



Stanchester
Academy

**Stanchester Academy
Parent/Carer Handbook
2023-24**



General Information

Headteacher:	Mr Gregg Mockridge
Senior Deputy Headteacher:	Mr Luke Winter (Safeguarding & Attendance)
Deputy Headteacher:	Mrs Mary Cranna (Behaviour & Pastoral) Mr Jason Young (Curriculum & Assessment)
Assistant Headteacher:	Mrs Gemma Glentworth (Careers & Pastoral)
Heads of Year:	Year 7 – Miss Melinda Beaumont Year 8 – Mr Andrew Moth Year 9 – Mrs Joanna Geldenhuys Year 10 – Ms Julie Butler Year 11 – Mrs Sarah Sykes
SENCO:	Mr Liam Mclaughlin

Academy Contact Details

Address:	Stanchester Academy Stoke-sub-Hamdon Somerset TA14 6UG
Telephone:	01935 823200
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School Website:	www.stanchester-academy.co.uk

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ALL Parents/Carers need to complete, sign, and return the **Parent/Carer’s Agreement Form** on **page 44** or the digital alternative. If your child suffers with Asthma, please complete, and return the Consent Form for the use of Emergency Salbutamol Inhaler on **page 40**. If your child needs to take prescribed medication during the school day, please complete the Parental Medication Permission Form (one form required for each medication) on **page 41-42**.

Welcome to Stanchester Academy

Our vision is simple, we are a staff body committed to our students with an emphasis on ambition, respect and our academy's community.

Stanchester Academy is well known for its welcoming atmosphere built on the strong relationships between staff and students. Our academic approach is for every student to enjoy learning. We strive to ensure that our teaching standards are high, children feel safe and supported in school, and that our lessons follow a knowledge-rich and rigorous curriculum.

At Stanchester Academy we have an exceptional team of dedicated staff who provide an inspiring and supportive learning environment. As educators, our core purpose is to ensure that every student is challenged to realise their full potential and encouraged to be aspirational in their choices for the future.

As a result of high-quality teaching, students make clear progress towards subject mastery, and can articulate their areas for development confidently. There is a culture of self-improvement in which both staff and students continually seek to learn and improve. Stanchester Academy aspires to ensure there is no wasted time, and for every child to have purpose, come prepared, and feel proud. This handbook is designed to provide as much information as possible about the academy. We aim to answer your questions, clarify our expectations, and give practical advice.



Gregg Mockridge

Headteacher

A handwritten signature in black ink, which appears to read 'Gregg Mockridge'. The signature is written in a cursive, flowing style.

Term Dates

September 2023					October 2023					November 2023							
M		4	11	18	25	M	2	9	16	23	30	M		6	13	20	27
Tu		5	12	19	26	Tu	3	10	17	24	31	Tu		7	14	21	28
W		6	13	20	27	W	4	11	18	25	W	1	8	15	22	29	
Th		7	14	21	28	Th	5	12	19	26	Th	2	9	16	23	30	
F	1	8	15	22	29	F	6	13	20	27	F	3	10	17	24		
Sa	2	9	16	23	30	Sa	7	14	21	28	Sa	4	11	18	25		
Su	3	10	17	24		Su	1	8	15	22	29	Su	5	12	19	26	
December 2023					January 2024					February 2024							
M		4	11	18	25	M	1	8	15	22	29	M		5	12	19	26
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		6	13	20	27
W		6	13	20	27	W	3	10	17	24	31	W		7	14	21	28
Th		7	14	21	28	Th	4	11	18	25	Th	1	8	15	22	29	
F	1	8	15	22	29	F	5	12	19	26	F	2	9	16	23		
Sa	2	9	16	23	30	Sa	6	13	20	27	Sa	3	10	17	24		
Su	3	10	17	24	31	Su	7	14	21	28	Su	4	11	18	25		
March 2024					April 2024					May 2024							
M		4	11	18	25	M	1	8	15	22	29	M		6	13	20	27
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		7	14	21	28
W		6	13	20	27	W	3	10	17	24	W	1	8	15	22	29	
Th		7	14	21	28	Th	4	11	18	25	Th	2	9	16	23	30	
F	1	8	15	22	29	F	5	12	19	26	F	3	10	17	24	31	
Sa	2	9	16	23	30	Sa	6	13	20	27	Sa	4	11	18	25		
Su	3	10	17	24	31	Su	7	14	21	28	Su	5	12	19	26		
June 2024					July 2024					August 2024							
M		3	10	17	24	M	1	8	15	22	29	M		5	12	19	26
Tu		4	11	18	25	Tu	2	9	16	23	30	Tu		6	13	20	27
W		5	12	19	26	W	3	10	17	24	31	W		7	14	21	28
Th		6	13	20	27	Th	4	11	18	25	Th	1	8	15	22	29	
F		7	14	21	28	F	5	12	19	26	F	2	9	16	23	30	
Sa	1	8	15	22	29	Sa	6	13	20	27	Sa	3	10	17	24	31	
Su	2	9	16	23	30	Su	7	14	21	28	Su	4	11	18	25		

Key	 INSET Day	 Bank Holiday
	 Year 7 & 11 students ONLY	 Term Time
	 School Holidays	

Bank and public holidays 2023/24

Christmas Day Bank Holiday	25 December 2023	Easter Monday	01 April 2024
Boxing Day Bank Holiday	26 December 2023	May Day Bank Holiday	06 May 2024
New Year's Day Holiday	01 January 2024	Spring Bank Holiday	27 May 2024
Good Friday	29 March 2024	Summer Bank Holiday	26 August 2024

Year 7 and 11 return on Tuesday 5th September 2023.

All years attend from Wednesday 6th September 2023.

Home Academy Agreement

Together we will:

- ensure our students reach their full potential
- provide a safe and secure environment where our students can grow and develop
- establish open and respectful communication
- share common goals and expectations for our students
- enable our students to make their needs known
- enable our students to know right from wrong
- develop consistent approaches for addressing any issues
- encourage our students to value and respect people from all cultures and communities.

Parents/Carers - I/We will:

- ensure that my son/daughter arrives to school on time, properly equipped for lessons and dressed in the correct academy uniform
- support the academy's policies and guidelines for uniform and behaviour
- inform the academy of any concerns or problems that might affect my son/daughter's work or behaviour
- support the academy's attendance policy, particularly about taking students on holiday during term time
- encourage my son/daughter to complete all home learning set, and to do so to the best of his/her ability
- attend Parents' Evenings and other meetings about my son/daughter's progress
- get to know and take interest in my son/daughter's life at Stanchester Academy
- read all communication from the academy and ensure that the relevant documents are returned promptly. This includes data checking sheets, appointment times for Parents' Evenings and letters concerning academy events that require a parent/carer signature
- inform the academy of changes in address and home/work/mobile telephone numbers and email addresses.

Stanchester Academy will:

- care for students as individuals and be available to parents/carers to discuss and help
- care for all students' safety and happiness within a supportive community where acceptance is granted to all; where indifference, discrimination and bullying have no place; and where the fostering of good relationships and the development of self-worth are valued highly
- provide a firm but caring and fair discipline framework within the academy, where students develop self-discipline and respect for others
- provide a high standard of teaching and the expectation that all students should achieve results in line with their abilities
- create a challenging learning environment where the pursuit of excellence is everyone's objective and where students are encouraged to give their best efforts to everything undertaken

- provide a broad and balanced, but stretching curriculum that will develop the whole person, and so prepare students not only for academic success, but also for the world of work and participation as responsible citizens within society
- provide each student with an information, advice, and guidance programme to help them achieve their potential and ambitions
- set and monitor classwork and home learning regularly and provide feedback in line with the feedback policy
- communicate regularly with parents/carers to inform them about the life of the academy, the academic progress of their son/daughter and about any concerns or problems that might affect their son/daughter's work or behaviour
- provide opportunities for parents/carers to become involved in the life of the academy and to be consulted on significant changes
- offer opportunities for students to participate in extra-curricular activities, including lunchtime/after school clubs, sports teams, and educational visits both within the UK and abroad.

Students - I will:

- arrive at school on time every day, prepared and organised for all my lessons
- be ready for lessons, on time and with the correct equipment
- demonstrate politeness, care, concern, and respect for all other members of Stanchester Academy and for members of the public
- follow the academy's behaviour policy and uniform code
- always abide by the academy's rules – in school, travelling to and from school and on school trips
- do all my classwork and home learning as well as I can
- do all the work set by the deadline and to the best of my ability, seeking to extend myself through additional effort, reading, research and target setting
- let someone at academy know if I have any concerns
- take advantage of all opportunities offered to me by Stanchester Academy, both within and outside lessons
- adopt a positive attitude towards, and participate fully in, the life of Stanchester Academy
- play my part in keeping the academy buildings, furnishings, and site in good order, free from litter and graffiti
- take good care of the books, resources, and equipment of which I have use.

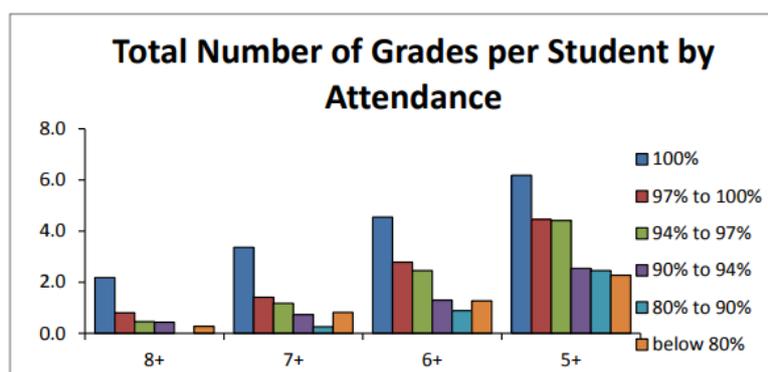
Timings of the Academy Day

Time	Activity
8.00am	School gates open
8.20 – 8.50am	Tutor
8.50 – 9.50am	Lesson 1
9.50 – 10.50am	Lesson 2
10.50 – 11.10am	Break
11.10 – 12.10pm	Lesson 3
12.10 – 13.10pm	Lesson 4
13.10 – 13.50pm	Break
13.50 – 14.50pm	Lesson 5

Attendance Information

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

There is strong evidence to show that students who have a good attendance record are more successful in school and achieve to a significantly higher standard. Nationally gathered statistics clearly show that students' life chances will be dramatically improved by having at least eight GCSEs or equivalent qualifications across a broad and balanced range of subjects. Students with an average attendance of 96% or higher have a much better chance of achieving this.



We are keen that everyone aims for 100% attendance at Stanchester Academy, and it is our expectation that all students **achieve at least 96%**.

100% - Exceptional attendance.

97-99% - Good attendance.

90-96% - Concerning attendance.

Less than 90% - Poor attendance and is classified by the Government as Persistent Absence.

If a student's attendance is...	They will miss this many school days a year...	Which equates to this many lessons...
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

We expect that all students will:

- Attend school every day
- Attend school punctually
- Discuss promptly with their form tutor or student office any problems that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school
- Contact promptly whenever any problem occurs that may keep their child away from school
- Provide medical evidence for any absence as requested (this may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle).

Rewarding Attendance

At Stanchester Academy we understand the link between attendance and achievement. To promote positive attendance, we have the following attendance rewards in place.

- Weekly Prize Draw for each year group for all students with attendance over 97% that week
- Punctuality Draw for each tutor group with no lates to school or lessons logged that week
- Half termly letters home for those with 100% attendance each half term
- Additional achievement points for the tutor group in each year group with the most improved attendance each week.

Sickness and Absence

In order that we might be sure of the whereabouts and safety of our students we ask that parents/carers **ring the academy on 01935 827201 or email attendance@stanchester.co.uk by 8.30am** on the morning of the first day of absence to notify us of the situation and then on any subsequent days. Please ensure that you select the 'attendance line option' for anything regarding the attendance of your child (appointments, sickness, lateness). If the attendance officer does not answer, please leave a message and this will be picked up. **When leaving a message please ensure you clearly include the students name, year, and reason for absence.**

Parents/carers are entitled to request that we authorise absence in exceptional circumstances, but the starting position is that requests for family holidays during term time will NOT be authorised. We would hope that parents/carers can help by:

- not letting their son/daughter(s) take time off school for minor ailments
- arranging appointments and outings outside of school hours, at weekends or during holidays
- not taking holidays during term time.

If we have a concern regarding a student's attendance, we will notify parents/carers by phone or letter. If student's attendance gives cause for concern our Attendance Officer or Head of Year will arrange an appointment with the parents/carers and an attendance action plan will be implemented. To view our Attendance Policy please visit our website:

<https://www.stanchester-academy.co.uk/parents/policies.htm>

Advice on Sickness Absence

Advice on Common Ailments

Coughs and Colds

A child may attend school with slight cold and cough. If your child has asthma, remember they may need their blue inhaler more often.

Aches and Pains

If your child has a persistent (an ailment experienced over several days, not just one single day) tooth or ear ache, they need to see a Dentist or a Doctor without delay. A child whose only complaint is a slight headache does not usually need to be kept at home.

Stomach Ache

If your child complains of 'non severe' tummy ache, headache, or other symptoms persistently and is not wanting to attend school, this may be linked to your child being unhappy at school or something else, such as friendship issues or finding work difficult. Sometimes children maybe avoiding a specific lesson, for example PE, and it is worth checking their timetable. Speak to your child and your child's Tutor and see if this is the case so that appropriate plans of support can be put in place.

Vomiting and Diarrhoea

If a child is vomiting or has diarrhoea, keep them off school and ensure adequate fluid intake. It is not always necessary to have 24 hours off school if they are able to keep water and food down for several hours and no longer have diarrhoea.

Sore Throat

If your child complains of a slight sore throat and has no other symptoms, they are fit to come to school. If the sore throat occurs with raised temperature, they may need to stay at home.

Lack of Sleep

Establishing good habits is important. Ensure that your child goes to bed early as lack of sleep will lower your child's immune system and affect his/her ability to function in the morning, leading to lateness. Tiredness will affect your child's ability to concentrate and learn in school.

The recommended guidance for 11-16 years olds is 8.5 hours of sleep per night.

Medical Appointments

Where possible, please arrange Doctor, Dentist and Optician appointments outside of academy hours. If this is not possible, your child should attend the academy for the remainder of the day.

Head Lice

Head Lice are quite hard to see (they're about as big as a sesame seed). But if your child has any, they may scratch their head a lot, particularly behind the ears and at the nape of the neck. Seek to treat them by trying a special head lice treatment that will kill the lice for you - ask your pharmacist for advice. Don't use any of these treatments unless you've already found live lice on your child's hair. Check the hair of everyone else in your family (by wet combing). Lice can't jump or fly but they can crawl from head-to-head when they touch. Only treat those who have live lice.

Further Advice on Illnesses

<i>Illness:</i>	<i>Recommendations:</i>
Chicken Pox	Children can return to school 5 days from onset of the rash
Conjunctivitis	No need to be off school
Diarrhoea and Vomiting	It is not always necessary to have 24 hours off school, if your child is able to keep water and food down for several hours and no longer has diarrhoea, they should be well enough to return to school
Flu (Influenza)	Children should return to school as soon as they have recovered
German Measles (Rubella)	Keep off school for 5 days from onset of rash
Glandular Fever	No need to be off school
Head Lice (Nits)	No need to be off school

Impetigo	Keep off school until lesions are crusted or healed
Measles	Keep off school for 5 days from onset of rash
Mumps	Keep off school for 5 days from onset of swollen glands
Ringworm	Keep off school only until treatment commenced
Scabies	Child can return after first treatment
Threadworms	Children should attend school
Warts and Verrucae	Children should attend school

*All information taken from Guidance on Infection Control in Schools and other Child Care Settings

Is your child well enough to go out to play?

Does your child have a condition that can be passed on to other children?

Is your child well enough to carry out their daily school activities?

If you answered no, then it is advised you seek advice from NHS Direct or consult your GP if necessary.

Would you take a day off work if you had the same condition?

If you answered yes, it is advised you seek advice from NHS Direct or consult your GP if necessary.

Tutor Groups and Parent Contact

It is important to us that parents/carers feel part of the school and that the responsibility for welfare and progress of our students is viewed very much as a partnership. That is why on our website you can find the email addresses of key staff and contact them directly. A link to the page is below:

<https://www.stanchester-academy.co.uk/our-school/staff.htm>

Your child's Tutor should be the first point of contact for any pastoral or academic concerns. You can contact them by either phoning the academy office and asking for a message to be passed on, or by emailing them directly.

A regular newsletter is emailed home and posted on our website highlighting the key activities and events in the life of the academy. In addition, our Facebook page is regularly updated with news about the school and the students.

There are occasions when we may need to get messages to parents/carers quickly, such as a cancelled sporting match or a reminder of a key event. For this we use a text service that allows us to contact all parents/carers. It is that the academy holds an accurate mobile phone number so that we can text you any urgent messages. We would also appreciate it if you could ensure we have an e-mail address and let the school know if this is your preferred method of communication.

SIMS Parent App

The academy is now utilising the SIMS Parent App, enabling parents and carers to access their child's information in real time. The app is free to download on Apple and Android devices and will give you direct access to student information such as:

- The academy calendar, including trips, concerts, sporting fixtures and examination dates
- Attendance information
- Achievement and rewards information
- Behaviour and detention information

To use the app, you will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your spam folder before contacting the academy.

Curriculum

Our aim at Stanchester Academy is to provide an excellent education for all our students; an education which brings out the best in all of them and prepares them for success in life. Our curriculum is designed to provide children with the core knowledge they need for success in education and later life; to maximise their cognitive development; to develop the whole person and the talents of the individual and to allow all children to become active and economically self-sufficient citizens.



The intent of the curriculum is to enable children to acquire knowledge and skills, which are secured through application (over time and in different contexts) to develop understanding (change in long term memory) and allow children to seek meaning and achieve personal growth. Through careful joint planning across different subject disciplines, we will enable students to make connections that will help them to understand the world around them and their place in it.

We currently operate a two-week timetable with tutor time and 5 lessons per day.

On our website you will find overviews for each subject that outline the lesson sequence, the key assessments that will take place and the planned home learning. They can be found via this link:

<https://www.stanchester-academy.co.uk/curriculum>

For students in Year 10 and 11 taking their GCSE or vocational qualifications, information about the exam boards can be found via this link:

<https://www.stanchester-academy.co.uk/curriculum/exam-board-information.htm>

Home Learning

The value of home learning in supporting academic progress is well evidenced: students who regularly complete home learning make up to 5 additional months' progress according to the Education Endowment Foundation. In addition, through the completion of home learning tasks, students will learn how to revise effectively, and will develop the habits of commitment, hard work, and critical reflection. Homework is an essential part of our carefully planned curriculum and is necessary for developing subject knowledge mastery.

Key Principles:

1. Home learning is accessible to all students and will be clearly explained in class
2. Home learning should focus on practising core knowledge and skills we have taught all students
3. Students should receive timely feedback on their home learning
4. Teachers explain the value of the home learning set and the work set has a clear impact on pupil progress.

We want students to really remember the knowledge they have learned. Therefore, the home learning we set will be centred on supporting the long-term retention of core knowledge through a combination of revision and follow-on knowledge application tasks. The exact tasks set will be set as Assignments on Microsoft Teams and students will note the task and due date in their student revision planner. For more information, please see the Home Learning Policy on the school website.

Rewarding Home Learning

Consistent completion of home learning is one of the expectations of our Attitude to Learning scores in our Progress Reports and the highest scores of 4 and 5 can only be awarded to those who consistently complete home learning to a high standard. In addition, teachers will reward commitment to homework. Students who consistently make exceptional effort may receive a phone call home or nomination for subject awards. In addition, every term there will be rewards such as non-uniform days for tutor groups with the highest level of home learning completion within each year group.

Supporting Home Learning

To support students, we run a daily home learning club at lunch time and a weekly home learning club after school, offering students a space where they can complete work, access computers and reference materials, and receive support on organisation and study skills. In addition, our SEND support team offer invite-only personalised support at lunch times for specific students.

Bedrock Vocabulary Acquisition (Key Stage 3)

Bedrock is a vocabulary acquisition computer programme which interactively teaches a range of ambitious words through regular reading, teaching and retesting. The impact of this programme on students' progress is well-evidenced. Students will be set 30 minutes of Bedrock work every week. Parents will have an access code that allows them to track the progress their child is making on the Bedrock site. Heads of Year will track student progress with their tutor teams in year team meetings,

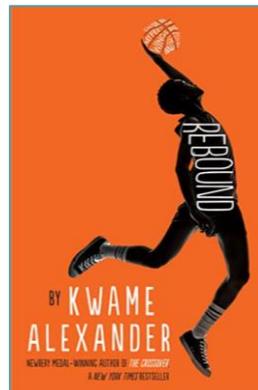
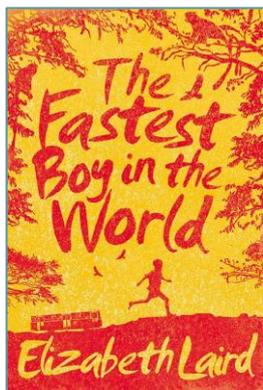
and reward points and prizes for those who make the most progress will be shared regularly, including in year group assemblies.

Reading

At Stanchester Academy, reading matters. Our goal is to ensure that all pupils learn to appreciate the experience of reading for pleasure. Ultimately, this means explicitly teaching our students vocabulary and the skills needed to be better, independent readers. By immersing our students in classrooms packed full of new words, we support their acquisition of a broad and ambitious vocabulary.

The point of improving pupils' literacy is to promote the skills they need to access the whole school curriculum confidently and effectively as well as to prepare them to communicate and think critically in all aspects of their lives. To improve the literacy of all our students is an empowering act. Better literacy leads to improved self-esteem, motivation, and attitudes to learning.

We have a reading for pleasure programme that takes place during tutor time, along with literacy interventions that target students with the greatest need.



Equipment

We know that being equipped enables students to feel successful, prepared, and ready to learn. This equipment is the minimum standard requirement for all students. We recognise that some families may require some support with this, if this is the case please get in touch.

- 2x Pens (blue or black)
- 1 x Green Pen
- A ruler



Extra-Curricular Activities

Alongside our academic curriculum, we strongly believe in the importance of students' education beyond the classroom, and we offer a wide enrichment programme that enables our students to explore different ideas and grow their cultural capital whilst they are with us.



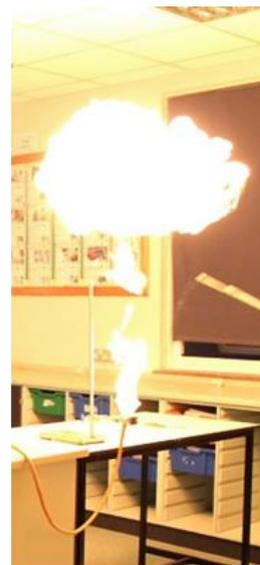
Our enrichment offer includes promoting students' understanding of the wide range of cultural influences that have shaped their own heritage and those of others. Learning experiences outside of the classroom in the form of structured extra-curricular activities are a key part of achieving this. The school makes every effort to run overseas trips throughout the year with the aim to promote an understanding of their role as citizens of the UK and the world.

Stanchester Academy uses its assembly programme to teach students about a broad range of topics linked to PSHE, personal development, RSE and the importance of tolerance, we also have a planned schedule of guest speakers, visits to national galleries and exhibitions.

Students have opportunities to take part in the Duke of Edinburgh awards. Included in our range of trips abroad we have the World Challenge activity every two years, and our annual trip to Barcelona. For 2023/24 we have also offered a trip to Iceland, New York as well as a new Skiing trip.

The academy also enjoys a vibrant sporting culture, with both girls and boys from across all year groups representing us in competition in a variety of sports. These include, but are not limited to Badminton, Football (boys and girls), Dance, Rugby, Netball, Functional fitness/weightlifting, Rounders, Cricket, and Athletics.

The academy places considerable emphasis on the value of sport as a means of promoting self-confidence, personal development, and pride in our school. Stanchester Academy enters the Somerset leagues in netball, rounders, and football, where students get the opportunity to compete in fixtures against local schools and attend the SASP games.



Careers

Our aim at Stanchester Academy is for all students to achieve their personal best. In careers education, this translates as every student making the right choices for progression. We will support students in making well-informed decisions by providing access to differentiated impartial and independent information and guidance about the range of options (including academic, vocational and apprenticeships) that are most likely to help them to achieve their ambitions.

Careers education does not just mean informing students about their options post 16 but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent, impartial advice and guidance regarding all options within school, how these choices will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we prepare them for the workplace whichever pathway they choose.

Online and Remote Learning

When required, the academy has a policy for remote learning and will share guidance with students and parents/carers about what should be expected. Our aim with remote learning is always to ensure a high quality of teaching and learning, whilst recognising the limitations that online learning can have. We have planned a remote learning schedule that simplifies the day to ensure students get the most from the experience. More information can be found via the link below:

[Online Learning \(stanchester-academy.co.uk\)](https://stanchester-academy.co.uk)

Should you need support in accessing technology or the internet to enable the use of online and remote learning, please contact the academy office.

Inclusion and SEND

The aim of Stanchester Academy is to maximise the academic attainment and personal achievement of all students, and to create a culture of achievement in which all students can thrive. The school aims to provide a broad and balanced curriculum which is seen as an entitlement and should be accessible to all students regardless of their abilities.

Our underlying principle is that the needs of children should be met as far as is reasonably possible within the mainstream classroom, by the class teacher. It is the responsibility of all teachers to respond to student's diverse learning needs and to make provision within their planning and delivery to meet these needs.

We recognise that there is a plethora of cognitive, communicative, sensory, social, and emotional factors that may impact a child's experience of and progress at school. Our Learning Centre is designed to support students who have additional education needs with all aspects of their journey through Stanchester Academy. We offer bespoke interventions to help students to access the curriculum and make accelerated progress. **For more information, please contact our SENCO Liam Mclaughlin on Senco [@stanchester.co.uk](mailto:lmc@stanchester.co.uk).**

Safeguarding

As a school we take child protection and safeguarding extremely seriously and work hard to ensure that we are operating with the latest legislation and that all staff are suitably trained. If there is a concern or worry about anyone's welfare then it is highly appropriate for students, parents/carers to talk about it with a designated adult. Mr Winter is our Designated Safeguarding Lead alongside Mrs Miller who is the safeguarding officer. Alternatively, every member of staff has received training to deal with safeguarding concerns and can then discuss any issue with the Designated Safeguarding Lead. Sally Power is the Safeguarding Lead for Bridgwater & Taunton College Trust and Beth Oliver is the Governor Lead for Child Protection and Safeguarding.

Students and parents/carers can share any concerns via 'Whisper', a secure website that reports to our designated safeguarding staff. Concerns can be shared anonymously if required, and details can be found on our school website along with the reporting link.



Academy Uniform

Uniform is an important part of a school's identity. It reinforces who we are as a community and helps allow students to feel pride in their school. It also ensures students are not put under any pressure because of the type of clothes they wear, and all are treated equally. It also helps prepare students for life after school where many will have to dress smartly for work.

We expect all students to be always in correct uniform. We also want to support you in buying affordable, good quality clothing for school which your children accept they must wear because the rules are very clear. We want to make it easier for parents and help reduce any issues there may be over what is and isn't acceptable uniform.

School ties and all uniform items containing our logo are available to purchase from:

South West School Wear, 10 Wine Street, Yeovil, Somerset BA20 1PW

Items can also be ordered online at:

<https://www.swschoolwear.co.uk/shop/pcategory/schoolwear/stanchester-academy/>

School jumpers and polo shirts embroidered with the school logo can also be purchased at:

www.myclothing.com

Important – Please help us to help you

Please label your uniform, PE kit and personal items with your child's full name in permanent ink so that we can identify any lost property and return it to you promptly. It is also useful to have your child's name on their school bag, pencil case, coat, and PE bag.

The uniform for students is as follows:

- Black trousers - jeans are not permitted
- Tailored Shorts

- Leggings are permitted only when worn under a skirt and with socks which must cover the bottom of the leggings
- Black skirt (no splits) skirt is not shorter than two inches above your knee
- White shirt/blouse with fastening top button
- Stanchester Academy tie
- Black Stanchester Academy V-neck jumper with school logo or black Stanchester Academy round neck sweatshirt with logo. Sports jumpers and any other jumpers are not permitted
- Black polishable footwear
- Black/white socks
- Black or nude tights
- Black shorts
- Waterproof outdoor coat, no sweatshirt material or hoodies
- Appropriate school bag to fit all school equipment in

Make Up and Hair

- Discrete make-up only
- Nail varnish is allowed to be worn but false or acrylic nails are not permitted and parents will be asked to support with removal
- Students are not allowed to wear extreme unconventional hairstyles
- Only conventional natural colouring is allowed. The Academy reserves the right to decide what is extreme and unconventional but invites students and parents to ask in advance if they need guidance prior to having a significant change in style or colour.

Jewellery

- No more than two small studs, gold, or silver, in each ear.
- Key Stage 4 students (Year 10 and 11) will be permitted to wear one retainer stud in their nose only; this should be discrete and see through. Nose rings are not permitted.
- Students in KS3 (Year 7, 8 and 9) are not permitted to wear facial piercings and will not be allowed into lessons. If they have any other piercings, parents will be contacted and the piercing will need to be removed. Plasters to cover piercings or clear piercings are not acceptable.
- A wristwatch is allowed but not into exams.
- Other items of jewellery such as necklaces, rings, studs (including face and tongue piercings or ear stretchers), bracelets, wrist bands, or similar jewellery must not be worn. The only exceptions are medical bracelets and necklaces.



Sports Kit and Physical Education Protocols

Compulsory Items:

- White polo shirt with Stanchester logo or plain white t-shirt
- Shorts with Stanchester logo
- Black football socks
- Stanchester Rugby Shirt
- Football boots
- Training shoes

Optional Items:

- Skort with Stanchester logo (Optional item for girls instead of shorts)
- Tracksuit bottoms with Stanchester logo or black jogging bottoms
- Tracksuit top with Stanchester logo
- Plain black sports leggings
- Stanchester leggings can be purchased through the website above.



All students who have shoulder length hair and longer should tie it back for PE and all jewellery must be removed for the health and safety of all students.

We expect all students (where physically possible) to change in into their PE kit every lesson. If a student is injured or unwell and unable to take part, they should still change into their PE kit and bring a note excusing them from PE. In circumstance of long-term injury or illness the student may have alternative provision.

Rewards

Our aim for 2023/2024 is that there is a ratio of 3:1 reward to sanctions in every lesson.

- Regular and sincere verbal praise
- R1 to R5 - reward points for demonstrating effort and achievement
- R1 points for the successful completion of home learning
- Celebration assemblies
- Subject postcards home termly
- Positive phone calls or emails made by each member of staff for at least one student a week
- Non-school uniform for the year groups with the most reward points termly, or most improved year group, based on rewards points, attendance, and home learning completion
- Tea and cake with the Headteacher each term for one student nominated by the Head of Year
- End of year presentation evening with students and parents/carers for awards effort and achievement

- Bronze badge presented in rewards assembly when students reach 500 points
- Silver badge presented in rewards assembly when students reach 750 points
- Gold badge to be presented in rewards assembly when students reach 1000 points
- Platinum badge to be presented in rewards assembly when students reach 1500 points.

Behaviour and Detentions

- B1: is a polite mechanism to remind a student that if their behaviour continues, they may receive a sanction
- B2: is the first formally recorded sanction and will be recorded on SIMS and will result in a break time detention next day with the Head of Year
- B3: Student Classroom Removal - If a student persistently disrupts the learning of others, they will be sent to another classroom to work there. A removed student will complete a B3 detention at lunch next day and can bring their lunch. If a student does not meet expectations in their B3 lunchtime detention, they will be given a B4 after school detention. Parents will be phoned by their teacher to inform parents of reasons for removal from lesson
- B4: For more serious issues occurring outside of the classroom the senior team can place students in an after-school detention or in the Alternative Learning Provision (ALP) for a period of time. Parents will be contacted
- Any student that has been removed from 2 lessons in one day will be placed into ALP for a full day and parents will be contacted.

Mobile Phone and Technology Policy

Rationale

Mobile phones are a feature of modern society. Stanchester Academy recognises the wishes of parents/carers for students to carry a mobile phone to assist with safe journeys to and from school.

Mobile Phone Acceptable Use Policy (Years 7 – 11)

When on the school site because of the potential safeguarding implications, this policy has been drawn up with the best interests of student safety. It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the policy:

Conditions:

- At Stanchester Academy we have an 'invisibility policy' in relation to mobile phones. We understand that parents/carers may want their son/daughter to carry a mobile phone, so they are easily contactable. Therefore, we allow mobile phones on site if they are switched off and kept in bags
- Phones must not be used for any purpose (e.g., phoning, texting, surfing the internet, taking photos, checking the time, taking videos) when on the school site between 08:20 (first bell) and 14:50 (Last bell). If a mobile phone is taken out of a student's bag whilst on site, it will be confiscated

- Mobile phones should be 'switched off and in school bags' during these times; any phone seen or heard will be confiscated, this includes phones on display. The restriction is always in place whilst students are on the grounds of the school building; this includes when students arrive and leave at the end of the day
- Should students wish to use their phone during the day to contact parents with any concerns, or for collection following school-based activities, they are asked to go to the front of school office and ask for support from a member of staff to call parents
- If parents/carers need to contact a student during the day, please contact the academy Office and a member of staff will get a message to their sons/daughters
- Parents/carers should not contact students on their mobile phones.

Confiscation

- If a student breaches these rules the phone will be confiscated and taken to the front office. Students can collect the confiscated item from school at the end of the school day
- Ordinarily, if a phone is confiscated it will be handed back at the end of the school day. If, however, a student has a phone confiscated on more than one occasion a parent/carer will be contacted.

Phones must not be taken into examinations

'No Mobile Phones, iPods, MP3 players, pagers, smart watches, or any other products with text/digital facilities are permitted in the examination room. Possession of unauthorised items is an infringement of the regulations and could lead to disqualification from the current examination and the overall qualification. Candidates are advised that mobile phones must not be in their possession whether or not switched on' (Joint Council for Qualifications statement 2008).

Emergencies

If a student needs to contact his/her parents/carers, they will be allowed to use a school phone. If parents/carers need to contact students urgently they should phone the school office and a message will be relayed promptly.

Security for mobile phones and other valuables

The school cannot accept any responsibility for theft, loss, damage, or health effects (potential or actual) relating to mobile devices, nor for theft, loss, or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other valuables are insured.

MP3 and other music and multimedia players and handheld games consoles

Students in Years 7-11 should not bring MP3 and/or other music and multimedia players or games consoles into school at any time and consequently they should not be used in lessons or around the school. The high value of these items creates added security issues within school for both the student and supervising staff. Any student who brings such items into school will be subject to the sanctions described previously.

ICT Acceptable User Policy for Students

The aims of this Acceptable Use Policy are:

- To ensure that students may benefit from the learning opportunities offered by the school's network and internet resources in a safe and effective manner
- To protect the school's ICT infrastructure from misuse and attack.

The School Undertakes to:

- Prioritise Data Protection and adhere to strict guidelines on the use of personal or sensitive information
- Provide a safe and productive digital learning environment
- Provide students with training around internet safety
- Supervise students' network and internet access wherever possible
- Monitor students' network and internet activities using software systems
- Provide internet filtering to minimise the risk to inappropriate material
- Ensure there is a secure and regular backup of student data wherever possible. Nevertheless, students are still primarily responsible for backing up their own data and work
- Ensure that robust and up to date virus detection and security systems are in place to protect students' data
- Only publish students' projects, artwork, or schoolwork on the school website/internet in line with agreed school policy.

Important Information for All Students:

- Use of ICT Facilities is forbidden unless supervised by a member of staff
- Network and Internet use and access is considered a school resource and a privilege
- If the school Acceptable Use Policy is not adhered to, this privilege will be withdrawn, and appropriate sanctions will be imposed
- Designated staff can review student files and communications to ensure that the system is being used responsibly. They also have the right to access computer storage areas, accounts, and removable media, including USB Flash Drives and CD-ROMs
- Designated members of staff can remotely view a student's computer screen at any time, without them knowing, to ensure compliance and appropriate use of the Stanchester Academy network
- Students are subject to the provisions of the Copyright, Designs and Patents Act 1988
- The school will provide information on the following legislation relating to use of the Stanchester Academy network, which teachers, students and parents/carers should familiarise themselves with: The Data Protection Act 1998; Data Protection (Amendment) Act 2003; Video Recordings Act 1989; Copyright, Designs and Patents Act 1988; and Computer Misuse Act 1990.

Students will:

- Ask a teacher before using any personal USB flash drive, CD-ROM, or similar device in school

- Always observe good etiquette and behave in a way that reflects well on them and the school
- Use the Stanchester Academy network for school related matters only, use computers for educational purposes and adhere to the student print policy
- Make sure they take regular backups of their work
- Respect other computer users and never harass, harm, cause insult or offence
- Respect the security protocols in place on the computers and not attempt to bypass or alter security settings put in place on the Stanchester Academy network. Attempting to bypass or breach the school security systems is a serious offence
- Use approved school email accounts for school use only. Personal email accounts such as Hotmail and Gmail are prohibited
- Only use discussion forums or other electronic communications that have been approved
- Report any damaged ICT equipment (accidentally or otherwise) to the supervising member of staff immediately
- Read and adhere to school information on e-Safety, cyber-bullying, and social networking guidance.

Students will NOT:

- Attempt to upload, download, or transfer any software from the internet or portable media
- Attempt to bypass the school's internet filters. Violation of this is a serious offence
- Copy software or multimedia content unless it has been approved by a member of staff
- Install, attempt to install, or store programs of any type on the Stanchester Academy network
- Use the internet, computer systems, portable media, or other mobile devices for playing non-educational games
- Store personal photographs, music, games, or other prohibited/inappropriate content in their user area (R: Drive) or anywhere on the school network
- Damage, disable, dismantle, or otherwise cause, or attempt to cause harm to the operation of computers, or any other ICT equipment or cables
- Attempt to connect mobile equipment (e.g., laptops, tablets, PSPs, mobile phones etc) to the school network
- Eat or drink in any room where there is ICT equipment
- Reveal their password to anyone or use someone else's username or password. Students are responsible for the actions of anyone who is using their username and password, so must immediately tell a member of staff if they suspect that someone else has this information
- Access or alter other people's folders, work, or files without permission
- Visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials, including any website containing any form of extremist propaganda or promotion of radicalisation. Any such sites should be reported to a member of staff immediately
- Send or receive any material that is illegal, obscene, defamatory, or intended to annoy or intimidate another person
- Use social networking sites, such as Twitter or Facebook while in school, or use such platforms to make public comments about Stanchester Academy its staff or students, which are defamatory, liable to cause offense or bring the school into disrepute
- Pass personal information on (like real names or addresses) to anyone on the internet.

Photographic Images of Children Policy

1. Introduction

This document provides guidance on the appropriate use of images of children in education. It covers still, video, and electronic photographic images wherever they are used. The guidance is for staff in an educational establishment who wish to use images of children and young people in education.

There are many occasions when staff and parents/carers will want to take photographs of children. Such occasions include everything from observation, evidence, assessment, and curricular purposes in the classroom to award ceremonies, performances, trips, and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

This guidance sets out to ensure that:

- Images are only used for the purpose intended
- Settings use of images is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected, and child protections issues considered
- Parents/carers and children are given the right to opt out.

2. Typical Uses of Photographs

- For GCSE examination submissions, e.g. videos of swimming, athletics events, photography coursework
- Key skills for PE
- Video Based Learning Project in PE
- Performing arts including dance and movement, concerts, drama performances, parent evenings
- Sports days and sports fixtures and the use of photographic equipment by parents/carers
- Media including newspapers and television, especially when some editors require children's names when publishing photographs
- Displays in the academy of children's activities
- Publications by the academy
- The academy website and social media pages
- Staff training and professional development activities
- Publicity material
- Time lapse photography for recording of building development
- Site security CCTV videos.

3. Safeguarding Children

The welfare and protection of our children is paramount, and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the

internet, particularly social networking sites. For this reason, consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

4. Data Protection/Ownership

Human Rights legislation and the Data Protection Act 2018 give people new rights, and it is the right to 'privacy' that is the issue when using photographs. The Council and establishments must take steps that respect the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All settings need to ensure they are registered with the Information Commissioner's Officer every year. Failure to notify the ICO is a criminal offence. Notification is necessary if settings are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by settings must be included in the setting's notification.

Further information on data protection as well as details on how to notify can be found at:

<https://ico.org.uk/for-organisations/guide-to-data-protection>

- *Photos taken for official academy use may be covered by the act and students should be advised why they are being taken*
- *Photos taken purely for personal use are exempt from the Act.*

Please note that although notification is mandatory in most cases the data protection guidance within this document is 'recommended guidance' and the academy must take individual responsibility for their own data protection issues in accordance with the Data Protection Act 2018.

5. Good Practice

The following advice represents good practice in the use of photographic images involving children:

- i. When taking a picture, the academy must obtain the consent of the person in the picture or from their parent or carer
- ii. If using a photo from the media or commissioning a photograph, have a signed agreement
- iii. Use the image in its intended context. Examples of this not happening are:
 - a. When a picture taken by a national newspaper of a child accepting an award was used by the National Front in a story with a completely different story angle
 - b. When a photo of the public boarding a bus to launch a rural transport initiative is used to illustrate a story attacking rural transport shortages.

iv. Follow the commitment made in the consent forms:

- a. not to use the photograph out of context
- b. not to use the photograph to illustrate sensitive or negative issues.

v. When photographing children:

- a. Ensure that parents and carers of young people have signed and returned to the academy the consent form for general photography. Any images going beyond the academy will need additional specific consent
- b. Ensure all children are appropriately dressed
- c. Avoid images that only show a single child with no surrounding context of what they are learning or doing
- d. Photographs of three or four children are more likely to also include their learning context
- e. Do not use images of a child who is considered very vulnerable, unless parents/carers have given specific written permission
- f. Use photographs that represent the diversity of the young people participating
- g. Report any concerns relating to any inappropriate or intrusive photography to the Headteacher
- h. Remember the duty of care and challenge any inappropriate behaviour or language
- i. Do not use images that are likely to cause distress, upset or embarrassment.

vi. Regularly review stored images and delete unwanted material

6. Parental Consent

On admission of a child to the academy, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their son/daughter. Consent should be discussed with the child, once they are old enough to understand, and the child also asked to sign the consent form. A list of children for whom consent has been refused will be maintained by the academy and the academy will ensure they do not include these children in photographs or video footage. The list will be updated on a regular basis.

The parent/carer should be asked to confirm, in writing, that they will inform the academy if they no longer wish images of their son/daughter to be used for any reason. They need to be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

When a parent/carer does not agree to their son/daughter being photographed, the Headteacher must inform staff and make every effort to comply sensitively.

For example, if a child whose parents/carers have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents/carers is therefore essential. With discussion it may be possible to agree other options. The parents/carers may accept a team photograph if names are not published, or they may be prepared to relent if it affects the whole team.

When photographic images are transmitted or shared beyond the establishment, for example television broadcasts, images on intranet sites, specific permission should be obtained.

7. Practical Examination Evidence

This covers the use of video material recording students' level of performance in examined practical aspects that are unable to be assessed during the moderating examiner's academy visit. The protocol laid down by the major exam boards is that this material should be returned to the establishment when the examiner has completed his/her judgments. It would therefore be good practice for colleagues to establish what will happen to the video evidence in discussion with the external examiner during their visit.

8. Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential periods. Staff should maintain the supervision and management control specified in the Offsite Activities Guidelines 2003. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents/carers are responsible for monitoring their son/daughter's use of cameras and subsequent use of their images involved.

9. The Use of Cameras and Video Recordings by Children

From time to time, children may be given the opportunity to use setting equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity. Children should not use personal equipment in the academy for the purpose of taking photographs or video footage, unless being used as a learning resource in line with the academy's Acceptable Use Policy (AUP). This includes the use of personal mobile phones. The only exception to this is on academy trips or visits where children may be allowed to take photographs for their own personal use. It should be made clear that these images should be taken responsibly and not used to upset any other child.

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with the setting's behaviour and anti-bullying policies and may be viewed as a criminal offence.

10. Use of Internet/Intranet Sites

Many establishments will have an internet/intranet facility. The site manager should know good practice and ensure that the establishment only uses appropriate images that follow this guidance. For example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than leotard.

11. Newspapers

On occasions, the media are asked to cover setting events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Parents/carers will be informed by the setting in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other titles with the same syndicate. Any child whose parents/carers have withheld permission, will not be photographed by the media.

Academy Publicity

Photographs of children's activities and achievements may be published in the academy newsletter or prospectus and posted on the academy website. Names of individual children will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Several scenarios can occur:

i. Team Photographs:

- When everyone is prepared to allow team photographs and full names to be published. In this situation publication can occur
- If a parent/carer is not happy to have their son/daughter's name printed on a photograph, then consideration could be given to publishing the photograph with no names. The Headteacher should make every effort to ensure, in conjunction with the newspaper editors, that this occurs
- If parents/carers of a child have indicated that the child is vulnerable and should not have a photograph printed, then a team photography may not be appropriate.

ii. Photo Opportunities:

- When an establishment invites a newspaper to celebrate an event, the Headteacher/manager should make every effort in advance to ensure that the newspaper's requirements can be met
- Almost without exception, this means the paper will prefer to publish the full names of anyone in a photography they print. The only exception to this might be (as above) in a larger group shot (e.g. a group of more than 10 children)
- However newspapers usually prefer to work with smaller groups of children – e.g. three or four – and for this number names would be required
- It is not acceptable to invite a newspaper to take photographs and then refuse to provide any names. Newspapers will not print anonymous photographs. Establishments must give thought to this beforehand – and parental permission/opinion must be their key guidance
- This might mean offering only those children whose parents/carers are happy for publication of photographs and names for inclusion in any photo opportunities
- If this is not possible – for instance because a specific group of children have achieved something, and parental permission regarding the publication of full names is withheld for one or more of the group – it might be possible to negotiate a 'first names only' agreement with the newspaper
- Otherwise establishments must be prepared to forego newspaper publicity.

iii. School Photographer

- Class and individual or group photographs are often an annual event. Parents/carers will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

12. Mobile Phones

In accordance with the academy's Mobile Phones, MP3 and Games Console Policy, the use of devices which contain cameras of photographic capabilities should not be permitted in changing rooms, toilets etc.

13. Close Circuit Television (CCTV)

Increasing numbers of academies are installing such equipment for the following uses:

- As a method of controlling access
- An aid to site management in monitoring incorrect parking, manoeuvring vehicles, delivery arrivals etc.
- Student behaviour issues/bullying. As a behavioural tool during breaks and lunch times it can be used to identify hot spots of inappropriate behaviour. It may also be to monitor within the building, corridors, and areas out of sight or not frequently trafficked by staff, for example in the vicinity of toilets
- As an aid to members of staff with responsibility for behaviour management
- To monitor personal safety for site supervisors, caretakers, cleaners etc.
- To monitor site safety and security
- As an effective deterrent for crime
- As a means of crime reduction and discouraging trespass.

Health and Safety

Medical Updates

It is essential that you provide the academy with updates of changes in your son/daughter's medical circumstances. If no updates are received the academy is reliant upon the details provided on the entry information on your child's Admission Form. We will not be responsible for any outcome in relation to changes not notified to us.

Emergency Salbutamol Inhalers in School

From 1 October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 will allow schools to keep a Salbutamol inhaler for use in emergencies.

The emergency Salbutamol inhaler should only be used by children for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for your son/daughter and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their son/daughter to school.

This does not negate the parent/carer's responsibility to ensure that their son/daughter has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack.

An asthma register will be accessible to staff and designed to allow a quick check as to whether a student is recorded as having asthma, and consent for an emergency inhaler to be administered. The register will include a photograph of your son/daughter, with your parental consent, to allow a visual check to be made.

If you wish for your son/daughter to be included on the register, please complete the Consent Form on page 37 and return it to the Stanchester Academy Office.

Food Testing

As part of Food Technology lessons, your son/daughter will be able to taste food prepared in demonstrations or as part of sensory analysis lessons.

This is an important part of the course at Key Stage 3 and GCSE/BTEC levels so that students can think carefully about why a particular product is pleasant to eat or not. Students are never forced to take part though the experience does support their learning.

A very small number of students suffer from food allergies, and it is important that the staff know about these so that students do not taste food which might be harmful to them. I would ask you to notify your son/daughter's Food Technology teacher, in writing, if they cannot take part in these lessons.

Privacy Notice – How We Use Pupil Information

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive. To access the current list of categories of information we process please request to see our data asset audit by contacting the school.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- support pupil learning
- monitor and report on pupil progress
- moderate teacher assessment judgements
- provide appropriate pastoral care and support services
- assess the quality of our services
- comply with the law regarding data sharing
- support you to decide what to do after you leave school
- support or improve educational provision
- ensure no children are missing education
- support children at risk of permanent exclusion
- support the primary, secondary and in-year admissions process
- safeguard children and young people
- improve the education and services we provide
- meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6 (c) Legal obligation: the processing is necessary for us to comply with the law. We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989.
- Article 6 (f) Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party.
- For some data processing where there is no legal obligation or legitimate interest for the school to collect and use the data, we will ask for parental consent under Article 6 (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose

Some information we process will be Special Category data under Article 9 of GDPR. We will rely on the legal basis of Article 9 (g) processing is necessary for reasons of substantial public interest.

Collecting pupil information

We collect pupil information through annual data collection forms, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule which is based on guidance from the Information and Records Management Service (IRMS)

<https://irms.org.uk/page/SchoolsToolkit>

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Examples of where we store data include:

- SIMS
- EPraise
- Kaboodle
- MyConcern

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- Somerset Local Authority, which may include Panel for Excluded and Vulnerable Pupils (PEVP) and South Somerset Partnership School (SSPS)
- commissioned providers of Somerset Local Authority services (such as agencies supporting Looked After Children)
- partner organisations signed up to the Somerset Local Authority Data Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and the NHS
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Alternative provision centres other than those provided by the Local Authority, including Inspired to Achieve (a subsidiary of Yarlington Housing Group)
- Third-party providers of information services (such as student apps) where consent has been given
- Contracted providers of services (such as school photographers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via Somerset Local Authority for the purpose of those data collections.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to Somerset Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age of 16.

Data is securely transferred to the youth support service via secure email and is stored securely and held for the set amount of time shown in our data retention schedule.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with Somerset Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via secure email and is stored securely and held for the set amount of time shown in our data retention schedule. For more information about services for young people, please visit Somerset Local Authority's website <http://www.somerset.gov.uk/childrens-services/youth-services>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school. We will provide your child's educational record within 15 school days, and any further information we hold within 30 days.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer dataprotection@btc-trust.org

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 25 February 2019.

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Data Protection Lead: Steve Redman dataprotection@btc-trust.org
- Somerset County Council Data Protection Officer: Amy Brittan dposchools@somerset.gov.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

Cashless Catering and Online Payments

All payments made to the Academy are via the website Scopay. On starting at the Academy an account will be created for you and details of how to use this will be sent out. Parents/carers wishing to provide funds towards the refectory meals will use Scopay to add money to their child's accounts.

To enable a cashless system students will have a digital account with the refectory and use their thumb print (biometrics) to pay. This ensures that parents/carers have control over the use of money for refectory food and that students do not need to carry cash on site.



Free School Meals

We strongly encourage parents/carers to register for Free School Meals if you are eligible to do so. Free School Meal students will have their daily allowance available on their account and the system will then work in the same way as for other students. Meals not taken will NOT carry over to the following day. Parents/Carers can if they wish "top up" students accounts for extra purchases. An application form for Free School Meals is available from the front office.

School Transport and Buses

Free school transport is provided for children who attend their catchment or nearest school and live more than the statutory walking distance from that school, however, there are exceptions for students who live in Yeovil who have chosen Stanchester Academy as their secondary school.

For students who are not eligible for free transport. Stanchester Academy have provided a transport service from Yeovil in recent years and this service is continually under review to ensure that we can provide the best possible service at a reduced cost to parents. The current cost per student is £2.40 per day, however this is subject to review and will depend on the number of students using the service and the cost of providing the transport.

The transport collects from the bus stop at Houndstone at 7.45am the Palmers car park (near Asda) at 7.50am. Students should arrive at the bus stop 5 minutes before these departure times.

If you would like your child to use this transport from September, please email office@stanchester.co.uk with your child's name and the stop they will use. Please note that places on the transport are subject to availability. Details of the actual costs and how to make your payment will be sent out at the start of the term.

The Academy Trust

We are a proud member of the Bridgwater and Taunton College Trust, a group of like-minded schools that collaborate to provide mutual support, share their good practice, and learn from each other, whilst retaining and developing their own distinctive character.

To find out more about the other schools within our Trust please follow the link below.

<https://bridgwatercollegetrust.org.uk/>



Frequently Asked Questions?

What time does my son/daughter need to be in school?

Registration begins at 8.20am.

What should my son/daughter do if they arrive late to school after registration?

They should go to the front of school office where they will be registered as late.

What number do I ring if my son/daughter is ill?

Please ring our academy office on 01935 827201 or email attendance@stanchester.co.uk by 8.30am on the day your son/daughter is ill and again for any subsequent day's absence. Please clearly state the name, year group and reason for their absence.

What should my son/daughter do if they feel ill during the school day?

They should tell their teacher straightaway and then they may be sent to a First Aider. If they are too ill to remain at school or if hospital treatment is necessary, then parents/carers will be contacted to make suitable arrangements. Therefore, it is so important we have up to date emergency contact numbers. Under no circumstances should they leave the academy, contact their parents/carers themselves on a mobile, or go home without permission.

Who do I write to if I need to take my son/daughter out of school for medical reasons?

Please send a note to the academy office requesting absence for medical/dental appointments 48 hours in advance.

Can my son/daughter bring medicines to the academy?

Students are not allowed to carry their own prescribed medicines, except for inhalers, EpiPens and insulin. All prescribed medicines can only be administered to students under 16 years with parents/carers written permission. Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage, and storage. The academy will keep prescribed medicines stored securely. Only named staff will have access to this storage and a record is kept, and countersigned, of all medicines administered.

Who should I contact if my personal details change?

If your personal details change you need to complete a Change of Details form which is available from the front office, you can telephone the academy on 01935 823200, or email the office at office@stanchester.co.uk.

Does the academy operate a lost property system?

Finds and losses should be reported to the student office without delay. Property left about the academy premises during holidays will be disposed of. All items of personal property should be named to allow us to identify and return lost items.

How do I speak to my son/daughter's Tutor?

Please either telephone the Stanchester Academy Office where a message will then be sent to the Tutor asking them to contact you or alternatively email them directly. Please note that it may not always be possible to speak to the Tutor immediately due to teaching commitments, but we will contact you within 48 hours.

Who should I contact first if I want to discuss a confidential matter about my son/daughter?

Please contact your son/daughter's Tutor to discuss the matter in the first instance. If it is highly confidential or of a sensitive nature, please contact your son/daughter's Head of Year. Please note that it may not always be possible to contact the Head of Year immediately due to teaching commitments, but we will contact you within 24 hours.

Who should I contact first if I want to discuss my son/daughter's progress in a subject?

Please contact your son/daughter's subject teacher to discuss the matter in the first instance. A message will also be sent to the relevant Head of Department. Please note that it may not always be possible to contact the subject teacher or Head of Department immediately due to teaching commitments, but we will contact you within 48 hours.

What if I need to pass on an urgent message to my son/daughter?

Please contact the office on 01935 823200 and we will pass the message on as soon as possible.

What notice will I receive if my son/daughter is placed in an after-school detention?

If your son/daughter is placed in an after-school detention, we give parents/carers 24 hours' notice. The member of staff issuing the detention will write/text/telephone you, informing you of the date and reason for the detention.

Can my son/daughter bring valuables to the academy?

For reasons of security, valuables and large sums of money must not be brought into the academy. If for any exceptional circumstances they do have expensive items or large sums of money in the academy, it should be handed to the front office for safekeeping until the end of the day. All personal items should be clearly marked with the owner's name and Tutor Group. No items of value should be left in bags or pockets in cloakrooms or changing rooms during PE lessons. The academy is not responsible, or insured for, student loss, theft etc.

It is our policy to allow students to have a mobile phone with them in the academy should they choose to do so under the conditions outlined in the 'Mobile phone, MP3 player and Games Console policy'. The academy cannot accept any responsibility for theft, loss, damage, or health effects (potential or actual) relating to mobile devices, nor for theft, loss, or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other valuables are insured.

Consent Form for the use of Emergency Salbutamol Inhaler



(For students showing symptoms of Asthma/having an Asthma attack)

Student's Name: _____ Year and Tutor Group: _____

1. I can confirm that my son/daughter has:

a. been diagnosed with asthma **YES / NO**

b. has been prescribed an inhaler **YES / NO**

2. My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring to the academy every day **YES / NO**

3. In the event of my son/daughter displaying symptoms of asthma, and his/her inhaler is not available or is unusable, I consent for him/her to receive salbutamol from an emergency inhaler held by the academy for such emergencies **YES / NO**

4. I give my consent for my son/daughter's* photograph to be kept on the register to allow a visual check to be made **YES / NO**

Parent/Carer Signature: _____ **Date:** _____

Parent/Carer Name (please print): _____

Parent/Carer's address and contact details: _____

Telephone: _____

E-mail: _____

Please complete, sign and return this consent form to the Stanchester Academy Office.

Parental Medication Permission Form



Academic Year 2023-24

In line with the Academy Medication Policy, medication will only be administered to your child by a suitably qualified member of staff and if it has been prescribed. You must complete and sign this permission form.

- All medicines must be in the original container and placed in a bag or box that can be sealed with a completed copy of this paperwork.
- Should your child require more than one medication they must be in separate containers with a separate set of paperwork.
- A record will be kept of any medication administered, a copy of which will be sent home the same day.

Student Name:	
Address:	
Date of Birth:	
Year and Tutor Group:	
Medical condition or illness:	
Name and type of medicine (as described on the container):	
Expiry date:	
Dosage to be given:	
Time and frequency of administration:	
Side effects and action to be taken if they occur:	
Procedures to be taken in an emergency:	
Parent/Carer signature:	
Date form completed:	

Please complete, sign, and return this form to the Stanchester Academy Office along with your child's medication.

Parental Medication Permission Form – Part 2



RECORD OF MEDICATION ADMINISTERED

(To be completed by a member of staff)

Student Name:	
Year and Tutor Group:	
Date medication provided by Parent/Carer:	
Name and type of medicine (as described on the container):	

<i>Date Given:</i>				
<i>Time Given:</i>				
<i>Dose Given:</i>				
<i>Name of suitably qualified Person:</i>				
<i>Signature:</i>				

<i>Date Given:</i>				
<i>Time Given:</i>				
<i>Dose Given:</i>				
<i>Name of suitably qualified Person:</i>				
<i>Signature:</i>				

Consent Form for School Trips and Other Offsite Activities



Please select 'Yes' on the **Parent/Carer Agreement Form** on page 44 if you consent to following:

For your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- All visits (including residential trips) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day
- Local trips outside of the academy grounds as part of the curriculum or enrichment offer.

The academy will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day. Where a trip is further than the direct local area or residential, additional consent will be requested.

Medical information

If applicable, please complete the medical information section below and return this to the Academy Office.

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Name of child: _____

Medical details:

Signed (by parent/carers): _____

Date: _____

Parent/Carer Agreement Form

Academic Year 2023-24



Student Name: _____

Year and Tutor Group: _____

Please indicate by ticking 'Yes' that you have read and support the following information:

	Yes	No
Home Academy Agreement (pg 5) I/We* give my/our* full support to the Home Academy Agreement.		
Academy Uniform and PE Kit (pg 17) I/We* have read and support the College Uniform Policy and guidelines.		
Physical Education Protocols (pg 19) I/We* have read and support the Physical Education protocols.		
Mobile phone, MP3 player and Games console Policy (pg 20) I/We* have read and support this policy. As the parent/carers* of the above student, I/we* have read the above and grant permission for my/our* son/daughter* to bring a mobile phone into the academy.		
ICT Acceptable Use Policy for Students (pg 22) (a) I/We* have read and support the ICT Acceptable Use Policy for students.		
(b) I/We* agree that my/our* son/daughter's* work may be electronically published.		
(c) I/We* give permission for my/our* son/daughter* to access the internet. I understand that the academy will take all reasonable precautions to ensure that students cannot access inappropriate materials, but I appreciate this is a difficult task. I understand that the academy cannot be held responsible for the content of materials accessed through the internet and I agree the academy is not liable for any damages arising from the use of the internet facilities.		
Photographic Images of Children Protocol (pg 24) I/We* have read and support the Photographic Images of Children protocol.		
Health and Safety (pg 29) I/We* have read and understood the Medical Update, Emergency Salbutamol Inhaler information and Food Testing information provided and will inform the academy of any medical conditions or food allergies relating to my/our* son/daughter*.		
Privacy Notice (pg 30) I/We* have read and support the college's Privacy Notice.		
Consent Form for School Trips and Other Offsite Activities (pg 43) I/We* have read and consent to my/our* son/daughter* participating in school trips.		
Academy Rules I/We* have read and support the Academy rules as reflected in this document.		

Parent/Carer(s) Declaration:

I/We* have read and understand the information that I/we* have been given. I/We* will undertake to fully support Stanchester Academy in implementing the agreements and policies in the Parent/Carer Handbook. My decision on whether to give consent will remain valid throughout my son/daughter's* time at Stanchester Academy, unless I give written notice to the contrary.

Signature of Parent/Carer*(s): Date:

Student Declaration:

I agree to abide by the agreements and policies above.

Signature of Student: Date:

**Please delete as appropriate, tick Yes or No for each statement, sign and return to the Academy Office.*