

# Information Booklet & Consent Form

Please read all information contained in this booklet

Please complete and sign the enclosed  
Medical Considerations/Consent Form  
and return to Mrs K Collier

# HOME SCHOOL AGREEMENT

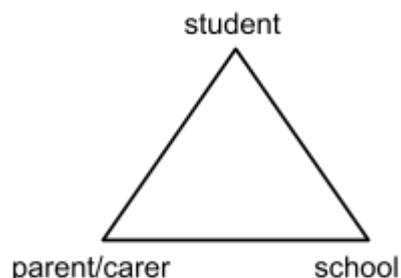
Successful education at Westfield Academy is based on a partnership between school, parents and students working together in the best interests of students.

The Code of Conduct is based around **ABC**

**A**ttend

**B**ehave

**C**ommit To Learning



## The School Will Do It's Best To:

### Attendance

- Encourage and reward good attendance and punctuality.
- Monitor attendance and punctuality.
- Promptly contact parents about unexplained absences, low levels of attendance or persistent lateness.

### Behaviour

- Provide a safe, well-ordered and caring environment.
- Have and enforce a clear and reasonable behaviour policy.
- Value and respect all students.
- Encourage students to take on responsibilities.
- Contact parents should a problem arise.

### Commitment to Learning

- Provide a balanced and challenging curriculum, appropriate to the needs of all students.
- Provide high quality lessons, challenging homework and stimulating enrichment experiences.
- Accurately monitor students' progress and report regularly to parents.
- Recognise, value and celebrate success.

## Parents Will Do Their Best To:

### Attendance

- Ensure their child attends regularly. (Attendance is normally expected to be 97%-100%).
- Avoid planned absences during term time.
- Ensure their child arrives on time.
- Inform the school promptly if my child is absent.

### Behaviour

- Support the school in maintaining high standards of behaviour.
- Ensure their child is correctly dressed in school uniform.

### Commitment to Learning

- Ensure their child has the correct equipment for each day.
- Ensure their child completes homework to the best of their ability and meets deadlines.
- Check and sign their child's planner once a week.
- Ensure their child revises thoroughly before public and internal exams.
- Contact the school should they have any concerns about their child's learning.
- Attend parents' meetings.

## **Students Will Do Their Best To:**

### **Attendance**

- Attend regularly. (Attendance is normally expected to be between 97%-100%).
- Arrive punctually to all lessons

### **Behaviour**

- Behave well and respect and follow all schools rules.
- Follow all reasonable requests immediately and without question.
- Be correctly dressed in school uniform.
- Be polite and act respectfully to all other students and adults.
- Look after the school site and equipment.
- Use appropriate and acceptable language.

### **Commitment to Learning**

- Do their best in everything they do, including homework and meet all deadlines.
- Ensure they have the equipment needed for every lesson.
- Listen to and act on the advice given by teachers.
- Revise thoroughly before public and internal exams.
- Ask for help if needed.
- Take advantage of opportunities and take part in extra-curricular opportunities.
- Collect stamps in their planner for each lessons and extra-curricular session.

## **DATA PROTECTION AGREEMENT FORM**

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or web cam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need parental permission before we can photograph or make any recordings of your child.

The school has a CCTV system which monitors internal and external areas of the school for security and safety reasons. These images will only be used for internal purposes or for the investigation of criminal activity.

### **CONDITIONS OF USE**

This form is valid for five years from the date you sign it, or for the period of time your child attends Westfield Academy. The consent will automatically expire after this time

## **How We Use Your Personal Data (*Privacy Notice for Students*)**

### **1. INTRODUCTION**

Under the General Data Protection Regulations (GDPR) we are required to tell you how and why we collect your personal data and what we do with that information. We also need to tell you what decisions you can make about your own data.

Personal Data is information that the Academy holds about you and which identifies you. This may include:

- Personal details such as your name, address, date of birth, religion or ethnic group
- Information about your home life and your relatives
- Information about your use of computers whilst logged on to the Academy's network
- Assessment information such as test and exam results
- Medical information
- Information about your behaviour
- Photographs, videos, or CCTV images

This data will be collected from a range of sources. Much of it will be given to us by you or by your parents, some will be collected by teachers or other staff in the Academy. Your previous school will give us some information as may other outside organisations such as the Local Authority, the NHS or other professionals.

### **2. OUR LEGAL GROUNDS FOR USING YOUR INFORMATION**

As a public body we are allowed to use your data because it is necessary to carry out tasks in the public interest. We do not need your consent to use this data provided we use it for purposes that would reasonably be expected of a school. In particular the Academy has a public interest in:

- Providing you with an education
- Safeguarding your welfare and the welfare of other students
- Ensuring the safe and efficient operation of the school
- Meeting the obligations that are given to us by outside organisations including local and national government.

If we wish to use your data for any purpose which is outside of what a school would normally do, we must ask for your consent in advance. If you give us consent you can later withdraw it at any time.

At times the Academy may need to use data to fulfil a legal obligation, in particular to protect the best interests of a student, meet its employment obligations or to respond in an emergency situation. In these circumstances consent is not required.

### **3. HOW WE USE YOUR DATA AND WHOM WE SHARE IT WITH?**

Most of your personal data is stored securely and electronically on school servers or on servers located off-site. Some of your data will be in paper files which will be stored securely in locked filing cabinets in offices.

To allow us to run the school efficiently, provide you with an effective education and to ensure your safety we have to share your data with a range of different organisations. Examples of these types of organisations include:

- The Local Authority
- Other Schools
- Department for Education
- Exam Boards
- School Management Software suppliers

- Travel companies and places that you visit on school trips
- Other public bodies such as social services, NHS, the police

A complete list of all the organisations we share information with is published on our school website [www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk) under Data Protection. All organisations with whom we share data also have to comply with GDPR and we have taken reasonable steps to ensure this.

#### **4. HOW LONG DO WE KEEP YOUR DATA?**

We will only keep your data for as long as it is necessary for us to do so. We will follow the guidance published by the Information and Records Management Society. In most cases this means we will keep your data for nine years after you leave school, then we will destroy it.

#### **5. WHAT DECISIONS CAN YOU MAKE ABOUT YOUR DATA?**

You can make various decisions about your data. Your rights are as follows:

- If the data we hold is incorrect you can ask us to correct it, which we must then do
- You can ask to see the information we hold about you by making a Subject Access Request. A form to help you do this is on the Academy's website
- In some circumstances you can ask us to delete the data, providing we no longer need the information

#### **6. CONTACTS AND HOW TO RAISE A QUESTION OR CONCERN**

If you have any questions about this Privacy Notice or wish to raise a Data Protection matter please contact Mr M Payne, Data Protection Officer through the school office.

If you are unhappy with any aspect of Data Protection at Westfield Academy you can contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

## **How We Use Your Personal Data (*Privacy Notice for Parents and Carers*)**

### **1. INTRODUCTION**

Under the General Data Protection Regulations (GDPR) we are required to tell you how and why we collect your personal data and what we do with that information. We also need to tell you what decisions you can make about your own data.

Personal Data is information that the Academy holds about you and which identifies you. This may include:

- Personal details such as your name and address
- Contact details such as telephone numbers, email addresses for you and other relatives
- Information regarding financial transactions you make with the academy including banking details
- Information about your relationship with your son/daughter

This data will be collected from a range of sources. Much of it will be given to us by you or by your son/daughter. Your son/daughter's previous school will give us some information as may other outside organisations such as the Local Authority, the NHS or other professionals.

### **2. OUR LEGAL GROUNDS FOR USING YOUR INFORMATION**

As a public body we are allowed to use your data because it is necessary to carry out tasks in the public interest. We do not need your consent to use this data provided we use it for purposes that you would reasonably expect a school to use your data for. In particular the Academy has a public interest in:

- Providing your son/daughter with an education and other opportunities
- Safeguarding the welfare of your son/daughter and the welfare of other students
- Ensuring the safe and efficient operation of the school
- Meeting the obligations that are given to us by outside organisations including local and national government.

If we wish to use your data for any purpose which you would not reasonably expect us to do, we must ask for your consent in advance. If you give us consent you can later withdraw it at any time.

At times the Academy may need to use your personal data to fulfil a legal obligation, in particular to protect the best interests of a student or to respond in an emergency situation. In these circumstances consent is not required.

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To allow us to run the school efficiently, provide your son/daughter with an effective education and to ensure their safety we have to share your data with a range of different organisations. Examples of these types of organisations include:

- The Local Authority
- Other Schools
- School Management Software suppliers
- Travel companies and places that your son/daughter visits on school trips
- Other public bodies such as social services, NHS, the police

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# ICT ACCEPTABLE USAGE POLICY

## 1. INTRODUCTION

Westfield Academy will allow students, teachers, other employees and the community access to its computers, network services, and the Internet.

All activity, when using the network and Internet in school, must be in support of education and/or research and must be appropriate to the educational objectives of the School. All Internet activity is logged. Students, staff and other members of the community who access the Internet from the school site are responsible for everything that takes place *under their login* (on their computers).

## 2. PURPOSE

Access to ICT and the Internet will enable users to:

- Explore thousands of libraries, databases, museums, and other repositories of information.
- Exchange personal communication with other Internet users around the world.
- Be included in Government initiatives and global educational projects.
- Keep abreast of news and current events.
- Take part in live discussion with experts.
- Publish and display work by creating personal Web pages.
- Use a range of tools to enhance their work.

## 3. PRINCIPLES

Use of ICT and Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum. Students will be given clear objectives of Internet use *and* be educated in responsible and effective Internet use. They will be supervised appropriately and learn to search for and discriminate between valid and inappropriate material and to learn to copy, save and use material found on the Internet without infringing copyright.

## 4. SAFETY

Internet access both through the site network and wireless system at Westfield is filtered but ultimately, staff, parents, students and other users are responsible for setting and conveying the standards that should be followed when using media and information sources. Students using their chromebooks to access the school's Wireless network must enter the correct settings and password which will then allow them filtered access to the internet.

All School Network Web activity is logged so that activity by all users can be monitored. Access to personal mobile data on a personal logon is not logged or filtered

## CASHLESS CATERING BIOMETRICS SYSTEM

As you may be aware the school operates a cashless card system for paying for school lunches. This enables parents to “charge” the card with a sum of money which the student can then spend over a period of days or weeks. This is a much more secure system than cash as the money cannot be lost, or spent elsewhere. It also means as busy parents you don’t have to remember cash each morning.

If you would like your son or daughter to have a card please indicate on the tick sheet at the end of this booklet. We will then order a card for them

It is therefore vital that your son/daughter looks after the card. A charge of £2 will be made for any replacement. If the card is lost this should be reported to the Finance Office where it can be “hotlisted” to prevent unauthorised use.

Once your card is received if your son/daughter pays for their school meals, you need to charge the card by sending a cheque made payable to **Taylor Shaw Limited** to the school. Your son/daughter can pay in this cheque to the canteen on any day of the week at the following times:

- Upper School Canteen            8.00 – 8.25am
- Either Canteen                    1.05 – 1.40pm

You may pay in any amount you choose. As a guide the typical lunch costs about £2.40. Obviously the more you pay in at any one time the less often you will need to remember to do so! You may pay in cash but you need to be aware of the security risk of doing so. If you wish to set a maximum daily spend please write a short note to the Finance Office at the school who will process this. If you wish to query how much your son or daughter has spent at any time the Finance Office can provide this information.

If you son/daughter is eligible for free school meals you need do nothing as they will be issued with a card automatically. £2.40 will automatically be credited to their card on a daily basis. If you wish you can opt to add additional money.

The restaurant will continue to accept cash for lunch and break purchases.

We are currently looking to implement an online payment system for the Smart Cards. Further information will follow.

If you have any queries regarding this system please contact Mark Payne, Assistant Principal -Finance or the Finance Office at the school.

## FREE SCHOOL MEALS

Please be aware that if your child currently receives Free School Meals at Primary School, this entitlement **will not** automatically continue at Secondary School, you will need to reapply to Somerset County Council. Application forms can be obtained from the school or you can apply on the Somerset County Council website [www.somerset.gov.uk](http://www.somerset.gov.uk)

This process can take up to 10 working days, applications should be made at the beginning of the summer holidays to ensure smooth transition to Westfield Academy.

## LOCKERS

We have lockers available for students subject to COVID restrictions being lifted. We anticipate being able to offer lockers to Year 7's. An option form will be sent out at a later date.

## MOBILE PHONES

Westfield Academy is a mobile phone free site.

Mobile phones should NOT be seen or heard at any time during the school day on school site.

## ASTHMA: Emergency Salbutamol Inhaler

Under the 2014 Medicines Act schools are now allowed to have a Salbutamol inhaler **for emergency use only when their usual inhaler is not available.** The regulations state:

The emergency Salbutamol inhaler should only be used by children:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler
- OR who have been prescribed a reliever inhaler

AND for whom written parental consent for use of the emergency inhaler has been given.

If your son/daughter meets the criteria above and you wish to provide consent for the school to use the inhaler in an emergency situation, please complete the consent slip on the medical form enclosed with this booklet. **Without this consent we will be unable to provide the inhaler even in an emergency.**

Please note that your son/daughter **MUST** continue to bring their usual inhaler to school where this is appropriate and necessary. The school inhaler will NOT be used for minor asthma issues or everyday administration.

If you have any question about this matter do not hesitate to contact the school.

