

Daily Commute

Please note that the total daily commute time for our learners, covering morning and afternoon journeys, averages 1 hour and 24 minutes. This significant commitment reflects the dedication of our learners and their families. When accepting a place, consider this aspect as an integral part of your son's/daughter's daily routine. We encourage discussing this with your son/daughter to ensure they are ready for and view the commute positively.

Financial Commitments*

Accepting a place at The JCB Academy is not just a commitment to your son's/daughter's academic and personal growth; it also involves financial responsibilities.

- **Laptop Requirement:** A personal laptop with an estimated cost of £680 (two/three year payment plans are available) is required for each learner. This is a mandatory purchase and is essential for accessing digital learning resources.
- **Transport Costs:** Unless your family is exempt from travel due to close proximity, parents/carers are responsible for the estimated £750 (the transport cost is subsidised by the academy) annual payment associated with our transport service.
- **Y9 Harper Adams Residential:** An estimated cost of £250.
- **Uniform:** An estimated cost of £200 (subject to items purchased).

Estimated total

- **Year 9** estimated total £1,800.
- **Year 10** estimated total £1,550.

** financial assistance may be available to support the cost of the laptop. some level of financial assistance will be awarded where the total household income (including benefits) is below £27,500.*

Our Expectations

As you consider enrolling your son/daughter at The JCB Academy, understanding our ethos and expectations is crucial. Selecting the right educational environment is especially important for learners who have faced behavioural challenges in the past. Our supportive staff and structured environment are key to the success of our learners. This, however, requires a strong commitment from both the learner and their family.

Behaviour Expectations

We maintain high standards for behaviour and expect all learners to adhere to these principles:

- **Respect and Politeness:** Respectful and polite behaviour is mandatory. All learners are expected to adhere to our [Behaviour Management Policy](#).
- **Punctuality and Preparation:** Being punctual and prepared for school and lessons is crucial for a productive learning experience.

- **Strict Uniform Policy:** Our [Uniform Policy](#) is strict. Learners are expected to wear their uniform correctly and respectfully at all times. Any deviations from the Uniform Policy will be immediately addressed upon entering the academy.
- **Mobile Phone Policy:** The use of mobile phones is strictly prohibited. If a learner is found using a mobile phone, it will be confiscated and returned as per the academy's policy.

Home Academy Agreement

The Parents/Carers – I/We shall ensure that:

- The learner will attend The JCB Academy regularly, punctually and properly equipped with the required stationery and relevant equipment.
- I/we will inform The JCB Academy on the first day of any absence.
- I/we will make The JCB Academy aware of any concerns or problems that might affect the learner's work or behaviour.
- I /we will support The JCB Academy's policies and guidelines for behaviour (please read our [Behaviour Management Policy](#)).
- I/we will attend parents' evenings and discussions about the learner's progress.
- I will ensure that my son/daughter complies with the uniform policy (please read our [Uniform Policy](#))

The Learner – I will:

- Carry out all set tasks to the best of my ability, striving at all times to fulfil my full potential.
- Participate fully in all the activities at The JCB Academy.
- Attend The JCB Academy regularly and be punctual to all my lessons.
- Be properly equipped with the required stationery and relevant equipment I need every day.
- Wear The JCB Academy uniform with pride and be tidy in appearance.
- Be polite, respectful and helpful to staff and to learners.
- Take responsibility for The JCB Academy environment, ensuring it is a pleasant place for all to study and work.
- Recognise and accept my role with any issues and work together with staff to avoid them repeating.

The JCB Academy will ensure that:

- We care for the learner's safety and happiness.
- The learner achieves their full potential as a valued member of The JCB Academy community.
- We achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- We will keep you informed about general academy matters and the above learner's progress in particular.
- We are open and welcoming at all times.

Admissions Offer Information – Induction

All learners will be invited to attend two induction days, designed to help familiarise themselves with their peers and the academy environment. Participation on both days is essential.

This year's induction days are scheduled for:

- **Saturday, 16 March 2024**
- **Saturday, 22 June 2024**

Expectations for Induction Days

The JCB Academy maintains rigorous standards for uniform and conduct. We are committed to fostering employability skills in our learners and first impressions are among our priorities. As such, on induction days it is expected that learners will dress in a manner that reflects these high standards. Therefore, learners are expected to dress appropriately in either:

- **Their current school uniform** (no trainers or hoodies), **or**
- **Smart business attire, which includes trousers/skirt, a shirt/blouse, and smart shoes.**

Please note that trainers, jeans, combats, t-shirts, and sweatshirt/hoodies are not acceptable and skirts must be of an appropriate length.

Parents/Carers – It is important to note that all learners are expected to adhere to this dress code, ensuring a uniform standard across the board. This policy is designed so that no learner feels awkward or out of place. We aim to create an environment where everyone can feel comfortable and focused. We request that parents/carers remain on the premises until 09:30 in case any learners do not meet our expectations. Parents/carers will be notified if our expectations are not met.

Year 9 Induction – Harper Adams University

As part of their induction programme, Y9 learners have the opportunity to go to Harper Adams University in Shropshire for a residential trip where they take part in a range of educational and leisure-based activities. The educational lessons involve PSHE (Personal, Social, Health and Economic), English, mathematics, science and engineering. The engineering lessons, which are taught alongside Harper Adams lecturers, include vehicle configuration, traction and power, steering and suspension and chassis design.

The trip provides learners with an ideal opportunity to get to know each other and staff, as well as providing a fantastic launch for their first module which includes learners designing a remote-control off-road vehicle.

The full details of the induction period are yet to be confirmed and further information will be provided in due course.

Year 10 Induction – Team Building

As part of their induction programme, Y10 learners have the opportunity to participate in a range of team building activities both in and outdoors.

The induction period is designed to provide learners with an opportunity to get to know each other and the staff.

The full details of the induction period are yet to be confirmed and further information will be provided in due course.

Admissions Offer Information – Uniform/kit

The JCB Academy uniform is supplied by Clive Mark and can be purchased at a reduced rate at our uniform purchasing events which are running between 9th and 11th July.

Compulsory branded items available from Clive Mark

- Suit jacket
- Trousers or skirt
- Tie (we suggest you buy two)
- PE shorts
- PE t-shirt (This can be used for all activities including rugby. However, you may consider purchasing a rugby shirt for durability, see 'optional' items below.)
- PE sports socks

Compulsory items available from other stockists

- White shirt with collar (long or short sleeved)
- Black shoes which need to be robust (e.g. no ballet-style shoes)
- Blue or black socks
- Football/rugby boots (studs) – applies to boys and girls
- Gum shield (rugby/hockey) – applies to boys and girls
- Shin pads (football/hockey) – applies to boys and girls
- Trainers (indoor/multi use surfaces) – applies to boys and girls

Optional JCB Academy branded items available from Clive Mark

- V neck, navy sweatshirt
- PE sports 1/4 zip performance top
- PE tracksuit bottoms
- PE rugby shirt – applies to boys only

Uniform Policy

Please read our [2024 Uniform Policy by clicking here](#) (this will open a new browser window)

Uniform Evening Special Offer

When you attend the uniform evening, a 10% discount will be applied at the point of sale. This offer will only apply during this event, thereafter uniform items will have to be bought separately

directly from Clive Mark at the prices stated on the uniform price list (you will be notified of the uniform evening date in due course).

Personal Protective Equipment

The academy will supply aprons and protective work boots; these will only be required in some of the specialist workshops. Learners are able to purchase their own protective work boots should they choose to do so, however, this is not compulsory.

Equipment

Learners require the following equipment each day:

- Stationery (black pens, pencils, ruler and eraser)
- Scientific calculator

Admissions Offer Information – Laptop

All learners use a laptop in their general day to day studies and are required to purchase an academy laptop from our chosen IT hardware supplier.

How and when to order your laptop

You will receive information shortly by email with details of costs, payments, direct debits, etc.

What's involved?

Learners are provided with a computing device that is connected to The JCB Academy network for the entire time they are a learner at The JCB Academy, enabling more creative use of technology to enrich learning and develop skills.

The benefits:

- Access to The JCB Academy's choice of device.
- Available for use at home and in the classroom.
- Covered by warranty and insurance for three years subject to excess.
- Payment up front or can be spread over 24 months.
- No personal credit checks.

What do you get?

- Bulk education-based pricing.
- All necessary software for a learner's education. This is provided with fully supported Wi-Fi access, secure filtered internet access and technical support while on The JCB Academy's premises.
- Comprehensive warranty package.
- Comprehensive accidental damage and full theft insurance.
- Single point of contact for the claims process.

How can I pay for the laptop?

The laptop can be purchased by paying in monthly instalments over 24 months.

Who owns the device?

The finance company owns the device until all payments have been made; at this point the device will be owned by the learner/parent/carer

What can learners do with the device?

Learners can take the device home during the evenings, weekends and school holidays. There will be times when the devices are collected in by The JCB Academy's IT team for required updates. Learners can also connect to the internet at home.

Security and tampering

Should learners attempt to circumvent The JCB Academy's security measures and firewalls through the use of VPNs or similar methods, their laptop will be confiscated and subjected to a reset

Insurance and warranty

Warranty issues with the device will be dealt with initially by The JCB Academy's IT Technicians and then via Hardware Support Technicians. Insurance claims (accidental damage) can be reported through the insurance supplier's portal. You will receive an initial logon for your portal within a couple of weeks of receiving the device. Insurance claims will be subject to a parent/carer excess charge.

Can I bring in my own device that I have already purchased?

No, the device must be purchased from our supplier as it is approved and compatible with all The JCB Academy's systems.

Can we install our own software?

No, as the device will be connected to The JCB Academy's IT network this is not possible. However, once a learner leaves The JCB Academy the device will be returned to its original state and the learner will be able to install their own software.

What happens if I miss a payment or can no longer afford the device?

The device will have to be returned; the device is not owned until the final payment is made.

What happens if I cannot afford to join the scheme?

Financial assistance may be available to support the cost of the device. This is means tested and applications should be submitted directly to The JCB Academy. For information, some level of financial assistance will be awarded where the total household income (including benefits) is below £27,500. Please contact the Finance Team, by email to finance@jcbacademy.com or visit the academy website for further information: <https://jcb-academy.com/financial-support-parents-academy/>

You will still need to complete the setup and payment on the portal. Once your application is approved, the Finance Team will arrange for any reimbursement that is due.

Please note

It is important to remember that whilst The JCB Academy is registering and enabling the scheme to purchase a laptop, ultimate responsibility for the device lies with parents/carers and learners. The JCB Academy has limited resources and therefore if damage occurs cannot guarantee to provide a direct replacement or issue a 'spare' device for home use.

Admissions Offer Information – Finance

Payments

All payments apart from Transport should be made via ParentPay. Further information and details regarding ParentPay, including log-in details, will be communicated before the end of June.

To spread the cost of the transport and aid family finances, the transport will be payable by direct debit in ten instalments each year commencing in May 2024. A form to collect direct debit details will follow shortly by email. If you would prefer to pay in full at the onset, this will be possible.

Free School Meals

Your son/daughter may be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're 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 – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent/carer, can also get free school meals.

More information regarding criteria required for free school meal eligibility can be found at <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Q001.aspx>

If you think you may be entitled to free school meals for your son/daughter, or they currently receive free school meals in a county other than Staffordshire, you will need to apply directly to Staffordshire County Council (regardless of where you live) to receive free school meals at The JCB Academy. You can apply online at <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx> or contact them on 0300 111 8007.

For any queries regarding free school meal claims please contact 0300 111 8007 or email freeschoolmeals@staffordshire.gov.uk (Their offices remain open during school holidays).

It's really important that you make this application for free school meals as, if successful, you will also be eligible to apply for financial assistance from The JCB Academy which helps with the costs of academy transport, laptop and compulsory external trips.

Financial Assistance

Financial assistance may be available to support the cost of transport up to a maximum sum of £500. You may be eligible for financial assistance where the total household income (including benefits) is below £27,500; this threshold is reviewed annually. The financial assistance is means tested and applications are submitted directly to The JCB Academy.

Financial assistance applications for the coming academic year, 2024-2025, will be accepted from 1 April 2024, at which point the updated application form will be available to download from our website. Before the start of each academic year you must reapply for financial assistance and notify us of any changes in financial circumstances during the academic year. For further information on the financial assistance, please visit <https://jcbacademy.com/financial-support-parents-academy/>. The cut-off date for Financial Assistance applications is 31 August 2024. Applications after this date will not be processed.

Admissions Offer Information – Transport

Bus times and routes are reviewed annually and are subject to change. It is academy policy to operate buses from main towns and cities within the catchment area, stopping at a small number of points along the route to accommodate learners from a wide area. As a regional academy with a large catchment area we are unable to pick up at every village or suburb within the region.

Transport operation

- Transportation is facilitated by private transport companies that strive to adhere to scheduled timings. Nonetheless, there may be occasions when delays are unavoidable. Should you encounter any significant delays or issues, we request that you directly contact the relevant company to your service.
- Sanctions are applied where learners do not comply with the transport code of conduct.

Routes

- The earliest pick up on some routes is at approximately 6:45 am.
- Buses travel along main roads and make a small number of stops in main towns and villages.

Transport costs

- The transport cost is subsidised by the academy; the current total cost is £800,000 per annum and the Trustees subsidise £225,000 per annum towards the cost, making the cost to families approximately £750.00
- It is a planning requirement (established at the formation of The JCB Academy) that all our learners travel to and from the academy by bus.
- Unless a learner lives within walking distance, a charge for academy transport will be incurred (subsidised by the academy).

Payments can be made in full, or in 10 equal instalments of £75. Payments will need to be made by Direct Debit.

Please note that if you cancel your standing order before making the final payment to the academy, or you fail to pay the single payment when due, we will contact you to inform you that payment has not been made. You then have 14 days to make this payment. If, after a further 14

days, you have still failed to make payment to the academy, the remaining full annual amount payable by you for the transport will be due immediately i.e. £750.00 less any payments you have already made.

Please note that the cost of the transport is non-refundable.

Admissions Offer Information – Learner Support

The JCB Academy prides itself on the level of pastoral care and specialist support provided to its learners in all year groups. This information provides a summary of our provision, covering the aspects most relevant to parents/carers at the time of transition.

Pastoral Care

Every learner who comes to the academy is allocated a Mentor; the Mentor is the first point of contact for parents/carers throughout their son's/daughter's time at the academy. Mentors monitor each learner's academic progress and provide pastoral support under the guidance of their Head of Year and Assistant Head of Year. The frequency of contact between a learner and their Mentor is based on an assessment of the learner's individual needs.

We recognise the wide range of challenges facing young people today and work hard to support learners whose emotional wellbeing and ability to reach their full potential is adversely affected by other issues in their lives. We provide support and guidance for learners who are dealing with issues such as friendship problems, bullying, problems at home or concerns regarding their self-esteem and a range of other issues through bespoke interventions and where necessary, individual support plans.

In addition, we recognise that transition to a new school can be difficult for some learners and work hard to ensure that all learners settle well, feel supported and are confident in asking for help if they need it. We encourage parents/carers to contact us regarding issues outside of the academy that may affect learners whilst they are here, to ensure they receive the correct level of support at the right time.

Special Educational Needs and Disability (SEND)

We provide a balanced curriculum tailored to meet the individual requirements of learners with special educational needs and disabilities, providing opportunities for all learners to reach their full potential.

A learner's needs will initially be identified using information provided to us by their previous school and from parents/carers. Further to this, we assess learners by screening them ourselves if appropriate. On-going monitoring by teaching and support staff, as well as liaison with parents/carers, enables us to respond to any concerns efficiently.

Attendance Monitoring and Support

Ensuring regular attendance is every parent's/carer's legal responsibility and permitting absence from school without a valid reason is an offence in law which can result in prosecution. Learners who miss school will miss vital learning which could impact on the completion of coursework and their performance in examinations; furthermore, a learner's attendance record forms a significant aspect of their reference for employment and further education opportunities. We are therefore

keen to ensure that all learners achieve full attendance and always aim to work in partnership with families to overcome any barriers to attendance.

Please [download our Attendance Information Sheet](#) for further information, or [click here to read our Attendance Policy](#)

If you would like to speak to someone about your son's/daughter's support needs or to share information with us that will help us to support them with transition, please contact us on 01889 506100 or by email:

- Miss. Z Clark – **Assistant SENDCO – Special Education and/or Health Needs**
– z.clark@jcbacademy.com

Admissions Interviews

Our admissions process is designed to ensure that each learner is well-suited to our high standards and community ethos. A pivotal part of this process is a one-on-one interview with a member of our senior leadership team. This crucial step allows us to discuss our expectations in detail. It's important for learners to understand that we maintain a rigorous environment focused on respect, responsibility, and personal development. If there have been any misconceptions regarding our expectations, this interview provides a clear opportunity to address them directly. We encourage learners to consider this meeting as a moment to reflect on whether The JCB Academy aligns with their personal values and commitment to excellence.