



# Guilsborough Academy

*Guilsborough Multi Academy Trust*



Our Student Leadership Team 2021-2022

[admissions@guilsborough.northants.sch.uk](mailto:admissions@guilsborough.northants.sch.uk)

01604 740641

## Welcome to Guilsborough Academy



We are very pleased that your son/daughter has obtained a place at Guilsborough and I am looking forward to welcoming them to our Academy. We work hard to try to ensure that this transition is as smooth as possible and hope to be able to answer most of your questions in advance. However, please feel free to contact the Admissions Officer by telephone on 01604 749145 or by email [years6transition@guilsborough.northants.sch.uk](mailto:years6transition@guilsborough.northants.sch.uk) if you have any immediate questions.

At Guilsborough, we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our students, lies at the heart of our success.

Our close working relationships with parents/carers are also very important to us to enable the best possible support for our students, so that they achieve their best both academically and beyond the classroom. In our experience, when a child moves from primary to secondary school there can be less contact directly with staff. This happens for various reasons and in order to keep the lines of communication open we will be giving you contact details for tutors following Transition Day and Evening.

We look forward to meeting you when you visit Guilsborough Academy on Monday 4 and Tuesday 5 July 2022.

**Mr S Frazer**  
**Principal**

## Transition at Guilsborough

### **INDUCTION DAY**

#### **ALL YEAR 6 PRIMARY STUDENTS WILL VISIT GUILSBOROUGH ACADEMY**

**Monday 4 and Tuesday 5 July 2022 8.45am – 3.15pm**

Our Induction Day gives students the opportunity to familiarise themselves with day to day life at Guilsborough Academy. They will be put into their tutor groups in the morning and will do activities and lessons in these groups throughout the day.

Students living within the catchment area should catch the school bus on the day. Please ask them to arrange to meet an older child they know in your village or walk up with a friend to the bus stop. On arrival, students should make their way to the Academy Hall. Students and members of staff will be on hand to help them.

Students are requested to wear casual clothes and to bring a pen/pencil. They are required to bring trainers as they will participate in a Tutor Group PE session. Please bring suncream/sunhat and water. Students will be able to buy food from our Healthy Eating canteen (approximately £2.50 will buy a meal) or alternatively they can bring a packed lunch.

#### **INTRODUCTION EVENING FOR PARENTS AT GUILSBOROUGH ACADEMY - TWO SESSIONS**

**Tuesday 5 July 2022**

**6:00pm                      SURNAMES A-K**

**6.45pm                      SURNAMES L-Z**

This meeting will last about half an hour. It is generally information for parents although children are welcome to attend. At this meeting, there will be 'introduction' sessions to help parents support their children with some of the emotional, practical and academic aspects of transferring from primary to secondary school. The pastoral team and members of the Learning Support Department will also be available to discuss any questions you may have.

Please ensure the application form is completed before the Transition Evening.

## Important forms to be completed

You will be emailed a log on to complete the admission application form. Please look out for an email from [year6transition@guilsborough.northants.sch.uk](mailto:year6transition@guilsborough.northants.sch.uk)

- Application Form
- You and your child should read the Home School Agreement Form, ICT acceptable Use and the information on Consent for Photography and images of Children.
- Application Form for Music Lessons

**The music form should be completed by 24 May 2022.**

Please complete the Application Form before Monday 4 July 2022.

If you have gained a late place and you live in our linked area you will need to apply for a bus pass via [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

## TERM DATES 2022/23

	Start Date	Last Day/Training Days/Bank Holidays
Term 1	Thursday 1st September 2022	Training Day
	Friday 2nd September 2022	Training Day
<b>Years 7 and 12 only *</b>	Monday 5th September 2022	Friday 21st October 2022
All years **	Tuesday 6th September 2022	
	Friday 7th October 2022	Training Day
Term 2	Monday 31st October 2022	Friday 16th December 2022
Term 3	Monday 2nd January 2023	Bank Holiday
	Tuesday 3rd January 2023	Training Day
	Wednesday 4th January	Friday 10th February 2023
Term 4	Monday 20th February 2023	Friday 31st March 2023
Term 5	Monday 17th April 2023	Friday 26th May 2023
	Monday 1st May 2023	Bank Holiday
Term 6	Monday 5th June 2023	Thursday 20 July 2023
	Friday 21st July 2023	Training Day

\*Monday 5<sup>th</sup> September—Years 7 and 12 only return to school

\*\*Tuesday 6<sup>th</sup> September—All year groups return to school

## BANK HOLIDAY/TRAINING DAYS (NO STUDENTS IN SCHOOL)

Type of Day	Date
TRAINING DAYS	Thursday 1st September 2022
	Friday 2nd September 2022
	Friday 7th October 2022
	Tuesday 3rd January 2023
	Friday 21st July 2023
May Bank Holidays	Monday 2nd January 2023
	Monday 1st May 2023

## How do we construct our eight tutor groups?

We currently have 12 feeder schools within our catchment area, however, individual and small groups of students from approximately a further 10 primary schools also come to Guilsborough each year.

Our current method of constructing our tutor groups is to place students following the guidelines below:

- Equal boys and girls where possible
- A spread of ability
- An equal number of students with special educational and health needs

This enables the form tutor to focus on all of the children in the tutor group.

We currently do not place students in the same tutor group decided solely from friendship groups that existed in their primary school for a variety of reasons:

- Friendship groups prevent tutor groups working effectively as a new unit, often new and individual students feel left out and ostracised from the tutor group.
- Often children bring issues around their friendship group up to secondary school with them and this perpetuates the problems instead of stopping them.
- It is good for children to make new friends; it is a life skill which we pay considerable attention to in the children's induction process.

Tutor time is not 'social time'. It is spent working in a variety of ways: teaching Personal, Social and Health Education; Learning Support sessions; Mentoring and Paired Reading also take place during this time.

## Uniform



### **GUILSBOROUGH ACADEMY MAIN UNIFORM LIST** **Uniform for Key Stage 3 & 4 students (Years 7 – 11)**

The staff and Governors expect all students to wear the Guilsborough Academy uniform throughout Years 7 to 11 so that their appearance is smart and tidy, both within and outside the school. If parents/carers are on a low income and in receipt of support, they should contact the Academy as help may be available with the cost of the essential items of uniform. By accepting a place at Guilsborough Academy, parents are committing the student to wear the agreed uniform.

#### **Please note our uniform arrangement for September 2022**

We realise that uniform alone does not set the tone of our school, but along with excellent behaviour, high aspirations, pride in our work and mutual respect it is one of the small things we can do which helps us to achieve the high standards that we set ourselves.

As a school, we are really pleased with how smart (and grown up) our students look in their school uniform. The feedback from students, parents/carers and staff has all been very positive.

Thank you so much for supporting our home/school policy. By working together, we always achieve the best for our students.

### Uniform items

- **Black Trutex blazer embroidered with Academy logo.**
- **Guilsborough Academy striped clip on tie. This is a house tie. House Groups will be confirmed on transition day.**
- **White shirt** (plain white, buttoned to neck and tucked in).
- **Black trousers or skirt** (Ankle-length tailored style in a trouser fabric. Not skinny tight-fit styles, jeans or leggings. Ankles should not be visible. Shorts are not permitted. Girls may wear a tailored style black skirt instead of trousers. Length should be on the knee or up to 10cm below the knee. No lycra, mini or tight skirts).



- **Black socks** (girls wearing a skirt may wear black tights).
- **Black shoes** (Flat or low heeled sturdy shoes in black leather or similar. No logos/branding. Trainers, plimsolls, canvas shoes, sandals or flip-flops are not acceptable. The Academy does not consider Nike Air Force to be a pair of shoes. Boots are not permitted except in severe weather conditions).

### Optional items

- **Black V-Neck Guilsborough Jumper**
- **Coat** (Hoodies, denim, “parka” style or leather jackets are not acceptable).

We request that your child’s uniform and all other possessions are labelled so that they can easily be identified and returned.

## **Uniform stockists**

Guilsborough Academy blazers are only available from Scallywagz and Trutex Direct.

Guilsborough Academy ties and sports kit are only available from Scallywagz.

When buying trousers, skirts, shirts and jumpers we recommend you choose Trutex products. These are available from Scallywagz and Trutex Direct. Trutex schoolwear is made to last, giving real value for money. The jumper is optional and must not be worn instead of the blazer in years 7, 8, 9 and 10. Where a jumper is worn it will be a branded Guilsborough jumper for year 7. You will know you are buying the correct uniform style and we receive sponsorship for our school fund for each Trutex item purchased.

**Scallywagz** is committed to stocking our uniform and PE kit all year round. Their shop is located at 63 High Street, Daventry, NN11 4BQ and offers a fitting room for your convenience. We recommend visiting the shop for accurate sizing, however items can also be purchased online at [www.scallywagz.co.uk](http://www.scallywagz.co.uk). Telephone 01327 700069. Shop opening hours: Monday – Friday 9am - 5pm (Closed Wednesday). Saturday 9:30am - 3:30pm. Free parking. Scallywagz would like you to visit them, with your child, from **1<sup>st</sup> June 2022** to order uniform for the Autumn Term. They only take a £15 deposit and will give you a collection date when the order is placed.

**Trutex Direct** also stocks our blazers, as well as trousers, skirts, shirts, jumpers and cardigans that are the right style for our uniform. To purchase from Trutex Direct register at [www.trutexdirect.com](http://www.trutexdirect.com). When prompted enter our LEA code LEA00521SC. Delivery is £2.95 for orders under £50, free for orders over £50. Trutex normally deliver orders within 7 working days. However, we recommend early ordering in June/July to ensure that items arrive in advance of the Autumn Term.

## **Jumpers**

School jumpers are optional and must not be worn instead of the Blazer.

## **Coats**

Coats should have no large logos. It is important that coats are worn and NOT hoodies. Hoodies will very quickly be confiscated by the form tutor for a period of time. Please note that leather and denim coats are not acceptable.

**Please always label your son/daughter's school clothing so that it is easily identifiable as we often have many items that are exactly the same style.**

## **School shoes**

Shoes must be black, low-heeled, sensible, and leather/leather alternative (boots are not permitted). Trainers (including Nikeair), sandals, and canvas pumps are not an acceptable form of footwear. Health and safety reasons surround the lack of

protection that canvas shoes give the foot. They do not comply with the standards we expect at Guilsborough Academy.

Trainers will only be allowed for participation in sport and not during timetabled sessions of the academy day. In order to avoid grit on the gym and sports hall floors, students are required to have clean trainers for use indoors.

Please see the pictures below to guide you in your shoe choice.

Examples of **acceptable** school shoes:



Examples of **unacceptable** shoes:



### **Hair, makeup and jewellery**

The only jewellery and piercings we allow is one pair of sleepers or studs, one earring in each ear (no rings or necklaces). Face piercings, ear spacers, nose studs, lip or tongue piercings are not allowed. Obviously belly button rings are not acceptable in PE lessons.

Hair must be one colour. Extreme styles are not acceptable. It is impossible to identify all types of unacceptable hairstyles but they include two tone, bright colours and shaved designs.

Only subtle/natural looking make up is allowed. This means having a 'natural' look (e.g. no heavy foundations, black eyeliner, false eyelashes, dark eye-shadows, bright lipsticks or blusher). False nails and nail varnish are not permitted.

If you are in any doubt, please phone the school and speak to your son/daughter's form tutor before embarking on any additional piercings.

**Non-uniform items of clothing** will be confiscated and tutors will contact parents to discuss the uniform policy before the item is returned to the student.

## **PE Sports Kit**

Guilsborough Academy PE kit is in a modern breathable fabric and is heavy duty and easily laundered.

### **PE Kit List**

#### **Compulsory items**

- Akoa Vortex Polo or the Vortex Crew neck.\*
- Vortex reversible top long sleeve or the long sleeve quarter zip sweatshirt\*

PE Kit items marked with an asterisk (\*) are only available from our uniform stockist Scallywagz (see details on page 11).

Essential items that can be purchased through Scallywagz or other retailers

- **Navy Shorts** (Shorts should be mid-thigh length or longer. Girls may wear a Navy sports skort/sport leggings instead of the shorts).
- **Navy knee-high football socks**
- **Shin pads** (compulsory for football and hockey).
- **Gum shield** (compulsory for rugby and hockey. Gum shields are available in school for £2 from the PE Department).
- **Trainers** (With non-marking soles for indoor use. Plimsolls are unsuitable for activities where toes may be trodden on (e.g hockey or rugby): they offer little support to the foot and ankle and very little cushioning in activities involving jumping and twisting movements).

- **Football boots** (recommended for football, rugby and activities on the field in the winter).

The following items are not essential

- **Navy multisport skort instead of shorts**
- **Navy Pro track pants**
- **Navy Girls leggings**



## Equipment

In order that all new students have the best possible start at Guilsborough Academy, the following list provides parents and carers with the essential items of equipment that are necessary to support their child's academic work.

Pencil case containing:

- Blue/Black handwriting pen
- HB pencil
- Purple pen
- Eraser
- Pencil Sharpener
- Pack of colouring pencils
- 30cm ruler
- Protractor and compass
- Glue Stick
- Calculator



PLEASE NOTE: students are not allowed to use Tipp-ex/ Correction fluid within the academy.

Scientific Calculators (Casio fx-83GTX ) suitable for all subjects including for use in examinations where allowed will also be available to order from the school via ParentPay at a discounted rate.

Please ensure everything is clearly labelled.

## Student Planners

Each student is provided with a student planner at the start of the academic year. These are designed to aid student organisation and also to be the first line of communication with parents and we ask that parents/carers look at the planner daily and sign weekly. Replacement planners will be available from reception at approx. £2.00 each.

Students must record homework in the planner and on a weekly basis they will update information on rewards, sanctions and attendance. Homework is also available on our Virtual Learning Environment and through Edulink. Students will have lessons about how to access the VLE and Edulink when they start in September.

## Guilsborough Academy Catering with Caterlink

Students are able to buy hot or cold snacks and meals during break and lunchtime. They are provided by our outside Catering Company Chartwells and they offer a wide choice in line with our Healthy Schools policy. We operate a cashless card system and as a guideline, a main meal and dessert costs approx £2.50. Parentpay log on details will be sent separately and a four-digit number will be issued to students. Year 7 and 8 students use the canteen located in the school hall under supervision. Sample menus of our main meals can be viewed on our website. Alternatively, students may bring their own packed lunch.

Caterlink have been our catering providers since August 2018. They provide excellent standards of healthy food and an improved canteen area, including a Sixth Form 'Coffee Bar'.

A cashless catering system allows us to continue with the development of the school meal service, and provides us with a more efficient, faster and ultimately better quality of service. This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day.

### **Frequently Asked Questions**

**Q What is a Cashless System?**

**A** A Cashless Catering System is a solution, which is purpose designed to meet the ever evolving needs and demands of the Catering Provision that is required by today's Schools and Academies.

The Trust-e Cashless Solution allows schools to be better able to provide their students with a faster, more efficient and more appealing meal service.

**Q What methods of payment can be used to credit an account?**

**A** Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal/break services. The minimum amount can be credited to an account by way of any of the following methods:

**On-Line Payments**

We have introduced On-Line Payments in partnership with the Cashless Catering System. To make a payment on line please go to:

[www.parentpay.com](http://www.parentpay.com) to make a minimum electronic payment of £1.

**IMPORTANT: Your ParentPay account must be activated before you can access the online payment system. Each student will be allocated a unique activation code – details will be issued separately.**

Link to details of how to pay is here <https://www.parentpay.com/DOCH/school-support/wp-content/uploads/2016/08/How-to-pay-for-items.pdf>

**Q Can I change the daily 'Spend Limit'?**

**A** Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the School Admin Office.  
[info@guilbsborough.northants.sch.uk](mailto:info@guilbsborough.northants.sch.uk)

**Q What happens if my child's account is not in credit?**

**A** Caterlink operate a 'no lend' policy. If a student does not have money on their account a lend can be arranged through our Pastoral Team for 1 day with repayment the following day to the canteen.

**Q How do 'free meal' entitlements work?**

**A** All free meal entitlements will be entered on to the system prior to the 'Live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amounts. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not. NB. Any monies not spent from the daily free meal allocation will not be carried over to the next day.

**Q Can anyone else use my child's account?**

**A** No. In September, students will be allocated with a four digit pin number. It is the student's responsibility to keep the number secure at all times.

**Q My child has an allergy, how will this be monitored**

**A** All allergy records registered with the school will be entered on to the Cashless System. When pupils attempt to purchase an item, which has ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

**Q Can I dictate my child's dietary requirements?**

**A** The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any such items must be confirmed in writing by the parent/guardian to the School Admin Office.

## **Pupil Premium**

The Pupil Premium is additional government funding provided to schools to support pupils who are in receipt of free school meals or have been since May 2013, children who are adopted from care (Local authority) or are currently/have been in care (Local authority) or is a child in receipt of the service child premium. The funding is designed to support the needs and help raise the attainment of these pupils to reach their potential.

## **Free School Meals, do you qualify?**

The Government funding enables schools to provide a healthy school meal to children from lower income families. No one will know you have registered and it will not affect any other benefits you are claiming. In addition to this, Guilsborough Academy can offer financial support towards the cost of school uniform when first starting at Guilsborough Academy. In order to be eligible for free school meals you **must** be in receipt of **one** of the following:

1. Income Support
2. Income Based Job Seekers Allowance
3. Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
4. National Asylum Seekers Support
5. Guarantee Element of the State Pension Credit
6. Employment and Support Allowance
7. Universal Credit (Income Related)

<https://www.westnorthants.gov.uk/schools-and-education/free-school-meals-and-pupil-premium>

**PLEASE CONTACT THE FREE SCHOOL MEALS TEAM at West Northamptonshire Council for more information on free school meals.**

**You can –**

- telephone them on 0300 1261000
- email on [freeschoolmeals.ncc@northants.gov.uk](mailto:freeschoolmeals.ncc@northants.gov.uk)
- apply online at [www.northamptonshire.gov.uk/freeschoolmeals](http://www.northamptonshire.gov.uk/freeschoolmeals)
- pick up an application form from your child's primary school

**You do not need to provide any evidence of your benefit as this will be done automatically by the Free School Meal Team online. All you need to do is complete the online form.**

### **Need help with uniform?**

All students eligible for free school meals, are entitled to financial support from Guilsborough Academy. Students in Year 7 and Year 9 who are currently FSM receive a £50 contribution towards essential uniform purchases e.g. ties and blazers and essential items of PE kit but not optional PE kit items. Additional items will be charged at the normal prices listed on the uniform order form. **All items should be purchased direct from the uniform supplier and will be re-imbursed by Guilsborough Academy once confirmation of free school meal eligibility is received from Northants County Council in the Autumn term.** A limited supply of second hand uniform is freely available on request from Student Services at Guilsborough Academy.

Please contact Mrs Ponting, Administration Manager at Guilsborough Academy 01604 740641 if you would like more information or help with uniform.

*Even if your child does not wish to take free school meals, this also entitles you to consideration for potential for further support e.g. the consideration for potential funding for uniform etc. For further details please see our Pupil Premium Policy on our website. The school's funding is also affected so we would be very grateful if all parents eligible for this register their child's name with us. Please contact Mrs Forrester in Student Services at school if you would like any further information about this.*

### **Bus Passes**

Bus passes are issued by West Northants County Council to students whose **home** address is within the Guilsborough Academy catchment area. Students who live **outside** the catchment area are **not** entitled to travel on a school bus. Students are only issued with **one** bus pass to travel to and from their **home** address. Due to strict number monitoring on the bus routes and insurance purposes, students are only permitted to travel on their allocated bus route. If a student wants, for example, to go home with a friend after school, then arrangements should be made for parents/friends' parents to collect them from school.

Parents of students starting Guilsborough Academy in Year 7 in September will not have to complete a form to apply for a bus pass. The Local Authority will automatically issue a bus pass for students living in the catchment area based on the home address already given to Admissions. If a students' address has changed during the transition period then please go to [www.westnorthants.gov.uk/schooltransport](http://www.westnorthants.gov.uk/schooltransport) to notify West Northants County Council of your new details. Bus passes will be sent to Guilsborough Academy and will be given to students during the first week of the autumn term. The Local Authority cannot guarantee your child a pass for the bus which stops nearest your home in the larger villages nor on the same bus as older siblings but will try to allocate within reasonable walking distance.

It is important that parents and students read and abide by the code of conduct which will be issued in September. Please keep this at home for reference. Students who break the code may have their bus pass withdrawn by the bus company and a ban will be put in place. If a student who has been issued with a bus pass then loses it, replacements have to be applied for from the County Council and currently cost £25.00. Student Services at school can issue

a temporary bus pass for 5 days only which will allow enough time for a pass to be supplied. Students should report to Student Services in the first instance to collect a temporary pass and details for replacement applications. A maximum of 3 temporary passes can be issued to a student.

**Students should always carry their bus pass. Passes are checked regularly (every day on some routes) and the driver can refuse travel to any student who does not have their bus pass. This is due to health and safety and is a legal requirement for travel. We ask all parents to have in place an 'emergency' routine for a day when the bus is missed or does not arrive for any reason (or if the student forgets their bus pass). Students should have access to a key or a neighbour they can call on and we politely ask that parents discuss with their son/daughter a plan of action in case a problem occurs and a bus does not turn up. Students are asked to wait at their stop until 9.00am before returning home.**

#### **Non-Entitled Students Travel Scheme**

A concessionary bus pass is one which is allocated by the County Council to a student who lives outside the catchment area for a place on a bus which picks up from within the catchment area. This is only issued if there is spare capacity on the appropriate bus and costs £600 per year. Bus numbers are not finalised for a couple of weeks into the autumn term as sixth formers are entitled to places before out of catchment students. If parents wish to apply for a concessionary bus pass please see the County Council website.

[SchoolTransport.NCC@westnorthants.gov.uk](mailto:SchoolTransport.NCC@westnorthants.gov.uk)

Information on bus routes from Daventry, Brixworth and Kingsthorpe on the fee paying public buses is available on the school website [here](#).

## Learning Without Limits

At Guilsborough Academy, we strive to provide an engaging and supportive school culture based upon four key values:

- Respect
- Aspiration
- Responsibility
- Equality

Each of these contributes to our ethos of 'Learning Without Limits'.

There is no hesitation in stating our goal – simply to provide an outstanding education for our students delivering the very best in teaching, learning and leadership.

To this end we are constantly seeking to raise standards, improve the quality of our provision, and enable students to 'Learn Without Limits'. We use our freedoms as an academy, our partnership work with local secondary and primary partners, as well as regional and national partnerships to deliver the best for each individual. Our PSHE and assembly programme supports the development and delivery of our values.

### **A focus on the school's vision of its future:**

- To provide a personalised learning curriculum offering a range of pathways to maximise the potential of all students.
- To put students at the centre of their own learning, enabling them to have a strong voice and become effective independent learners.
- To ensure students reach their full potential, using assessment for learning effectively to ensure appropriate targets, tracking, support, intervention and guidance is in place.
- To develop the school's capacity to be a centre of learning excellence for all, building effective professional development and training capacity.

The school's professional development and partnership work underpins all areas of development within the school; from a focus on raising standards and using innovative teaching and learning styles, through to the effective use of technology to support monitoring, reporting, assessment, and behaviour systems.

## Vision and Ethos

### **Respect**

We respect ourselves and others by the actions we take and the responses we make. We take pride in ourselves, our appearance and our work. The Academy is a welcoming and positive place where we work together for success. We celebrate achievements and value everybody. It matters that we are approachable, honest, thoughtful, polite and considerate.

### **Aspiration**

We aim high by setting ourselves challenging goals and having the highest expectations of ourselves and others. We achieve this through forward planning, hard work, self-motivation, and perseverance. In empowering and inspiring others, we become a stronger team, able to achieve more than we realised possible. When encountering obstacles, we show resilience, strength of character and determination in order to achieve our ambitions. Through this we grow and flourish into confident individuals, which allows us to achieve our dreams and aspirations.

### **Responsibility**

All students take ownership for their actions. We encourage an ethos of mutual responsibility whereby every member of our learning community supports each other.

### **Equality**

Guildsborough students value the opinions of all others in our community. We actively celebrate diversity and the contributions we all make to our society. We are committed to equal opportunities for all. We want Guildsborough Academy to be a place where all people thrive - physically, mentally, socially, spiritually and economically.

## Who Do I Contact with any concerns?

There is always someone for you to contact to talk to – we suggest:

- Your child's tutor
- Student Support Team
- Head of Year
- Safeguarding

All staff are responsible for the safety and welfare of your child. A full list of all staff and contact details will be given out in July.

### Contact route for pastoral issues



Please email your child's tutor in the first instance if you have any pastoral concerns.

Will get involved and help with concerns usually by request of the tutor when they feel further intervention is needed.

### Contact route for subject issues



Please email your child's subject teacher in the first instance if you have any concerns.

Will get involved and help with concerns usually by request of the subject teacher when they feel further intervention is needed.

## HOME SCHOOL AGREEMENT

### September 2022 - July 2029

A successful education for your child depends upon a positive partnership between home and Academy. The agreement below, represents the shared commitment of the school, parents/carers and students. By requesting a place at Guilsborough Academy, parents/carers have agreed to this partnership and we now ask you to confirm this by reading the details below before completing and signing the reply sheet.

In dealing with behaviour issues the school has a variety of consequences that are used, all of which are sanctioned by the Department for Education. We try as much as possible to give notice and communicate with parents/carers however on some occasions this may not be possible. However, what is important is that the consequence system in school is managed by Academy staff and there is a well-structured system in place. (See the Positive Behaviour Policy on our website)

#### **The Academy agrees to:**

- Provide a safe, caring and stimulating environment for students to learn and develop as an individual.
- Help all students to progress in all subjects and areas and provide additional opportunities to take part in extra-curricular activities.
- Have high expectations of all students in their work and behaviour.
- Set homework to support learning after school.
- Inform parents/carers of their child's progress and of school life in general.
- Maintain student records on a secure database only for educational purposes within accordance with the Data Protection Act (1998) and the General Data Protection Regulations (2018). In addition, Prospects are provided with personal information to enable them to support and advise students about further education and provide career advice (statutory requirement).

#### **As parents/carers, we will:**

- Support our child by taking an active interest in his/her learning and progress.
- Ensure our child attends school regularly and punctually.
- Support the Academy in expecting our child to follow school policies on issues such as behaviour and the use of school computers.
- Liaise with Academy staff with regard to the educational progress of our child through attending parents' evenings.
- Contact the Academy if we have any concerns about our child.
- Support our child in completing homework as stated in the study planner.
- Supply the Academy with full and accurate personal information about each child in order to enable records to be kept up-dated.
- Ensure our child wears uniform as approved by the Academy governors, at all times.
- Ensure that if we have any concerns or issues regarding their child or Guilsborough Academy, we will contact the school directly and not discuss these concerns publicly e.g. on social media sites.

#### **As a student, I will:**

- Have high expectations of myself and try my hardest.
- Follow staff instructions at **all** times.
- Support other students in their learning.
- Follow the positive behaviour policy
- Wear school uniform with pride and come to school properly equipped for lessons.
- Show respect for other people and their property in school and on the way to and from school.

## **ICT ACCEPTABLE USE**

Information and Communications Technology (ICT) plays a key role in the education of your child at Guilsborough Academy. The Academy has many computers with Internet access. Students will use these within lessons. Academy computers must be used responsibly and in accordance with the Academy's Acceptable Use Policy. All students are made aware of this policy. Additionally, mobile devices such as students' own devices must be used in accordance with the Academy's Use of Communicative Electronic Devices Policy found on our website [here](#).

Students are encouraged to use and be aware of the safety rules and procedures that regulate use of the ICT resources, including the internet. At Guilsborough Academy students are allowed access to our curriculum network and provided with filtered internet access, and this enables us to use a vast array of resources and to communicate in support of research and education.

- The Academy encourages students to understand that the IT Network and associated resources including Internet access are for educational purposes and therefore must be used in an appropriate manner.
- Students are responsible for their behaviour, use of these resources and for their communications within the system.
- Any breach of the rules will be a disciplinary matter.
- Students know that access to the networked resources is a privilege and that they can make use of the internet, VLE and IT network in support of studies in all subjects in lessons only with the express consent of the class teacher.
- Students must not access, create or display material (images, sounds, text and video) which is likely to cause offence, inconvenience or anxiety to themselves or others.
- Students are encouraged to question information published on the web or contained in emails and not to assume it is true and accurate.
- All usernames and passwords must be kept secret.
- All electronic communication must be free from racist, sexist, abusive, homophobic or aggressive words and when writing anything it must not cause upset or offence to anyone else as this could give the student and the school a bad name.
- When using the Internet students must never give out personal information about themselves or anyone else, such as addresses, telephone numbers and private details.
- Students must not respond to unpleasant messages but must immediately inform a member of staff if they are uncomfortable with any messages received.
- Websites that have offensive, violent or pornographic images must not be accessed at any time. Any such site accessed accidentally must be reported so that they can be blocked.
- Students will respect the privacy of other users' files.
- All incidents that breach the Acceptable Use Policy must be reported immediately to a teacher.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) is a useful site for help and advice.

E-safety is important and further advice and guidance can be found at:

[www.ceop.co.uk](http://www.ceop.co.uk) (for parents/carers/adults)

[www.childnet.com](http://www.childnet.com) (for parents/carers/students)

Any misuse of computers may result in serious action being taken and students may have access privileges withdrawn. Parents and carers are asked to support us in this policy. Students will only be given access with parental consent.

Parents/carers should also be aware that students will have an e-mail address for use within the school. If you have any concerns about this, please contact the Network Team.

## **CONSENT FOR PHOTOGRAPHY AND IMAGES OF CHILDREN**

### **SEPTEMBER 2022 -JULY 2029**

During your child's life at Guilsborough Academy, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a website by us.

Photography or filming will only take place with the permission of the Principal, under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize) and their home address will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please read the statements below and complete the application form to indicate your permission preference.

I understand that:

- the local media may take images of activities that show the Academy and children in a positive light, e.g. drama and musical performances, sports and prize giving;
- photographers acting on behalf of the Academy may take images for use in displays, in publications or on a web site;
- embarrassing or distressing images will not be used;
- the images will not be associated with distressing or sensitive issues;
- the Academy will regularly review and delete unwanted material.

**NB** There may be events falling outside the normal day to day activities of the Academy (e.g. sports fixtures, plays, trips) in which pictures of children are requested. If you wish to attend Academy functions and take photographs of your and other people's children, please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Any images are strictly to be kept for personal or family use and must not be displayed on any social networking site

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils or adult data subjects are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers and data subjects have agreed to this.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the digital photograph or video and not distribute it further. If consent is withdrawn after a photograph is used in a publication(s) we will continue to make use of the publication(s) incorporating the photograph but we will not use the photograph again and will remove it from the publication if it is re-printed

When using photographs and videos of pupils we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our Child Protection and Safeguarding Policy for more information on our use of photographs and videos.

## General information

Please think carefully about allowing your child to bring any valuables into school. This includes mobile phones, personal music players and large amounts of cash. Students must keep their personal possessions, including their purses, with them at all times. In an Academy of this size, it is particularly important that students always take full responsibility for their own possessions. The Academy is not insured for any loss or damage to personal possessions.

The Academy has a clear policy on the possession and use of mobile phones, and other communication devices within the Academy (full details available on our website [here](#)). We recognise that there are times when there are emergencies or changes in arrangements about which students will need to contact home. Increasingly there are occasions in the classroom or on trips where the capacity to record, photograph or film an activity is positively useful and students, with the teacher's permission, may often be encouraged to do this. Students should not be using phones to text or call their friends during the Academy day. Mobile phones, if brought into school, must be switched off and kept at the bottom of school bags at all times. If a device is being used inappropriately or at the wrong time, the Academy reserves the right to confiscate it.

If a student decides to bring a phone to the Academy, the security and wellbeing of the phone are the student's and not the Academy's responsibility. Many families do take out insurance to cover this and we urge you to consider this option as they are easily lost or broken.

As all the students in the Academy will be wearing the same uniform, it is **essential that you label or mark all items of clothing with your child's name** so that it can be reclaimed quickly and easily. If an item is lost, the first place your son/daughter should check for it in the student services area. Parents are also welcome to look through lost property for their child's belongings.

Rarely, if ever, are items of clothing actually stolen! Students can access student services during break and lunch to view any lost property items that have been handed in.

### **Absences and 'Late Gate'**

If you know in advance that your son/daughter will be off school for any reason (other than annual holiday) please send a letter to the tutor in advance. If the absence is for part of a day, we expect the children to sign in/out at reception, where a daily record is kept for safety reasons.

If your child is ill, please ring the Academy Absence Line and leave a message (01604 749111) on the first morning of the absence and follow this up with a letter to the tutor on your child's return to school. E-mails are also acceptable. Please speak to pastoral support if you have any concerns about your child.

The Principal can no longer authorise holidays taken in term time except in exceptional circumstances. For further information please see the enclosed leaflet or contact the Academy. Please put any requests in writing to the Principal, Mr Frazer.

Morning registration begins at 8.45 am. Students need to be in their form rooms at this time. School ends at 3.15pm. Please note that a security system is in place; all students coming

to school late will be unable to enter the site except through reception. The Academy regularly carries out a 'late gate' check and will issue sanctions for repeated late arrival.

### **Children picked up by car**

Parents who drop off and pick up their children by car are requested to observe the one way system which is in operation and be aware that the pick-up time at the end of the day is after 3.30pm. This will allow our buses and taxis to leave the site without congestion and also allow for a quick and stress free pick up by parents through the one way system after 3.30pm.

### **Children not collected after school hours**

There are rare occasions when, perhaps due to an emergency, parents/ carers are not able to collect their children promptly from the Academy, or make arrangements for their collection, at the end of the school day.

When a child remains on school premises at the end of the day, the Academy needs to know that it has parental authority to do what is necessary to look after the child. If your child is not collected, the Academy will make enquiries to find the parents using the contact numbers given by them.

If that fails, however, the Academy will need to make temporary arrangements for your son/daughter to be cared for elsewhere, or in emergencies, contact the police. Unless we hear to the contrary we assume you agree to the Academy and other agencies making whatever arrangements are necessary to ensure your child's welfare.

### **Sporting Fixtures**

Your son/daughter may be asked to represent the Academy in sporting activities during their time at Guilsborough Academy. This may involve travelling to an off-site location, i.e. another school, athletics stadium, football/cricket/rugby ground etc.

We would like your permission to take your child on any trip which may be organised for a particular sporting event for which your child may be selected. This may involve travelling in the Academy minibus or on a coach specifically hired to take teams to a sports fixture. Details of a specific fixture or event will be given at the time it is organised in terms of location, times etc. We would however, like to have in advance any medical information you think would be relevant to your child participating in a sports fixture and would ask you to complete and return the pink signature consent sheet in the admission pack. If personal details or medical information alters in any way, it is very important that this information is passed to us as soon as possible.

# Safeguarding Statement

## Child Protection and Safeguarding

The Department of Education, through *Working Together to Safeguard Children* (DfE July 2018) and *Keeping Children Safe in Education* (DfE Sept. 2021), places a duty on organisations to safeguard and promote the well-being of children and young people. At Guilsborough Academy we are fully committed to safeguarding and promoting the welfare of all our students.

On occasions, a student may disclose information of a sensitive nature to a member of staff. When this happens, staff will listen and explain clearly and calmly to students that information about their safety may mean that other people have to be informed in order to support and safeguard them. They cannot promise to keep such information confidential.

When a member of staff has any child protection or welfare concerns about a student, they have a duty to report these concerns to a Designated Safeguarding Lead in the school. In dealing with such instances we are legally required to follow Northamptonshire County Council's procedures which may require us to refer to the MASH (Multi-Agency Safeguarding Hub) team.

Guilsborough Academy takes its Safeguarding and Child Protection responsibilities very seriously. We work closely with the local authority and other appropriate external agencies to ensure the welfare of all our students. If you have any concerns about a child's welfare, please contact a member of the Safeguarding team:

Mrs Phipp- Vice Principal (Designated Safeguarding Lead)

Mrs N York – Pastoral Manager (Deputy Designated Safeguarding Lead)

Mr Hancock – Vice Principal (Deputy Designated Safeguarding Lead)

Miss Keenes – Assistant Principal (Deputy Designated Safeguarding Lead)

Mr Mills – Assistant Principal (Deputy Designated Safeguarding Lead)

# PRIVACY NOTICE FOR PARENTS/CARERS AND STUDENTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Guilsborough Multi Academy Trust are the 'data controller' for the purposes of data protection law.

Our data protection officer is Paul Stratford (see 'Contact us' below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students/pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students/pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Support student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about students/pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found on our website.

### **Data sharing**

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it.
- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school
- Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments
- Ofsted – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to help us fulfil our public task
- Health authorities – to meet our legal obligation to keep our pupils safe
- Health and social welfare organisations – to meet our legal obligation and to protect the pupils
- Professional advisers and consultants – to help us fulfil our public task
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils
- Police forces, courts, tribunals – to meet our legal obligations to share information with them

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mr Niland, Academy Data Protection Lead, [niland@guilbsborough.northants.sch.uk](mailto:niland@guilbsborough.northants.sch.uk)

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mr Niland, Academy Data Protection Lead, [niland@guilbsborough.northants.sch.uk](mailto:niland@guilbsborough.northants.sch.uk)

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mr Niland, Academy Data Protection Lead, [niland@guilbsborough.northants.sch.uk](mailto:niland@guilbsborough.northants.sch.uk)

You can also contact our Data Protection Officer:

Paul Stratford

Email: [lgss.dpo@theictservice.org.uk](mailto:lgss.dpo@theictservice.org.uk)

Tel: 0345 196 8075

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Mr Niland, Academy Data Protection Lead, [niland@guilbsborough.northants.sch.uk](mailto:niland@guilbsborough.northants.sch.uk)