



**Cheslyn Hay Academy**

**Parent Handbook 2020/21**

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# 1. General Information

## School Day

The school day begins at 8.40 a.m. and ends at 3.00 p.m. **Students need to be on-site by 8.35 a.m. at the latest to be in their tutor rooms by 8.40 a.m.** There is a morning break as well as lunchtime. For reasons of safety all students, whether walking to school or travelling on public or private transport, should come straight onto the school campus via the main entrance on Saredon Road and they must stay on site throughout the day unless they have received written permission from the school to leave the site.

## Progress Journal

The Progress Journal is one of the most useful items of a student's equipment. It is the single most important link between home and school. It contains key information and space for details such as organising remote learning tasks (although students aren't expected to record remote learning in their Journal as they access it through Google Classroom), rewards and detentions, permission to be off site, announcements, special arrangements and so on. Please check the Journal each weekend to ensure your child uses it wisely and keeps it in excellent condition. It also has resources used in lessons such as mini-whiteboards and flash cards. The students have been told that the Journal remains the property of the school and must not be used for graffiti or for doodling. Please urge your child to take care of the Journal and to use it wisely. Students are expected to bring their Progress Journal to school every day and have access to it in every lesson as required by teachers.

## Books and Equipment

All students are issued with a number of books that they are allowed to take home. These become their responsibility and must be brought into school when required. **Although specialist equipment is provided, students need to have their own basic tools for the job such as pens (blue, black and green), pencils, glue stick and ruler. They will also need a scientific calculator, a protractor and a pair of compasses.** Carrying a small dictionary is also strongly advisable. Some type of sturdy bag is necessary to keep a student's belongings together and protect them from damage.

## Knowledge Organisers

Key Stage Three students will receive a knowledge organiser. This document will outline key knowledge for all of their subjects and can be used as a revision tool in preparation for assessments. Students are expected to bring this to school each day and to keep it in a good condition.

## **Key Stages**

In KS3, students are placed in mixed ability tutor groups denoted by the code used to identify a teacher on the timetable, except in English and Mathematics where they are set by ability. As the students move up the school, they are increasingly set according to ability. The sets are reviewed at regular assessment points during the year and students are moved as appropriate.

### **Key Stage 3 Programme**

In their first three years our students study art, design & technology, English & drama, geography, history, computer science, mathematics, music, modern foreign languages, physical education, religious education and science. They also follow programmes in personal, social and health education (PSHE) citizenship and economic well being, which includes careers.

### **Key Stage 4 Programme**

In Years 10 and 11 all students are prepared for an appropriate number of public examinations. The core subjects include English language and English literature, mathematics, physical education and science. All students also continue to follow the personal, social and health education (PSHE), citizenship and economic well being, which includes careers advice and guidance as part of the alternative curriculum days called Aspire 4 Life days. A wide range of other examination courses are offered annually. Currently the range includes art & design, business studies, a number of design & technology subjects, dance, drama, French, geography, health and social care, history, computer science, music, physical education, religious education and Spanish.

### **Remote Learning**

We expect all students to complete remote learning at home in all their subjects on a regular basis. This will increase their opportunities to learn. Students are expected to check Google Classroom regularly as all details of remote learning tasks and appropriate resources will be posted on this platform. Parents are very strongly encouraged to monitor the remote learning being set and their child's completion of the tasks. Teachers will be in contact if there are any issues with non-completion of remote learning.

### **Religious Education and Acts of Collective Worship**

Religious education is a compulsory part of the school curriculum in England and Wales and by law we are expected to provide opportunities for collective worship. Our course is based on the Staffordshire Agreed Syllabus and enables our students to consider what we can learn about and from religion. Students study Christianity and other world faiths as well as



investigating social and world issues and this leads to a GCSE qualification. A copy of the specification is available from the school. Any child withdrawn from our religious education programme or our acts of collective worship through parental request will be supervised as appropriate.

## **Sex and Relationships Education**

Our sex and relationships education programme is part of the positive, person-centered education that is at the heart of the school's purpose. The programme seeks to ensure that all students accept their own and others' sexuality positively in order to enjoy relationships based on mutual respect, dignity and responsibility. The biological aspects are largely taught within the science curriculum whereas the emotional, legal and moral aspects are covered during our alternative curriculum days (Aspire 4 Life days), throughout the academic year supplemented by work done within other subjects such as religious education. Great care is taken to teach this work in a manner which promotes a responsible attitude towards sexual behaviour and the value of family life. Any child withdrawn from our sex and relationships education programme through parental request will be supervised as appropriate. The school's Sex and Relationships Education policy and further information is available from the school.

## **Charging and Remissions**

The Trust Charging and Remissions Policy defines what the school cannot charge for, what the school can charge for, the position in respect of voluntary contributions and the school remissions policy. A copy of the policy is available from the school and on the school website.

## **Large Sums of Money**

We actively discourage students from bringing money into school. Where possible, all trips of a significant cost should be paid for via the Parent Pay facility. The Finance Office is only open before school and at break time and as such, where any money is brought into school this should be paid into the Finance Office as soon as possible. On no account are students to carry large sums around with them.

## **2. Assessment & reporting**

### **Progress Reports**

In Years 7-9 students will receive three progress reports throughout the year containing information on academic progress and the student's attitude to learning.

In Years 10-13 students receive reports following their mock exams, which will indicate their progress against their target grades and signpost them to a Question Level Analysis which will guide the work they need to do to improve their mock grades.

### **Annual Parents' Consultation Opportunities**

For parents of all year groups there are Parents' Consultation Evenings where individual appointments can be made with subject teachers. Appointments are made via our online booking system. Please note that in practice, there is usually time for five to six appointments so it is important that you book early to ensure that you arrange to see the teachers you are most eager to meet with.

### **Parent Engagement Calendar**

A Parent Engagement Calendar is available on the school website and will indicate when you can expect your child's Termly Report, and the dates of Parents' Consultation Evenings and other key events that you may wish to attend.

### **3. Attendance & punctuality**

#### **Absence**

As you will know, it is a legal duty of parents to ensure good, regular attendance and to explain any absences. When your child is absent from school, please call the school office to confirm the reason for the absence. If you feel that the absence might be lengthy, please contact the Main Office who will pass on the message to the Tutor. When you phone school to explain an absence please also send in a note on the day of return. We monitor the attendance of all our students. In keeping with the Local Authority's policy, any student whose attendance falls below 90 per cent will trigger the involvement of the Local Support Team (LST). The LST can take legal action against you if you fail to make sure that your child goes to school regularly and there is no legitimate reason for the absence. This action might take one of two forms: the issuing of a Penalty Notice and, if necessary, prosecution in the local magistrates court.

#### **Lateness**

If your child is going to be late for school, please provide a note in the Journal. Students arriving before 8.40a.m. must go to their tutor bases. Arrivals after 8.40 a.m. must report to the Main Office where they will sign in.

#### **Leaving the Campus**

Parents may request permission for students to leave the campus during the day via a letter to your child's form tutor. Please keep these requests to a minimum as permission will only be granted for essential appointments such as dental visits that could not be arranged in the holiday or after school. If granted, written permission will be confirmed by the Tutor in the student's Journal. For reasons of safety students are required to sign out with school reception before leaving.

#### **Holidays**

On 1<sup>st</sup> September 2013 the DfE made changes to the [Education Regulations 2006](#) regarding leave during term time. Leave of absence will not be granted unless the Headteacher considers that there are exceptional circumstances relating to the application. The application explaining these circumstances needs to be in writing and addressed to the Headteacher.

## **4. Student care & the House system**

### **Form Tutors**

The children are placed in a tutor group that stays together until the end of Year 11. These groups are looked after by teachers who act as the students' tutors, meeting with their groups for at least twenty minutes a day. The tutors are responsible for the academic and personal progress and welfare of the students entrusted to their care. As you can imagine, over time they come to know your child very well, perhaps better than anyone else at the school. As such, the tutor is your first point of contact for most queries such as attendance, progress or uniform.

### **Heads of House**

All the tutor groups in one year are looked after by a Head of House who co-ordinates the work of the Tutors. As well as being responsible for the academic and personal progress of the students within their house as a whole, they deal with the more serious issues that sometimes arise. If a student is seriously under performing or experiencing a major problem, the Tutor will ask the Head of House to become involved.

### **Learning Mentors**

A team of learning and behaviour mentors support the Heads of House in each key stage ensuring there is appropriate support for students who struggle emotionally, have personal or behavioural difficulties.

### **Appointments**

You will appreciate that the teachers have responsibility for a variety of teaching groups and we try to ensure that this teaching is disturbed as little as possible. Therefore, if you wish to talk to a member of staff, it is requested that an appointment is made. However, if it is a matter of urgency, please do come in and we will do our best to arrange for someone to see you as soon as is possible.

### **School Nurse**

We are able to call on the services of the school nurse team. On occasions, when we think a student would benefit from seeing a nurse, we can make a referral to the service.

### **Support Workers**



Through the county's Local Support Teams we have access to Support Workers. They can help you deal with any worries or concerns that might arise. The service is confidential and flexible, providing support, guidance and advice to you as well as your child. This can relate to either school or within the home. The school can make a referral to this service using an Early Help Assessment (EHA). Support workers can also provide details of other agencies and services and how these can be accessed.

## **Safeguarding**

As part of pastoral care provision, we seek to adopt an open and accepting attitude towards all of our students. In turn, we hope that the students and their parents will talk about any concerns they might have and that they come to see school as a safe place if there are any difficulties at home. Children's worries and fears will be taken seriously if they seek help from a member of staff. As we have a responsibility for the welfare of all our students and in keeping with our statutory duties, we are obliged to make referrals to Social Services in very specific cases. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'child in need' procedures. However, staff cannot guarantee to consult parents first, or to keep a student's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the student's welfare. Safeguarding is managed by the school's designated safeguarding leads. Further information is available from the school.

## **5. SEN & disability**

### **Special Educational Needs**

We believe that all students are entitled to a broad and balanced curriculum and should be involved in the full life of the school including children who have special educational needs. This is so that they, too, can fulfil their potential as learners, and experience and contribute to the life of the school. Our provision matches needs, takes account of the wishes and feelings of the individual student and is delivered in partnership with parents. We identify students who are experiencing learning difficulties by using information from the primary schools and the results of our screening tests, listening to the concerns of the students and their parents and by noting teachers' observations and assessments. Provision for many students with special educational needs simply means ensuring staff know that a little extra attention may be necessary. Other students who need more specific help might be taught by specialist learning support staff in small withdrawal groups, or they might be helped in their normal lessons when a second member of staff is present. In addition in English and maths there are extra classes timetabled. A full copy of the school's Special Educational Needs Policy and information about its implementation is available from the school.

## **Disability**

We are committed to ensuring the school does not treat disabled students less favourably for a reason related to their disability and we continue to make reasonable adjustments for the disabled so that they are not at a substantial disadvantage. We have plans in place to increase access for disabled students so that they can access the education we offer. Details are available from the school regarding: recent steps taken to prevent disabled students being treated less favourably than other students, our existing facilities to assist access to the school by students with disabilities, and our Accessibility Plan.

## 6. Uniform & appearance

We expect all students to wear their full school uniform each day in a neat and tidy manner. A copy of what is expected can be found in the Progress Journal and on the school website. **Should your child be unable to wear the full uniform please enter a note in his or her Journal informing the Tutor of the circumstances and indicating when the missing item will be worn.** A uniform card will then be issued to the student temporarily until the uniform issue has been resolved (*this should be for no more than one week*). Students without a parental note are grounded until an appropriate note is provided or the uniform issue is resolved. We all appreciate the cost of uniform and, for this reason, it is important that all items of uniform be identified as belonging to your child. Items of uniform occasionally get mislaid. We make a central provision for lost property where students can claim back their belongings.

### Jewellery

To prepare students for the world of work and on grounds of health and safety, all jewellery must be small and discreet. **Students may only wear one watch, one ring and one pair of stud earrings (one earring in each ear) and no other type of piercing is acceptable.**

### Hairstyles

We appreciate that fashions in hairstyles are constantly changing and parents and schools have to cope with new trends. However, students should not have styles or cuts that are extremes such as tramlines, unnatural coloured hair dye or cuts below a Number 2. Long hair should be clean, tidy and be tied back.

### Make Up

For students in Years 7, 8 and 9 make up is not allowed. For those in Years 10 and 11 a small amount will be tolerated. Clear or neutral nail varnish is allowed at Key Stage 4. However, if in our view we think it is excessive, the student will be obliged to remove it.

### Valuables

Problems sometimes arise from students bringing into schools expensive items such as iPods and jewellery. For this reason valuables of this nature are banned. Students are not to bring in personal property to swap or sell as this, too, creates many problems. Please see the section on confiscation below.

## **7. Rewards & sanctions**

### **Code of Conduct**

To ensure that effective teaching and learning can take place and that everyone's health and safety is protected, we have put together a Code of Conduct that promotes the fundamental importance of respect. Further information, including details about consequences, can be found in the Progress Journal. Please read it through with your child so that you are familiar with our expectations.

### **Rewards**

The school believes strongly in the power of praise so there are many ways that we reward students ranging from the quiet word in class to the presentation of trophies. We reward all areas of achievement from academic excellence to outstanding attendance. The school's reward scheme (Cheslyn Hay Incentive Points – CHIPs) recognises work that is of a very high standard, exceptional effort, perseverance and service to the school or to the wider community. Students' CHIPs can also be converted to House Points which contribute to the overall House Cup, and formal presentation evenings are also held annually to which parents are invited. We are also pleased to celebrate students' achievements outside school by mentioning them in assemblies and via the school's social media accounts. You are strongly urged to let us know about such achievements as we cannot always rely on the students telling us.

### **Sanctions**

The school has a very good reputation for student behaviour and in the vast majority of cases our students follow the Code of Conduct. On occasions, however, we are let down. For this reason we have a simple but effective sanction scheme. In brief, our Prepared for Excellence system determines that students are warned for unacceptable behaviour, and if students fail to heed their warning, they are removed from the lesson and will report to a behaviour manager. Typically, students will complete six periods of study in the Refocus Room, along with an after-school detention.

More serious sanctions are applied when students persist in misbehaving, endanger the education of others or pose a health and safety risk. These include part and whole day isolation of 7 lessons in the refocus room, fixed term exclusions and permanent exclusion.

Although by law schools do not require parental permission to apply any of the above sanctions, including after school detentions, we do appreciate the support we get from home when sanctions are imposed.

## **Verbal and Physical Violence**

The vast majority of our students are a credit to the school. Like all schools, however, we have had incidents of foul or abusive language being used or children striking other students. We have also had isolated incidents of bullying. We strive to make school a violence free zone where all can feel safe, secure and happy. Students who use abusive language, are violent or bully, put themselves at great risk of fixed or permanent exclusion. Students and parents are urged strongly to let the school know immediately of any acts of violence or bullying so that we can address them quickly.

## **Discrimination**

We take very seriously any example of discrimination on grounds of race, gender, disability or other status. Again, students and parents are urged to inform us of any such incidents. All racist and homophobic incidents will be reported to the local authority in keeping with our legal obligations.

## **Substance Use and Misuse**

**Drug misuse is a major threat to individuals, families and the wider community. If a student is found with illegal substances in his or her possession, or is caught using an illegal substance, the substance will be immediately seized and appropriate action will be taken that will result in exclusion. The same is true of a student in possession of alcohol or under the influence of alcohol. In the case of tobacco students caught smoking or in the company of those smoking will receive an appropriate punishment, this includes E-cigarettes and vaping pens.**

**Where students have been excluded for any drug-related matter, terms and conditions may have to be agreed between the school, the student and the parents before a return to school takes place. This may include a commitment to counselling and restricted movement around the school. Any student found to be selling, supplying drugs or intending to supply will be reported to the police and will be permanently excluded from the school.**

## **Searching Students**

School staff can search a student for any item if the student agrees. Authorised staff have the statutory power to search students and their possessions, without consent where they have reasonable grounds for suspecting that a student may have a prohibited item. Staff may also confiscate any prohibited item found as a result of a search or any item they consider harmful or detrimental to school discipline.

## **8. Extra-curricular**

As part of our commitment to develop the whole person the school offers a range of activities for the students that take place during lunchtime, after school, at weekends and during the school holidays. The activities always depend upon the availability of staff and the students are informed of the activities that are available at the beginning of each term. It may then be necessary for your child to make alternative arrangements with regard to the timing of his or her lunch. Please encourage your child to get involved in one or more of the activities.

Your child may be selected for one of the school teams or may decide to stay behind to participate in something else. You will appreciate that bus travel passes unfortunately cannot be used after a certain time. Please ensure that your child possesses money for the journey home and has a telephone number where you, a relation or a close neighbour can be contacted in the case of any change of plans.

### **Sport**

Our physical education staff have coaching qualifications in many sports. As the hub of the South Staffordshire School Sports Partnership, we also have access to other external coaches. This allows us to run our large out of school hours learning programme. Our teams compete regularly in local, county and regional tournaments.

### **Expressive arts**

Opportunities to get involved in art, dance and drama activities feature regularly and individual music tuition is available for a range of instruments. Many students reach high grades in examinations and some play in various school and county orchestras and bands. Annually, there are a number of evening performances, shows, exhibitions and concerts to which parents are invited.

### **Trips**

The school has an outstanding reputation for the number and variety of trips it runs each year. To aid their studies, students are given the opportunity to take part in day visits to such places as art galleries, exhibitions, museums and theatres as well as other locations such as airports and factories. For a number of years Year 7 students have visited the Anglesey outdoor pursuits residential centre, Year 8 students have participated in the Spanish Sports Tour and Year 9 students have spent a week in Venice. Other annual trips abroad have included modern language visits to France and Germany and skiing in mainland Europe. We recognise that such trips can be beyond the means of some families. Further information is available from the School Business Manager. On grounds of health and safety, the school reserves the right to take into account a student's behaviour record when deciding who should be allowed to participate in a trip. Detailed risk assessments are carried out on all visits to ensure students are safe at all times.

## **9. Health, safety & the environment**



## Open Access

Unlike many schools, we allow the students access to the buildings during break and lunchtime and various areas have been allocated to each year. Students are allowed in on the understanding that they behave sensibly as the buildings and campus are very important to the school and the wider community. All are expected to take great care of our facilities by treating the fabric of the building with respect, not dropping litter, keeping to the designated areas and by keeping to the pathways rather than taking shortcuts across grass.

## Lunchtime Arrangements

The school has a small café, a snackbar and four service points where a variety of lunches and other items are on offer. Payment for food is via a 'Cashless' system which uses thumbprint recognition or a PIN number. Parents can use Parentpay or a PayPoint store to pay into a personalised account. Students are also allowed to bring in food and drink from home and these can be eaten in the allocated sandwich room or outside only. In line with government guidelines which state that energy drinks are not to be sold to those under 16, the school does not sell or allow these to be brought into school by students. These will be confiscated from the student if they are brought into school.

## Light Refreshments

Students are welcome to use the cafe which is open before school and is also open to Year 10 and 11 students and the sixth form at morning break. Other years can buy light refreshments at this time from the snack bar and the four service points.

## Chewing Gum

Owing to the mess that it creates, chewing gum is not allowed on the campus under any circumstances.

## Medication and illness

If your child has, or has had any serious illness or medical problem, it is important that we are told about it so that we can respond correctly should any problem occur. A medical care plan may need to be completed in liaison with the school nurse. This is kept in the school office along with any medication which is needed. If your child carries his/her own medication or stores medication in school we will also need a form completing to tell us that they are doing so. **Parents must update us** on any changes to any medical condition so staff know the procedure to follow in any emergency. Please clearly mark the medication with your child's name. Full guidance that we follow can be found in the Department for Education document 'Supporting pupils at school with medical conditions'.

On occasions, students arrive at school already suffering an illness or start to feel ill during the school day. Like many schools, our facilities for caring for sick students are very limited and we usually need to call parents to collect their child. If your child is really suffering, parents are asked to keep them at home and let us know in the normal way.

### **Emergencies and Hospital**

We have a number of trained First Aiders in school and they deal with most problems. If the First Aider considers that a student needs hospital treatment, we adopt the following procedure:

- the ambulance service is contacted by the school with details of our concern and informed that the child is on the way or needs an ambulance
- immediately after we contact the ambulance service, we contact a parent to inform them of the situation in order that they can get to hospital as soon as possible
- the child will be accompanied by an adult, or in the case of a sixth former, possibly another student, who will stay with your child until you arrive

For this reason could we re-emphasise that it is essential that parents ensure the main office has up-to-date personal details including **two** emergency telephone numbers and that these are also recorded in the Progress Journal.

### **Medicals**

During a student's school career a variety of vaccinations and immunisations e.g. HPV, are available through the County Schools' Health Service. Parents will be informed at the appropriate time.

### **Bus Passes**

We trust the students to behave in a sensible and considerate manner when travelling to and from school. The supplied buses are organised and managed by Staffordshire County Council, due to this the Local Authority reserves the right to withdraw travel passes in cases of misbehaviour. Although the travel pass remains the property of the transport company, its safe-keeping becomes the responsibility of the individual student. The Local Authority will levy a charge if the pass is lost or defaced. In the case of loss, you or your child should immediately contact the school office who will issue a temporary pass to enable your child to get home that day and give you information on how to obtain a new pass. Should you have

any questions about bus transport, please contact our School Business Manager, at the school.

## **Severe Weather Emergency Closure**

Unlike some local authorities, Staffordshire does not make a blanket decision to close but chooses to leave the decision to individual schools. As such, it is up to us to determine whether children and staff can travel safely to and from school and if the site will remain safe throughout the day. To do this we conduct a risk assessment taking into account a range of factors. These include: the state of the pathways, steps and slopes around the school; the condition of the local roads and paths; if the school has heating, lighting and water; whether we can provide catering; the availability of public transport and school buses at the beginning and end of school; and what the forecast is telling us about the weather later in the day.

Should we need to close before school starts, a decision will be reached by 7.15 a.m. based on the best information available at that time. This will be communicated as soon as possible via texting, the school website, Staffordshire County Council website (<https://apps2.staffordshire.gov.uk/sln/schoolclosures/>) and the local radio stations. You will appreciate, however, that we have no control over what time these services publicise the message. A decision by 7.15 a.m. will leave enough time for those parents who need to make alternative arrangements. The downside is that we might be caught out if the forecast is wrong. On balance, however, the early notice outweighs this risk as most parents, students and staff want to know as early as possible.

In the case of closure during the day please ensure that your child has an address/phone number in his or her Journal where he or she can be looked after by an adult. Parents sometimes ask why primary schools can often stay open but high schools cannot. This is owing to how primary schools operate. Typically, once into school, primary children stay in one classroom with one teacher and there is little need to go outside. High school students, however, need to change lessons a number of times each day and very often have to use the external areas to travel from class to class. In our case, as well as going outside, we have a number of enclosed quads that are open to the elements. These are essential thoroughfares but which can quickly become very dangerous.

## **Mouth Guards and Shin Pads**

Parents are strongly advised to provide students with mouth guards for use when playing hockey and shin pads for use when playing football and hockey.



## Confiscation

The school has the right to confiscate any items brought in that we deem to be dangerous such as knives and in certain circumstances we are obliged to involve the police. Other items that should not be brought into school may also be confiscated and kept under lock and key until the end of term or are collected by parents. Any jewellery that should not be worn will be confiscated and also kept safe until the end of the term unless collected by parents. A different rule applies to mobile phones and iPods etc.

## Mobile Telephones and other electronic devices including earphones

We would very much prefer if students did not bring these items into school. Not only is there the risk of the items being stolen, their use can disrupt lessons. Mobile phones can also cause unnecessary stress for a parent if they are called during the day by an anxious child. However, given that so many students travel long distances to and from school, students are allowed to have mobile devices with them. **This is under the strict condition that while on the school campus such equipment must be switched off and stored in their bags including earphones.** On no account are students to call or text parents directly during school time. If students need to call parents they can use the landline in the Main Office.

Parents are requested not to arrange to call or text during the school day as this encourages the students to switch on their mobiles. Students who disobey these rules may have their mobiles or electronic devices confiscated until the end of the following day, when they can collect their phone or device from reception after 3pm. If a phone is confiscated on a Friday it will be returned at 3pm from reception on that day but **MUST** be handed in by the student on the Monday, where it will be confiscated until 3pm on Tuesday (this is to ensure the students have their mobile phones over the weekend for safeguarding purposes). If a student fails to hand over their phone to a member of staff when requested, this could result in them being placed in the Refocus Room for defiance. The school will not be liable for any loss or damage to such equipment brought onto the campus. Our full mobile phone policy is available on our website and is part of the PfE policy (Prepare for Excellence).

## Social Media

The school requires that all users using social media adhere to the standard of behaviour as set out in the full social media policy and other relevant policies. The school will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the Police and other relevant external agencies, and may take action according to the disciplinary policy.

## Privacy Notice



In order to fulfill our legal responsibilities, we need to process personal data about our students. As such, we are considered a data controller for the purposes of the Data Protection Act 2018 and are obliged to provide you and your child with certain information. Please refer to the relevant section of the handbook and ensure your child is aware of it.

## **10. Partnership with parents**

### **Home School Agreement**

The school's present Home School Agreement (HSA) has been arrived at after consulting with parents and students and working with all the middle and high schools in South Staffordshire. The purpose of the HSA is to promote stronger links between the student, home and the school through stating what each of the three partners will seek to do. Having a joint South Staffordshire we hope will help communication, lead to more consistent expectations and improve the outcomes for all our students. The HSA can be found at the back of this document. Please ensure that you and your child read the HSA as it helps to explain what is expected from all parties.

### **PTFA**

The Parent/Teacher/Friend Association supports the school in a number of ways. Money is raised through a variety of events and this goes towards the purchase of individual items beyond the resources of the school and individual departments. These money-making events also bring students, teachers and parents together and are invaluable in this respect. The money raised benefits every child in the school and, for this reason, we need the support of every parent. One of the main fund raising activities that the PTFA organise is the PTFA Lottery. For just £5 per month parents have the chance to win currently around £300 per month with an accumulator that has recently been won when it was over £800! If you would like to join the lottery, please complete the forms on our website and return them to school and your number will be sent to you. Please try to support at least one PTFA event each year.

### **Parental Licence**

Through the school's practice of welcoming the parents of our registered students into the school and parents' natural right to need to visit the school regularly to deal with matters related to their children's education, parents acquire what is seen in law as a limited licence to enter the campus. It should be noted, however, that the law also recognises that inappropriate circumstances of either very serious or persistent cases of unacceptable behaviour, this licence can be revoked by the Headteacher.

### **Complaints**

The school is a community that seeks to serve a large number of people. Thankfully, most parents are very pleased with what we do. It is to be expected, however, that occasionally someone is unhappy with something. If you are not satisfied or have a concern please let us know. To aid consistency there are a number of stages. First, it is usually best to speak directly to the person in question as very often this will resolve the matter. Second, if you are still not happy, write to the Headteacher who will ensure your concern is investigated, or you can contact the Chair of the Local Advisory Board (LAB). Third, should that not lead to a

satisfactory conclusion, you can write to the Windsor Academy Trust Complaints Coordinator who will investigate the matter. After these stages have been exhausted, any parent still not satisfied can write to the Windsor Academy Trust Complaints Coordinator to request an independent complaint panel.

## **Further Information**

We hope this handbook has helped explain some of the policies and procedures that we have in place in the school to help your child be safe and succeed. However, if you are still unsure about a particular matter, please do not hesitate to contact us at the school where we will do our very best to assist you with your enquiry.

## **Home School Agreement**

This Home School Agreement (HSA) reflects a collaborative commitment on the part of the South Staffordshire middle and high schools to (a) articulate a common sets of values and principles which underpin our shared educational ethos and (b) set out clearly the expectations and ambitions of each of the key partners: the governors, the school, the students and the parents.

While schools are legally required to have such agreements at present they are not legally binding. However, research shows that where home school agreements are in place they do strengthen the partnership between the staff of a school and the parents to the great benefit of the students.

The schools involved with this HSA include:

- Bilbrook Middle School*
- Brewood Middle School*
- Cheslyn Hay Academy*
- Codsall Community High School*
- Codsall Middle School*
- Edgecliff High School*
- Great Wyrley Academy*
- Ounsdale High School*
- Penkridge Middle School*

- *Perton Middle School*
- *Wightwick Hall School*
- *Wolgarston High School – A Specialist Technology College*

## **Our Vision**

To be recognised as an outstanding school that demonstrates excellence in:

- the quality and vibrancy of our learning culture
- 
- our levels of achievement
- the ways in which we work together with our students, parents and wider community
- our contribution to developing lifelong learners by making learning accessible and enjoyable for all
- enabling our young people to make a positive contribution as confident and responsible citizens
- providing opportunities to empower young people by nurturing their creativity
- enabling young people to make informed choices about healthy lifestyles

## **Our Values**

We are committed to ensuring that our school is a community based on:

- honesty, fairness and openness in our dealings with others
- accepting responsibility for ourselves, our actions and our environment
- respecting the right of others to learn
- treating one and other with courtesy and respect, caring for and supporting each member of our school community
- striving to be the best we can be, demonstrating perseverance and resilience



# South Staffs Home School Agreement September 2020

## **School:**

### **Be Prepared:**

- School will reward high levels of attendance & punctuality.
- School will keep parents up to date - challenging & support where expectations are not met.
- School will communicate uniform requirements clearly
- School will have a robust behaviour and rewards policy which is implemented fairly.
- School will show students & parents/carers how to use planners & online learning platform) to check on progress and behaviour.

### **Be Ambitious:**

- Staff will work hard & have high aspirations for themselves, pupils and parents/carers.
- Deliver an effective, broad and balanced curriculum – including extra-curricular activities.
- Staff will focus on improving themselves as professionals.
- Set purposeful classwork and homework.

### **Be Proud:\***

- School will ensure that parental & student concerns are listened to – for parents please contact reception & book an appointment.
- School will reward good/desirable learning behaviours but hold students to account for poor behaviours which disrupt learning and school life.
- The school will ensure its buildings & surroundings are well presented to create a good learning environment.
- Staff will treat students and parents/carers with respect.

### **Be safe:**

- Will educate its community about harmful and risky behaviours. It will provide support to ensure students are safe and happy at school.

**Students:****Be Prepared:**

- Have a high level of attendance.
- Arrive on time to school and be punctual to lessons.
- Bring the correct equipment.
- Be smartly dressed in the correct uniform.
- Listen carefully and follow instructions.
- Use my planner and online learning platform effectively to complete homework and check on my academic progress & behaviour.

**Be Ambitious:**

- Work hard and have high aspirations.
- Be focused on improving yourself and do not distract others.
- Talk to us about your worries and what you want to improve.
- Take a full and active part in school life: clubs, activities & leadership roles (Youth Forum, Worry Warriors, Prefects etc.)
- Complete classwork & homework to a high standard and on time.

**Be Proud:**

- Be responsible for your own actions/behaviour and the consequences of this – good or bad.
- Be respectful to your school and its surroundings – do not graffiti, drop litter or vandalise.
- Be polite – good manners are important now and in the future – say please and thank you.
- Be appropriate, if you have a point to make, wait until the teacher or member of staff gives you permission to discuss it constructively.
- Treat staff with respect.

**Be Safe:**

- Ensure your behaviour does not harm yourself or others. Be aware of how to keep yourself safe and happy at school. Follow the schools E-Safety policy.
- 

### **Parents:**

#### **Be Prepared:**

- Ensure your child has a high level of attendance and is punctual to school.
- Ensure your child has the correct equipment.
- Ensure that your child is smartly dressed & in the correct uniform.
- Monitor your child's planner, signing it weekly & use the online learning platform to check on the completion of homework & progress.

#### **Be Ambitious:**

- Work hard with the school and have high aspirations for your child.
- Talk to your child about their day, their learning and if they have worries or want to improve on something talk to us about these issues, we are here to help.
- Encourage your child to take a full part in school life: clubs, activities & take on leadership roles.
- Support in the completion of homework\*\* – provide a purposeful space & time so it is done to a high standard & handed in on time. (\*\*If you feel this may be challenging owing to literacy difficulties etc., please tell us & we will seek to help.)

#### **Be Proud:**

- Support your child to improve by working with school to ensure that they are responsible for their actions/behaviour and the consequences - good or bad.
- Raise concerns you might have by contacting us ASAP. Understand your concerns are important to us & they will be dealt with ASAP. Book an appointment to explain the matter in further detail.
- Parents/carers to treat all school staff with respect.

#### **Be Safe:**

- Talk to the school and follow advice on how best to keep your child safe. Ensure your child is aware of how to keep safe and free from harm. Work with the school to ensure they stay safe online.

I agree to support the above NAME

Position: Headteacher

Signed

DATE

I agree to support the above NAME:

Position: Student

Signed:

DATE:

I agree to support the above NAME:

Position: Parent

Signed:

DATE:

# 11. Privacy notices

## Parents/Carers Privacy Notice - Key Information

This notice contains the key information about **how** and **why** Windsor Academy Trust (WAT) collects your personal information and **what** we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). WAT operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend reading the full version of our parent/carer privacy notice which is published on the WAT website and can be found here: [Parents&Carers](#) You can also obtain a copy of the full privacy notice by contacting the Academy on 01922 416 024. The full version includes additional points, such as, the rights you have in your information, including what decisions you can make about your information, for how long the Academy retains your personal information and our legal grounds for using your personal information.

The Academy's primary reason for using your personal information is to provide educational services to your child.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We may take images (photographs or videos) of you at Academy events to use on social media and on the Academy website. This is to show prospective parents, carers and pupils/students what we do here and to advertise the Academy. We may continue to use these images (photographs and videos) after your child has left the Academy.
- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.



- On occasion, we may need to share information with the police, our legal advisors and our insurers.
- You should contact the Academy's Data Protection Lead if you have any questions about how we use your personal information. They can be contacted on 01922 416 024
- WAT has a Data Protection Officer who monitors and advises on the Academy's data protection compliance. Their details can be found on the WAT website.

## Students

### Pupil/Student Privacy Notice - Key Information

This notice contains the key information about how and why Windsor Academy Trust (WAT) collects your personal information and what we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). The Trust operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at the Academy and any information that we need to take care of you. Images such as photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the WAT website and can be found here: [olderpupils/students](#). You can also obtain a copy of the full privacy notice by asking your parents or carers to contact the Academy or by speaking to your form tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information; for how long the Academy retains your personal information; and our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.



We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the Academy, if you leave the Academy or let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We may use images (photographs or videos) of you for the WAT or Academy's websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the Academy.
- We may continue to use these images ( photographs and videos) after you have left the Academy. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the Academy site is safe. CCTV is not used in private areas such as changing rooms.



- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the Academy newsletter.

If you have any questions about how we use your personal information, please speak to your form tutor. Alternatively, you can speak to your parents or carers who will talk to us on your behalf.

The Academy's Data Protection Lead can advise further if you have any questions about how we use your personal information. They can be contacted on 01922 416 024.

WAT has a Data Protection Officer who monitors and advises on the Academy's data protection compliance. Their details can be found on the WAT website.