

# PARENTS' INFORMATION BOOKLET



# The Academy Day

|         |   |
|---------|---|
| 8.30am  | Arrive  |
| 8.40am  | Registration  |
| 8.45am  | Period 1  |
| 9.45am  | Period 2  |
| 10.45am | BREAK   |
| 11.05am | Period 3  |
| 12.05pm | Period 4  |
| 1.05pm  | LUNCH   |
| 1.45am  | Tutor Time  |
| 2.10pm  | Period 5  |
| 3.10pm  | Enrichment and House events on various days to opt into |

## HOME SCHOOL AGREEMENT

### **I/We, the parents, will:**

- Ensure that my child goes to school regularly, on time, in uniform and properly equipped.
- Inform the Academy of any concerns or problems which might affect my child's work or behaviour.
- Support the Academy's Code of Conduct and behaviour guidelines and, should they be necessary, the full range of punishments.
- Support my child in homework and other opportunities and regularly sign the homework diary.
- Attend parents' evenings and discussions about my child's progress.
- Take opportunities to support my child's involvement in the Academy as a whole.
- Offer praise and encouragement wherever possible, playing my part in the Academy reward system.
- Return reply slips and send absence notes promptly.

### **I, the student, will:**

- Go to school regularly, on time, in uniform and properly equipped.
- Let a teacher know or my tutor know of any concerns about my work or school.
- Follow the Academy's Code of Conduct and behaviour guidelines, acting at all times as a good ambassador for the Academy.
- Complete all my homework to the best of my ability and on time, and keep my homework diary properly up to date.
- Give 100% effort to my work, including meeting any targets agreed.
- Take a full and active part in House and other opportunities offered by the Academy.
- Seek to gain rewards and recognition for my achievements and those of my tutor group, any team and my House.
- Ensure that all communications between home and school reach their destination.

### **We, the Academy, will:**

- Contact parents if there is a particular concern with attendance, punctuality or equipment.
- Discuss with parents the issues regarding their child's work or behaviour and apply rewards or sanctions as appropriate.
- Ensure a safe, purposeful working environment for all children.
- Set, mark and monitor classwork and homework.
- Send home termly assessment checks and arrange parents' evenings during which each child's progress can be discussed.
- Offer activities to support each child's learning and personal development and provide opportunities for success and reward through the House system.
- Keep parents informed about the Academy through regular letters and newsletters and other publications.
- Seek and implement ways to improve parental engagement and to serve our community.

## **MEDIA CONSENT**

Any child under 16 needs to have parental consent to have their photograph taken or be filmed. Once a child is 16 years of age they can give their own consent and a parents' consent does not need to be sought or given.

### **Media Consent Form Conditions of Use**

The Media Consent Form is valid for five years from the date you sign it, or for the period of time your child attends Oxford Spires Academy. The consent will automatically expire after this time. However, you acknowledge and understand that there may still be materials in circulation after this time. You are entitled to withdraw your consent at any time provided that you tell us in writing

- We may use the personal details or full names (which means first name **and** surname) of any child in a photographic image, on video, on our website, or in any of our printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
- If we use photographs of individual children, we may use the full name of that child in the accompanying text or photo caption.
- If we name a child in the text, we may use a photograph of that child to accompany the article.
- We may include pictures of children that have been drawn by other children at Oxford Spires Academy.
- We may use photographs or footage with very general labels, to identify the activity being carried out.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Please note that websites can be viewed throughout the world and not just in the United Kingdom.

## CODE OF CONDUCT FOR USE OF OXFORD SPIRES ACADEMY E-LEARNING FACILITIES

This Code of Conduct applies at all times, in and out of Academy hours, whilst using Academy equipment. Internet and e-mail will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources, but only on the understanding that you agree to follow this code. This Code of Conduct is not intended to be exhaustive. At all times you should use e-learning resources in an appropriate and responsible manner.

### THE CODE

#### You should:

- Only access sites which are appropriate for use in the Academy. *This also applies outside lesson time.*
- Be aware that your actions on the Internet and when using e-mail can be seen and are monitored.
- Always keep your username and password private and secure. *If you feel someone may know your password, change it.*
- Be aware that information on an Internet website may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart.*
- Treat others as you would expect to be treated e.g show respect and be polite.
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail.
- Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person that produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*
- Check with the teacher before:
  - Downloading files
  - Completing questionnaires or subscription forms
  - Opening e-mail attachments

#### You should not:

- Send, access, store or display offensive messages or pictures
- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Access any other users' files, e-mail or personal web space without their express permission
- Intentionally waste resources

#### Please note:

You should always log out and close your browser when your session has finished.

User areas on the academy network will be closely monitored and the network manager may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

## CONSENT FORM FOR OFF-SITE VISITS AND ACTIVITIES

**In line with DFE guidelines on reducing the paper burden for off-site activities and outdoor learning the form below is a revised generic consent form.**

Consent forms have often been used in the past as a means to get updated information about medical issues etc. It is essential to ensure that this information is available: each establishment / setting needs to have some means of providing current, relevant information to activity / visit leaders. It remains good practice to inform a parent a visit or activity is to take place (and this may be a useful opportunity to remind the person that they have given consent and to give the individual an opportunity to withdraw it). It remains good practice for residential visits, adventurous activities or activities for which a charge is made to have specific informed consent, including agreement to any payment or cancellation terms.

### **I understand that:**

- I will be informed of the dates and nature of the activities beforehand and will have the opportunity to withdraw this general consent should I wish to do so.
- Advance notice will be given if the activity extends beyond the school day so that appropriate arrangements can be made.
- Specific permission will be requested for extended journeys, residential visits, adventurous activities and activities for which a charge has been made.
- I need to ensure the school is kept informed of any medical condition / disability as and when they arise.

### **Biometrics School Recognition System**

We work a cashless catering system using a biometric recognition system. There are many advantages to using this system to cover all these aspects of school life. You will be able to pay for your child's lunches using an online payment engine. For those without internet access an alternative will be available and there will also be cash loaders to allow pupils to top up their accounts with cash during the course of the day. In the near future, this recognition system will integrate with our new ICT network and printing solution, providing ease of access and functionality.

The system works by using several points on a person's thumb to create a unique numerical code. It is the numerical code which is security stored and **not the image of the prints on the person's thumb**. It is impossible to create a diagram of the points on the thumb from the numerical code.

The manufacturers of the system take data protection extremely seriously, and are happy to meet parents to explain how data is protected.

The data is securely stored and destroyed when your child leaves the school or when you instruct us to do so. Please do not hesitate to contact ICT Network Manager on [ictservicedesk@oxfordspiresacademy.org](mailto:ictservicedesk@oxfordspiresacademy.org), if you require any further information.

To colleagues responsible for performing free school meal eligibility checks.

From April 2015, the threshold figure which forms part of the tax credit free school meal eligibility category is £16,190.

Pupils whose parents/carers receive the following support payments are entitled to free school meals (assuming the parent does not receive Working Tax Credit).

Under the current criteria, children who receive, or whose parents receive one or more of the following support payments are entitled to receive free school meals and eligible for two year old funding.

- Income-based and contribution-based Jobseekers Allowance or ESA on an equal basis
- Income Support
- Income Based Jobseekers Allowance
- Income-related employment and support allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Universal Credit

### **Backdating**

Claims for free school meals can only be backdated to the date that the application form is submitted to the school by the parent.

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