

Bosworth Academy

**Academy Communications
and Permissions**

2015-2016

Documentation Information			
Reviewed By	Learning and Teaching	Responsibility	Learning and Teaching
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Review Cycle	Annually	Ratified by FGB	10 th December 2015

**BOSWORTH ACADEMY
HOME-SCHOOL AGREEMENT
'To Learn To Achieve'**

This is the Bosworth Academy Home-School Agreement. This document should be read in conjunction with the following pages summarising our expectations and the responsibilities of the members of Bosworth Academy. Once you have read, understood and accepted the contents of this agreement please sign the form on the back of this booklet (tear off) and get your child to bring it in to their tutor. We will then both have a record that you have signed to show your agreement to your child adhering to the School Expectations

If you need help with reading or understanding this document, or require further explanation, or you would like to refer to a particular School Policy (e.g. Behaviour, Attendance etc.) please contact the school and ask for your child's Head of Year.

As well as there being a legal requirement, we value this document as it helps to develop further the partnership between Bosworth Academy, its students and their parents. Because of this, there is also space for the student and School Principal (on behalf of the school) to sign the document.

This documents states clearly the rights and responsibilities of students and staff. It also makes clear the responsibilities of parents. Bosworth Academy wants to work in partnership with parents.

Student "Achievements" and "Behaviour" will be recorded as follows:-

"Achievement" records for:	Co-operative and appropriate behaviour Good attendance Special effort, achievement or contribution Community contribution
Rewards:	Student of the fortnight (in each class) Certificates / vouchers Postcards home Faculty awards – vouchers Termly and End of year trip
"Behaviour" records for:	Uncooperative or inappropriate behaviour
Sanctions:	Removal from lesson Detentions (at lunchtime or after school) Parents/carers called into school Time in Inclusion Base Amended Timetable (e.g. 12-4) Exclusion

Our collective expectations for consistency at Bosworth Academy in the Learning Environment

Student Expectation

Students should respond first time (without arguing or questioning) to requests first time made by staff in the context of (or else too much time is wasted dealing with one individual when there are many others with learning needs to consider).

These expectations aim to:

Maximise Learning

Minimise confrontation

Prepare students for life beyond Bosworth

	Student Expectation
1.	Students should arrive on time and be prepared to learn by the 2 nd buzzer sounding
2.	Students should be sat in a seating plan – all hats/hoods/gloves/coats/ scarves and other outside garments should be removed. Lanyards should be correctly worn (i.e round the neck) and clearly visible at all times, dress code should be followed.
3.	Students should have the necessary learning equipment for that lesson (E.g. pencil case, PE kit, class books, calculator etc.) and a suitable bag. Students should be actively engaged in the lesson and on task.
4.	Mobile phones and any other electronic devices and earphones/ headphones/ speakers should not be used, visible or heard during lesson, (unless the device plays an active part of a planned lesson).
5.	Appropriate language should be used by all in the learning environment.
6.	Students should not eat or drink during lessons, (water is acceptable).
7.	Students should not be allowed to leave the learning environment unless there is an unusual circumstance (e.g., official interview, medical appointment).
8.	Students should not access games/messaging sites/or misuse PC's in lessons.
9..	Staff decide when a lesson concludes – students should then pack away when requested. Students should not leave lessons or tutor period before the buzzer
10.	Students should treat all school property including class books with respect.

NB: Bosworth is a no-smoking campus and school staff are authorised to confiscate e-cigarettes, cigarettes or alcohol which are brought onto site.

Rights and Responsibilities of Members of the Bosworth Community

To ensure the best working environment members of the Bosworth Academy are expected to follow this basic code:

	Students	Staff
Rights	<p>To learn in a calm, safe environment</p> <p>To well-planned and appropriately resourced lessons</p> <p>To support when learning is difficult</p> <p>To be dealt with fairly and consistently</p> <p>To recognition for their positive contribution to the school</p>	<p>To a calm, safe working environment</p> <p>To choose appropriate teaching /support strategies</p> <p>To be supported in difficult situations</p> <p>To be treated fairly and consistently</p> <p>To recognition for their positive contribution</p>
Responsibilities	<p>To respect other students and not interfere with their learning</p> <p>To treat staff and students with care and consideration</p> <p>To work to their best ability and follow Bosworth's expectations</p> <p>To look after personal and School property</p> <p>To accept the consequences when behaviour falls short of expectations</p>	<p>To plan and deliver an appropriately resources curriculum</p> <p>To consistently follow all school policies</p> <p>To recognise, reward and promote students' abilities and achievements</p> <p>To maintain a calm and safe working environment in line with Health and Safety regulations</p> <p>To meet professional standards</p>

Parents' Responsibilities

As parent/parents of Bosworth Academy student, I/we recognise our responsibility to:

- Encourage and support my child and their teachers whenever possible
- Support the School's Behaviour Management Policy (copy available at School)
- Provide appropriate equipment (eg for Maths) and clothing (eg for PE) as reasonably requested by the school for my child
- Make sure that my child arrives at School on time, appropriately dressed for working in line with the school dress code
- Ensure that my child attends school every day (recognising this as our legal responsibility) unless absence is due to illness (in which case the school will be informed on the first morning or as soon as possible) or permission has been given by the school
- To work with the School and the Education Welfare Service on matters of attendance should they arise
- Provide a suitable place for homework to be done
- Monitor my child's progress by regularly checking their Planner, ensuring the Planner is brought into school daily
- Signing the Planner to acknowledge awareness of progress grades and reading/responding to annual reports
- Attend parents' evenings as and when necessary with my child
- Inform the School promptly on matters of my child's welfare
- Raise matters of concern as soon as possible with appropriate staff
- Take note and act on communications from the School
- To pay for non-accidental damage or loss of School property caused by my child
- To support the School to ensure students attend after school detentions

SCHOOL TRANSPORT BEHAVIOUR AGREEMENT

Students should

1. Follow directions the first time they are given.
2. Sit in the seat, facing forward.

Students should not

1. Throw objects
2. Show physical aggression of any kind.
3. Engage in loud obnoxious behaviour.
4. Use offensive language.
5. Litter, write on or damage the bus or anyone else's property in any way.
6. Show any disrespect to or distract the bus driver.
7. Behave in a way likely to cause offence towards pedestrians and drivers of other vehicles

Students who are reported to have displayed this behaviour are at risk from losing their right to travel on Academy transport. If this is this case, the bus pass is removed and a refund WILL NOT be given.

This Home-School Agreement is only useful if student, parent and School are committed to making it work in practice. The signatures below are evidence of the commitment we all make.

On Behalf of Bosworth Academy;



Chris Parkinson
Principal

Parental/Carer Agreement;

.....

Student Agreement;

.....

September 2015

PERMISSIONS

We would ask for your permission to take and use photographs (still or video) of your child, in both printed and electronic format, for our records, displays, presentations, newsletters and school sport events, prospectus, Arriva bus passes and I.D. cards. This request includes photographs taken by the newspapers when reporting School events.

As part of the 11-19 curriculum, students may both conduct, and be asked to participate in; small scale research activities relevant to course/project work. Social Science investigations are subject to agreed national ethical guidelines and work is supervised by an appropriate adult. All students will be given sufficient information for them to give their informed consent. In addition we have been advised (by Exam Boards) that parents/guardians also need to be made aware of this aspect of the curriculum, and are asked to contact the School if they have any concerns relating to their son/daughter participating in such activities.

You will also be aware that large Internet/e-mail systems can be abused by those with technical know how. All our Internet access is through EMBC (East Midlands Broadband Consortium), which provides effective filtering of sites and content. We think that it is essential that students access the Internet and use it in a responsible way. We ask that you agree to their use of the Internet and intranet at school and that they abide by our code of conduct. Disciplinary action will be taken if students misuse our ICT systems and we would ask for your support on this.

As parents you have our permission to take video/photographs of School events that include your child. You undertake to keep these for use within your circle of family and friends and not distort or distribute them to public places.

If you have any concerns or wish to know more please contact the relevant Head of Key Stage at Bosworth Academy.

1. Bosworth Learning Community

We are looking to extend our learning environment beyond the school gates to places within walking distance from Bosworth Academy for our students and their teachers. This might include, for example, **Desford Library, The Barns Charity Fields and 'The 29 Steps' and Desford village history walks**. These locations will provide wonderful educational opportunities to bring the learning to life and give our curriculum more local colour. You will be notified by e-mail or text in advance of any local trip and asked to up-date any medical information or change of contact details. However, by signing this contract you have agreed to your child walking to a nearby location as part of a supervised and risk-assessed activity without the necessity of a letter and your signed agreement.

2. Acceptable Use of ICT Resources Contract

- I will only use my own login and password, and I will keep my password secret and not allow any other person to know or use my login.
- I will only use the computers for school related study.
- I am responsible for my files and understand that the school will check my files and monitor the sites I visit.
- I will only email people I know or who my teacher has approved.
- My emails will be polite and sensible and only relate to school work.
- I will not give out any personal information in my emails, like my mobile number or address, or arrange to meet anyone I don't know.
- I will only enter sites on the internet that I have a teacher's permission to enter.
- I will not enter chat rooms or play internet games.
- I will not rearrange the hardware or install software.
- I will not use, download or save any copyrighted, offensive, abusive, pornographic or age inappropriate material (including movies, TV programmes and music files) on the academy network or any academy computer or use the academy system to transfer any such material between storage devices and/or the Internet.
- I will not use the academy system to create or undertake any negative or inappropriate images or comments to or about other people.
I understand that academy staff will decide whether material is inappropriate or offensive.

3. Printer credits for students

From September 2015 students will be issued with an allowance for printer credits. The number of credits will depend on the student's year group – please see below:

Year Group	Autumn first half term	Autumn second half term	Spring first half term	Spring second half term	Summer first half term	Summer second half term
Year 7	20	15	20	15	15	15
Year 8	20	15	20	15	15	15
Year 10	100	100	100	100	100	100
Year 11	150	150	200	200	200	100
Year 12	150	150	200	200	200	100
Year 13	150	150	200	200	200	100

What happens if students don't use all of their credits?

If students don't use their credit allowance in the specified time they will not be able to carry them over to the next half term.

How many prints will students receive in their allowance?

1 mono sided print = 1 credit

1 colour sided print = 5 credits

Students will have the ability to purchase additional credits if they wish; £1 will buy 100 credits.

DATA PROTECTION ACT

Schools, local authorities and the Department for Children, Schools and Families, (the Government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held about pupils must only be used for specific purposes allowed by the law. The following is a list of the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant assessment arrangements.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Children, Schools and Families (DCFS), and to Qualifications and Curriculum Authority (QCA) that is responsible for the National Curriculum and associated assessment arrangements.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DCFS in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated arrangements, and to ensure that these are continually improved.

The **Department for Children, Schools and Families** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DCFS will feed back to LA and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves.

If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing:

The school at Bosworth Academy, Leicester Lane, Desford, LE9 9JL

The LA's Data Protection Officer c/o Statistics and Information Unit, Children and Young People's Services, Room 700, County Hall, Glenfield, Leicester, LE3 8RF

The QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA

The DCFS's Data Protection Officer at DCFS, Caxton House, Tothill Street, LONDON, SW1H 9NA

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DCFS regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise the right you should write to the school.

Providing information to Prospects

Prospects is a service for young people aged 13 – 19 who want advice on getting to where they want to be in life. Prospects Personal Advisers can give information, advice and practical help with all sorts of things, like choosing subjects at school or mapping out future career options. They can help with anything which might be affecting young people at school, work or in their personal or family life.

For pupils approaching or above age 13 the school is required to pass on information to the Prospects Service. This information includes the name and address of the pupil and parent, and any further information relevant to the Prospects Service's role. However, parents or the pupil themselves, if aged 16 or over, can ask that no information, beyond name address (for pupil and parent) be passed on to Prospects. If as a parent, or as a pupil aged 16 or over, you do not want Prospects to receive from us information beyond name and address, then please contact the school within two weeks after the start of next term.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to Prospects rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LA and DCFS may provide Prospects with information that they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that Prospects should not receive information beyond name and address.

Contact Details/Data Collection

If any of your details change throughout the school year please complete the "Change of Address/contact details" page and return to Rachel.

Rachel Richardson
Student Data Manager
Email:
01455 822841 x 205

Data Protection Notice

Access Arrangements

If the School needs to apply for examination access arrangements for a pupil, the request will usually be done electronically via the Access Arrangements Online system in which the participating organisations are the awarding bodies (currently AQA, CCEA, Edexcel, OCR and WJEC) and QCA (Qualifications and Curriculum Authority). This requires the sharing with these organisations of personal data, such as name and date of birth, but could also include more detailed information regarding learning disabilities and/or medical conditions.

Applications will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ). Your signature on the sheet in the planner confirms that you consent to your child's personal data being used for this process. We will not use that data for any other purpose without your consent (unless authorised to do so by law)



Summary of Permissions and Agreements

Home School Agreement – To include Bus Code of Conduct Agreement

This Home-School Agreement is only useful if student, parent and School are committed to making it work in practice. The signatures below are evidence of the commitment we all make.

On Behalf of Bosworth Academy;

Chris Parkinson
Principal

Parental/Carer Agreement;

.....

Student Agreement;

.....

ICT/Printer Credits Contract

I agree to the terms listed in the ICT Contract.

Date.....

Signed(by student)

Signed.....(By Parent/Carer)

Photographs and Videos

We would ask for your permission to take and use photographs (still or video) of your child, in both printed and electronic format, for our records, displays, presentations, newsletters and school sport events, prospectus, Arriva bus passes and I.D. cards. This request includes photographs taken by the newspapers when reporting School events.

I..... agree to the terms described above

Date.....

Signed.....(By Parent/Carer)

Data Protection

Declaration

For the purpose of processing my access arrangement application, I consent to the use of my name, date of birth and other relevant data as set out above. I understand that this information will not be used for any other purpose without my consent unless authorised by law.

Signed.....

Date.....

Print Name.....

Learning Community Contract

I agree to the terms of the Learning Community Contract.

Date.....

Signed (by parent)

PTO – Please complete the tick-sheet overleaf to ensure everything has been completed

SUMMARY

Have you -

- Read the document carefully
- Signed all relevant sections
- Provided the school with an email address. If you are not sure then please write in the space below:

Email.....