Agreements and Consents

Home School Agreement

The purpose of the Home School Agreement is to ensure your child has a successful school career.

SCHOOL CODE OF CONDUCT

• SCHOOL is a place you come to work. Make sure you always do your best.

• TREAT everyone with politeness, courtesy and respect. Do not use language which is abusive, offensive or rude. Do not shout or call out, interrupt or answer back.

• CARE for the school, the site, the people in it and all equipment. Do not drop litter or damage equipment. Never eat in lessons.

• THINK about your safety and the safety of others. Do as teachers tell you to do in classrooms, laboratories and workshops. Your safety may depend upon what you are told.

• WEAR the school uniform.

• REMEMBER to bring the equipment you need to each lesson.

• BE PUNCTUAL to lessons, go into classrooms quietly and settle down quickly.

• LISTEN to the teacher. Do not talk when the teacher is talking and raise your hand if you want to ask a question.

• COMPLETE your classwork, coursework and homework on time and look after your school books.

ANTI-BULLYING
• The school community will not tolerate bullying
• Bullying will be dealt with seriously
• The school community has the right to travel to and from school without being bullied
• The school community will not judge others by appearance alone
• The school community will accept others regardless of race, religion, culture or disability
• We are a caring and supporting school – bullying is too important not to report

VAPING/SMOKING
The Academy is taking a zero-tolerance approach to vaping/smoking, therefore if you are suspected of vaping or smoking on the school site then you will be suspended (please see Behaviour for Learning Policy).

If you are found to be with other students that are vaping/smoking at the time of the offence (even though you may not have been smoking/vaping yourself) then you will receive the same sanction.

Student misdemeanours are dealt with through a consequences system in The Behaviour for Learning Policy on the school website.

Students' achievements are recognised through a system of praise letters, texts home and acknowledgment in assemblies and prizes.

The Parent Carer – I will:

• see that my child goes to school regularly, on time, properly equipped and dressed in school uniform as given in the school Uniform Policy
• make the school aware of any concerns or problems that might affect my child's work or behaviour
• support the school's policies and guidelines for behaviour, as given in the school's Behaviour for Learning Policy
• support my child in homework and other opportunities for home learning as outlined in the Assessment for Learning Policy
• attend Progress Evenings and other discussions about my child's progress
• get to know about my child's life at the school
• ensure that my child does not use electronic devices in school as per the Mobile Devices Policy. Electronic devices will be confiscated with parents/carers asked to collect after school.
All policies are provided on the school website
** Download the Satchel One App so that I can view my child's timetable, attendance and achievement/behaviour record.

The Student - I will:

• attend school regularly and on time
• bring all the equipment I need every day for lessons
• wear the school uniform and be tidy in appearance
• work towards achieving or exceeding my target grades
• complete my classwork, homework and coursework on time
• look after the school's environment by keeping it free of litter and graffiti
• treat all my fellow students, and members of the school community with respect - this includes property in school and public transport
• not vape or smoke either in school, or in the vicinity of the school or on school buses, or in school uniform when representing the school
• take part in the wider opportunities provided at Alleyne's
• follow the School Code of Conduct
• not use my mobile device on the school site after the first bell (8.40am). Even though the school are using Satchel One (Learning Platform) which informs the students of their timetable, achievement and behaviour points, students are not to use their mobile devices at all.

Alleynes Academy - The school will:

• care for your child's safety and happiness
• let parents know about any concerns or problems that affect your child's work or behaviour
• ensure that your child achieves his/her full potential as a valued member of the school community
• provide a balanced curriculum and appropriate work and meet the individual needs of your child
• keep you informed, especially about your child's progress and general school matters
• be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school
• arrange for regular monitoring, a report and Progress Evenings

School Uniform

In September, uniform should be worn as follows:

Black blazer with the school badge

No rolled-up sleeves

Standard plain black trousers or

No hipsters, jean style, flared trousers with exposed fashion buttons or zips.

Alleyne's Castle Tartan Skirt (Year 9 & 10 only)

School black knee length skirt (Year 11)

This is the only style of skirt that will be permitted – lycra, tube or 'stretch skirts' may not be worn

White plain school shirt

School clip on tie – House colours

Black plain V neck jumper with or without the school logo

Wearing of the school jumper is optional – ***No other style of jumper can be worn, this includes hoodies and sweatshirts. Jumpers can only be worn under a blazer and not in place of.***

Solid black shoes

Canvas, pumps or any brand of sports trainer or fabric style shoes are not permitted

Plain dark coloured coat

No denim or leather

PE Kit

Black shorts, black socks, Alleyne's white sports top or plain white polo shirt and trainers.

Recommended for outdoor wear: Black tracksuit or black leggings, Alleyne's rugby top and football boots.

Further details and illustrations are available on our website

I have read the details of school uniform at Alleyne's and fully understand it.

Parental Consent for Sports Visits:

1. I understand that dates and predicted return times cannot be given at this stage but will be communicated verbally to students, who in turn are expected to pass the information to their parents/person with parental responsibility.

3. Insurance. All bona fide educational visits by our school are covered by the ESFA RPA scheme, as are all in-school activities. These visits are considered to have normal everyday risks and no further insurance has been provided. A copy of the Insurance Policy can be obtained upon request.

4. Transport: I understand that transport arrangements for each visit will be arranged nearer the time and my child understands the need to wear a seatbelt and to remain with their groups.
I understand that transport for weekend events (unless otherwise informed) is the responsibility of the parent/ person with parental responsibility.

5. Return to Home: I understand the predicted times of return will be notified for the activity/event and where this is outside school hours I will attend to collect my son/daughter or make suitable arrangements for his/her safe return home.

Consent for the use of Biometric for the cashless catering system

You may be aware that we use a student recognition system using fingerprint biometrics at Alleyne's Academy, which allows us to make use of cashless catering.

This system has improved the services we are able to offer to students and staff, with benefits including improved security for handling cash transactions in the school, a reduction in queuing time, and greater parental control over what children are buying, and complete anonymity for free school meal students.

If you choose to opt out of the Biometric registration your son/daughter will be allocated a 4 digit number in the week of term. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. As a second precaution, the school identification photograph can be seen by the operator at the till point when the Biometrics or PIN code is used.

Funds for your child for the cashless catering system should be topped up via ParentPay but there is a payment pod in school if needed.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by Alleyne's Academy.

I understand that I can withdraw this consent at any time in writing.

Privacy Notice for Students, Parents & Carers

Alleyne's Academy are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We collect and use student information under GDPR, Article 6(1) to:

Support your learning;

Monitor and report on your progress;

Provide appropriate pastoral care, and

Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information**[1]** and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. *If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.*

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. *Please contact Mrs Barnes, SLT PA, if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at*

https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

Where appropriate we will send to relevant National Health Service personnel (e.g. School Nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care.

We may need to share information with 3rd party applications and services such as but not limited to:

Microsoft
Capita Sims / Entrust / Satchel One
ParentPay
CPOMs
Schools, Colleges and Universities that our pupils join after leaving our schools
Staffordshire Local Authority (admissions, exclusions, safeguarding and SEND)
Department for Education
Ofsted
NHS (vaccinations/school nursing service)
Police
Social Services
Attend EDC (attendance and educational welfare support)
CAMHS (Child and Adolescent Mental Health Service)
(cont..)

Privacy Notice continued...

Alliance in Partnership (Catering Services)
Catering
Educational Psychologist Department
Careers
Work Experience Providers
Offsite Learning Providers
Educational Visits
Residential Trip organisers
Alternative Education Providers
Peripatetic Agencies
School Photographers
Examination Boards
National Pupil Data
Fischer Family Trust
Education and Skills Funding Agency
Teachers from Supply Agencies
Duke of Edinburgh Award Scheme

If you want to receive a copy of the information about you that we hold or share, please contact the Academy:

Alleyne's Academy
Oulton Road, Stone, Staffordshire, ST15 8DT
Telephone: 01785 337400
Email: office@alleynes.staffs.sch.uk
Website: www.alleynesacademy.co.uk

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:
http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx
or
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you cannot access these websites, please contact the LA or DfE as follows:
Information Governance Unit
Staffordshire County Council
St Chad's Place
Stafford
ST16 2LR
Email: foi@staffordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT
Website: https://www.gov.uk/government/organisations/department-for-education
Email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

I have read the School's Privacy Notice and give consent for my child's information to be shared with the above named parties.

Computer, email and internet agreement

As part of your child's curriculum and the development of ICT skills, Alleyne's Academy provides access to computers, email and the Internet. We believe that the use of the World Wide Web and e-mail are worthwhile and are essential skills for children as they grow up in the modern world. In order to be granted access, students and parents/carers must sign the following agreement.

Rules for ICT Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe:

- On a network, I will use only my own login and password, which I will keep secret
- I will not look at, change or delete other people's files.
- I will not try to access inappropriate Internet sites which contain, for example, pornographic, discriminatory or violent material.
- I will not use school computers for any inappropriate activities which are for example defamatory, obscene, discriminatory or would give the school a bad name.
- I will not deliberately harm school computer equipment, including the school network.
- I will only e-mail with my teacher's approval.

The messages I send will be polite and sensible.

- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the computers, email or Internet.

Consistent misuse will result in a detention or other appropriate action.

Satchel One - I will download the Satchel One app on my mobile phone and use this platform to view my timetable, attendance, achievements/behaviour points, detentions etc...

The school may exercise its right, by electronic means, to monitor the use of the school's computer systems. This will include the monitoring of websites, the interception of e-mail and the deletion of inappropriate materials on any device used on the network. This will be carried out in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Although there will always be concerns about students having access to undesirable materials, we take positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the facility for children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Should you wish to discuss any aspect of computer, email or Internet use, please contact:
Mr T Tweats, Deputy Headteacher, to arrange an appointment.

Storage of Data

Any data collected and stored for the purposes stated in the Privacy notice and any other sections of this booklet are held electronically. All CCTV footage within the school grounds is deleted after 14 days.

CCTV is used for the safeguarding and safety of members of the school community. These images are only viewed, when necessary, by a very small list of registered people.

Satchel One

Photography Consent

Alleyne's Academy will hold a photograph of your child for the purposes of identification as a safeguarding measure. Otherwise we do require consent, as detailed below.

For other photographs, with consent, we will:

1. Not use photographs in any form of internal or external publication where we do not have consent
2. Not reveal, with the image, personal details other than student's name, if permission given