcome to attend.

## **PUNCTUALITY**

It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at Main Reception. The morning session starts at 8.35am. All students should be in the building by 8.30am.

## **RECEPTION**

Main reception is open from 7.30am-4pm Monday to Friday.

## **REPORTS**

You will be provided with a report outlining your child's progress 3 times per year. If you have any concerns at any time, please do contact your child's tutor in the first instance.

## **ROAD SAFETY**

Students travelling to school either on foot or by public transport at some point in their journey cross roads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter evenings.

## **SAFEGUARDING**

Please refer to the Safeguarding Information Booklet for Students & Families and/or the safeguarding page on our website: [Safeguarding Information - Bristol Metropolitan Academy \(clf.uk\)](#). In the first instance, if you have any concerns, please email [info@bristolmet.net](mailto:info@bristolmet.net) and a member of the safeguarding team will be in touch.

## **SMOKING**

Bristol Metropolitan Academy has a 'No Smoking Policy' for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities. This also includes the use and possession of vapes and electronic cigarettes.

## **SCHOOL UNIFORM**

Monkhouse stock the full range of Bristol Metropolitan Academy uniform and PE kit.

Parents and carers can purchase uniform and PE garments by either visiting their shop, by telephone or via their website. For convenience, if you order online or by telephone, delivery is direct to your home or you can collect from the shop. Prices online are the same as the retail prices and inclusive of VAT; all major credit and debit cards are accepted. Free delivery is available to the school.

Address: Monkhouse, 140 East Street, Bedminster, Bristol, BS3 4EW - Website: [www.monkhouse.com](http://www.monkhouse.com)

To view our full uniform list, please visit our website: <https://bristolmetropolitanacademy.clf.uk/our-academy/uniform/>

Head coverings for religious or cultural reasons must be black or navy in colour if worn. We are proud to subscribe to the "Halo Code" recognising and protecting cultural headdress and hair style.

Ties are also available for purchase direct from the Academy.

Please click here to view our second hand uniform website- [Old School Uniform | Secondhand school uniform. Register Free](#). You can select our Academy and browse the stock available. You will find shirts, P.E kit and trousers live on the website to reserve. Once you have reserved item(s), we will arrange a time that is suitable for you to come into the Academy to view and pay for the uniform. You'll notice jumpers and blazers are not available to buy due to the changes to our uniform policy from next year.



# Main School Uniform Items

Academy Blazer (optional until September 2025 when it will be phased out). You **MUST** wear either a blazer or a jumper.



**Blazer** - Embroidered with academy logo on pocket. 100% woven polyester, Teflon-coated blazer. Machine washable.

Academy V-neck Jumper (optional- will become compulsory from September 2025). You **MUST** wear either a blazer or a jumper.



**Jumper**- Embroidered with academy logo on chest. 50% cotton and 50% Acrylic. Machine washable.

Shirts and Blouses



**Shirt** - White School Blouse or White School shirt must be able to be buttoned up to the collar. Long or short sleeved allowed.



Black pleated skirt, side zip and button fastening (Can be bought from any outlet as long as they conform to our uniform standards).  
**Skirts must be worn to the knee, no shorter.**  
For religious/cultural reasons, students are permitted to wear full length skirts to the ankle.

School Tie



Black straight leg or standard fit trousers (Can be bought from any outlet as long as they conform to our uniform standards).



**Socks/Tights:** Plain black, grey or dark blue socks or plain black/natural tights. Sock height must be anywhere above the ankle but below the knee.

**Shoes:** Black. Students must wear shoes (not trainers, flaps or boots)



Charcoal/Black Banner Bermuda Shorts. Belt loops, long leg style. Can be worn all year round. (Can be bought from any outlet as long as they conform to our uniform standards).

**Plain Black Polishable Shoes** to be worn with uniform - No trainers, sandals, canvas, open backs, boots, high heels or platforms. For PE students must have trainers with non- marking soles.

**Please note** we do not allow denim, black jeans, canvas, corduroy, linen or similar materials. Any belt worn needs to be black.

Students must wear their jumper or blazer at all times. The Principal will make the decision to allow students to remove their jumper/blazer during warm weather; this will be communicated via the tannoy and will be decided on a day by day basis. Students are permitted to remove jumpers/blazers whilst learning in a classroom. Sweatshirts and hooded tops are not permitted. Students found wearing these will have them confiscated until the end of the day.

The Academy tie must be worn at all times. A member of staff may advise them to remove the tie for a particular task but it must be put back on at the end of that task.

Students are permitted to wear studs in each earlobe and a single small stud in the nose. For health and safety reasons and to promote the general business like values of the Academy, no other jewellery is permitted. This includes rings, neck chains and facial piercings such as eyebrow or tongue rings/bars.

Minimal natural makeup is permitted to be worn on a day to day basis. Nails need to be a safe and appropriate length. This is for health & safety reasons.

### **TUTOR GROUPS**

On entry to the school, each student is placed in a Tutor Group. The Tutor meets the group every morning and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work, and provide guidance if there are any problems.

If you have any concerns regarding your child, please contact their tutor in the first instance. You can contact them by leaving a message with reception or sending an email to [info@bristolmet.net](mailto:info@bristolmet.net) with the tutor's name as the subject.

All tutors or the Assistant Head of House will endeavour to contact you within 3 working days of receiving your message.

### **VALUABLES**

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended.

### **VANDALISM**

The school has very few problems of vandalism or graffiti by students. Where damage is done to the school buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way, we hope to encourage responsible behaviour.

### **VISITS**

The school provides excellent opportunities for students to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork and sporting events. There are also residential trips with opportunities to go abroad.

### **WATER**

We encourage students to drink water during the day. The school provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear water bottle into school and can drink water from this at any time providing that it does not disrupt a lesson or compromise health and safety.



## **A GUIDE TO WHO'S WHO IN SCHOOL**

### **Senior Leadership Team**

<b>Principal</b>	Mr. Cameron Shaw
<b>Vice Principal</b>	Mr. Kris Bridgeman
<b>Assistant Principals</b>	Ms. Natasha Williams Mr. Mark Allen Mrs. Ceri O'Sullivan
<b>Associate Assistant Principals</b>	Mr. John Price Mrs. Jo Fisher Mrs. Emma Ball Mr. Andrew Price Mrs. Natasha Martin Mrs. Nicola Phelps (SENDCO) Mr. Chris Heesom Mr. Luke Jennings
<b>Senior Operations Manager</b>	Mrs. Amy Cryer

### **ACADEMY COUNCIL**

<b>Chair of Academy Council</b>	Mrs. Laura Walder
<b>Vice Chair</b>	Mr. John Hallett
<b>Staff Academy Council Members</b>	Vacancy Mr. Dave Vince
<b>Academy Councilors</b>	Miss. Aysha Muzaffar Miss. Daisy Mason Dr. Jo Duffy Ms. Minna Koo
<b>Clerk to the Academy Council</b>	Mrs. Sue Burns

### **HOUSE TEAMS**

<b>Head of House - Communications</b>	Mrs. Mandy Wilshire
Assistant Head of House - Communications	Mrs. Patricia Hodge
<b>Head of House – Enterprise</b>	Mr. Lee Hoggett
Assistant Head of House - Enterprise	Ms. Alison Coyle
<b>Head of House – Discovery</b>	Mrs. Donna Whitcliffe
Assistant Head of House – Discovery	Mrs. Monica Bascombe
<b>Head of House - Performance</b>	Miss. Marianne Jacquell
Assistant Head of House - Performance	Miss. Nisa Ahmed

## ENGLISH AND MEDIA

<b>Programme Leader</b>	Mr. Julian Widdicombe
<b>Deputy Programme Leader</b>	Mr. George Simpson
<b>Deputy Programme Leader</b>	Miss. Prettiraj Kaur
<b>Leader of Literacy</b>	Mr. William Andrews
Teacher	Mr. Mark Swallow
Teacher - SENDCo	Mrs. Nicola Phelps
Teacher/Assistant Principal	Ms. Natasha Williams
Teacher	Ms. Emma Dalton
Teacher	Miss. Eloise Sheehan
Teacher	Miss. Samantha Prescott
Teacher	Mrs. Meghan McKay
Teacher/Associate Assistant Principal	Mr. Luke Jennings
Librarian	Mrs. Paula Goldswain

## MATHS

<b>Programme Leader</b>	Miss. Vicki Clee
<b>Deputy Programme Leader</b>	Miss. Ella Forsyth
<b>Deputy Programme Leader</b>	Miss. Dee Smith
Teacher	Miss. Shabina Iqbal
Teacher	Mr. Trevor Simpson
Teacher	Dr. Sam Durston
Teacher	Ms. Kwestan Kadir
Teacher	Mr. Chris Weaving
Teacher	Mr. Ray Douglas

## SCIENCE

<b>Programme Leader (3 days)</b>	Mrs. Toni Court
<b>Leader and Deputy Programme Leader (2 days)</b>	Miss. Gwynn Mayers
<b>Deputy Programme Leader</b>	Ms. Emiliya Antonova
<b>Deputy Programme Leader</b>	Mr. Steve Cooper
Teacher	Miss. Charnelle Lattibeaudiere
Teacher	Mrs. Janet Allen
Teacher	Ms. Gwinear Lloyd
Teacher	Miss. Aylin Ozkan
Teacher	Mr. Nathaniel Newman-Beckett
Teacher	Mr. Robert Haigh
Teacher/Assistant Principal	Mr. Mark Allen
Technicians	Mr Ivaylo Koprinkov

## PHYSICAL EDUCATION

<b>Programme Leader</b>	Mr. Tom Hooper
<b>Deputy Programme Leader</b>	Mr. Gareth Williams
Teacher	Miss. Hannah Wallace
Teacher	Mrs. Charlotte Hankins
Teacher	Miss. Emily Pine-Smith
Teacher/Associate Assistant Principal	Mr. Chris Heesom

## HUMANITIES

### **Programme Leader History**

Mrs. Beth Marshall (Bethan Jones- Mat Leave)

### **Programme Leader Geography -Job Share** **Programme Leader Geography – Job Share** **Programme Leader of RS**

Miss. Phoebe Smart (Maternity Leave)  
Mr. Sam Thomas  
Mr. Enda McNiffe

Teacher of Geography / Associate Assistant Principal  
Teacher - Geography / Associate Assistant Principal  
Teacher - RS / Associate Assistant Principal  
Teacher – Geography / Associate Assistant Principal  
Teacher of Humanities  
Teacher of History

Mr. Andrew Price  
Mrs. Emma Ball  
Mr. John Price  
Mrs. Jo Fisher  
Mr. Louis Price  
Mr Jaime Matas

## COMPUTING, BUSINESS AND DESIGN TECHNOLOGY

### **Programme Leader Computing/Business** **Programme Leader DT** **Deputy Programme Leader of DT**

Mr. Frank Ward  
Miss. Pippa Evans  
Mr. David Vince

Teacher – IT & Computing  
Teacher – DT/Vice Principal  
Teacher – DT/Assistant Principal  
Teacher – DT  
Teacher – DT/Associate Assistant Principal  
Teacher of DT  
Technicians

Ms. Rosemary Thomas  
Mr. Kristin Bridgeman  
Mrs. Ceri O’Sullivan  
Miss. Lindsey Kerslake  
Mrs. Natasha Martin  
Miss. Rosemary Steer  
Ms. Lisa Flower  
Mrs. Charlotte Collins

## THE ARTS

### **Programme Leader Drama and Performance** **Programme Leader of Art** **Programme Leader of Music**

Mrs. Michelle Vince  
Mrs. Sarah Durand  
Mr. Kama Miller

Teacher – Drama/ Transition Lead  
Teacher – Art  
Teacher- Art  
Teacher – Music  
Technician

Miss. Lucie Morrish  
Miss. Nicky Knill-Jones  
Mrs. Claudia Kershaw-Rae  
Mrs. Sairee McGrath  
Miss. Emma Beavis

## LANGUAGES

### **Programme Leader** **Programme Leader of German**

Miss. Yasemin Eroglu  
Mrs. Natasha Wilson

Teacher  
Teacher/ Assistant SENCo  
Teacher  
Teacher

Miss. Luna Garcia  
Miss. Sarah Carden- Farley (Maternity Leave)  
TBC  
Miss. Maialen Zilbeti

Foreign Language Assistant

TBC



## PSHE

### Programme Leader

Miss. Josephine Waithe

## PROFESSIONAL SERVICES TEAM

Executive Assistant	Mrs. Jennie Britton
Receptionist	Mrs. Kate Lapham
Receptionist	Mrs. Claire Stone
Receptionist/Attendance Administrator	Miss. Nikeshia McBeam
Exams Officer	Ms. Mandie Armstrong
Senior Administrator (Communication)	Mrs. Sue Harvey
Administrator (Admissions/Facilities)	Mrs. Maxeena Grice
Attendance Officer	Miss. Jody Alloway
Administrator (Inclusion/Safeguarding/SEND)	Mrs. Claire Smith
Finance Administrator	Mrs. Rachel Fairfield
Data Manager	Miss. Ashleigh Brookbank
Cover Co-Ordinator/Senior Administrator	Mrs. Neesha Howell
	Mr. Ahmed El Mosalmawi

## STUDENT SUPPORT AND INCLUSION

<b>Student Support Team Leader</b>	Miss Kerri Youhill
Learning Ready Supervisor	Mrs. Bibian Dowe
Learning Mentor Supervisor	Mr. Marshall McDicken
Learning Mentor	Mr. Richard Dixon
Learning Mentor	Mr. Andrew Young
Learning Mentor	Mrs. Jo Howell
<b>Careers Advisor</b>	Miss. Amy Oatway
Assistant Careers Advisor	Mr. Bill Hayes
Leader of Learning Support	Miss. Aysha Muzaffar
Learning Support Assistant	Miss. Tsz Chow
Learning Support Assistant	Miss. Georgia Windsor
Learning Support Assistant	Ms. Sui Lin Tan
Learning Support Assistant	Mrs. Rebecca Claridge
Learning Support Assistant	Mrs. Debra Price
Learning Support Assistant	Ms. Kelly Miles
Learning Support Assistant	Mrs. Adeeba Mehmood
Higher Level Learning Support Assistant	Miss. Layla Smyth
Higher Level Learning Support Assistant	Miss. Mary Smith
Higher Level Learning Support Assistant	Mx. Steff Graham

## THE HUB

Teacher of Maths	Mr. Andrew Hallam
Teacher of Maths	Mrs. Rachel Veeranna
Teacher of English and EAL	Mrs. Ishrat Ahmed
Teacher of English and EAL	Mr. Tashon Wallace- Hall

## IT TEAM

Network Manager	Mr. Michael Britton
Apprentice Network Assistant	Mr. Hayden Jones

## LEARNING/COVER TEAM

Cover Supervisor	Ms. Catherine Manolopoulos
Cover Supervisor	Mrs. Josette Kamara
Cover Supervisor	Miss. Amna Omar

## SAFEGUARDING TEAM

Strategic Safeguarding Lead (Vice Principal)	Mr. Kris Bridgeman
Designated Safeguarding Lead	Mrs. Sarah Mapstone
Designated Deputy Safeguarding Lead	Miss. Danica Glover
School Counsellor	Miss. Kamaria Bowen-Barnes <small>(Mat Leave- Jessica Parsons)</small>

**All staff have their own individual email address at school. To contact any member of staff by email use their forename and surname followed by @clf.uk i.e forename.surname@clf.uk**

**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE**

**FOR FUTURE REFERENCE**

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The information contained in this booklet was correct at the time of publication but may be subject to change at any time.