



Transition Information

2020-2021

www.airedaleacademy.com

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Introduction

Year 6 Transition Information

This information pack has been carefully put together in order to provide families of children moving into Year 7 with as much information and advice as possible so that the transition from primary to secondary school is as smooth and stress-free as it can be.

Chronological Layout

The information has been put together in a very specific way so that you can move through the pages in a chronological manner; the information at the front of the booklet you will need now, moving through the pages towards information you will need in September.

N.B.

Due the ongoing uncertainty surrounding school closures due to Coronavirus, all dates advertised in this brochure are subject to change. Please ensure you follow us on social media to be kept up-to-date with latest developments. We thank you in advance for your support and understanding with this matter.

Welcome from the CEO & Principal

Dear Parent/Carer,

We are delighted to confirm that your child has secured a place within Northern Ambition Academies Trust at Airedale Academy. We are very much looking forward to working closely with all our new students and their families in order to ensure that the move from primary to secondary education is as effective as possible.

Airedale Academy has seen much change over the last four years and continues to go from strength to strength. In a time of huge educational change, we continue to work hard to prepare all our students for the new style of qualifications so they can reach their full potential.

We are very proud of the pastoral support we give to students, enabling them to be happy and thrive throughout their time with us.

This booklet also contains a variety of information to assist you in supporting your child's transition to secondary education.

May we finish by saying how much we are looking forward to meeting you and your child and working closely with you in the future.

Yours sincerely,

Mrs E. Fairhurst – Chief Executive Officer

Miss L. Proctor – Principal

Northern Ambition Academies Trust Charter

Our Vision

Our vision is of a world where all children and young people are given the opportunity to thrive, succeed and aspire. As a Trust:

- We believe that every child, whatever their background or circumstances, should be given the opportunity to flourish, succeed and dream.
- We believe that our schools have a duty to contribute to the improvement of our local communities and wider society.
- We believe that all schools within our Trust, irrespective of their starting points, bring something valuable to contribute to our success and the achievement of our collective goals.
- We believe in the importance of working together in the best interests of the children in our communities.

Our Values

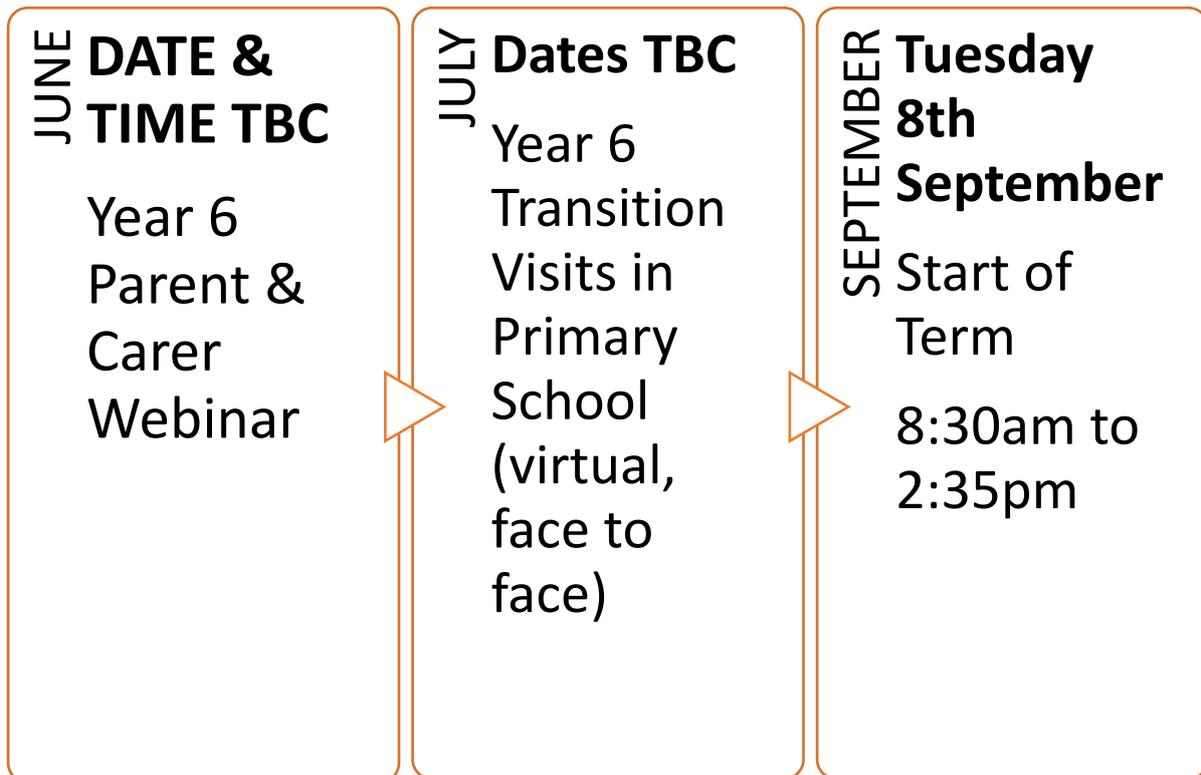
- Ambition
- Bravery
- Respect

Within the Northern Ambition Academies Trust, we expect that our students:

- Attend school on time, every day, ready to learn;
- Wear their uniform with pride;
- Put 100% effort into all aspects of their learning;
- Learn to be **brave** and resilient;
- Develop effective communication skills, to equip them for life;
- Show **respect** at all times;
- Are responsible members of their school, local community and wider world;
- Are **ambitious** and believe they can!

The Transition Timeline

The timeline below lists events that will hopefully take place between now and September. The events are displayed chronologically and the following pages give more detail about each event. Attendance is expected at all events.



A Guide To Year 6 Transition Phone Call Appointment

The purpose of this phone call is to give you a one to one discussion with a key member of staff at Airedale Academy, ask any questions you may have, discuss the Academy's key expectations and to find out about the uniform and equipment that children will need for September.

More details will be issued to you to confirm the exact arrangements closer to the date.

Getting Ready For September – Useful Contact Information

Key Staff at Airedale Academy:

Mr J. Podlewski	Assistant Principal & Transition Lead	chooseairedale@airedaleacademy.com
Mr S. Wharin	Head of Year 7	
Admissions Team	Student admissions and transfers	admissions@airedaleacademy.com
Mrs D. Shaw	Parent Support Advisor	dshaw@airedaleacademy.com
Mrs S. Parker	Education Welfare Officer	sparker@airedaleacademy.com
School Meals	If you feel your child may be eligible for income related Free School Meals, and they do not currently benefit from them at their primary school, you can call the Wakefield Free School Meals Team to check your eligibility. Please do call if you think you may be entitled to this as being eligible for Free School Meals can attract additional funding to support your child's education.	01924 305061

Contact Details:

Airedale Academy

Crewe Road

Castleford

WF10 3JU

Tel: 01977 664555

Email: info@airedaleacademy.com

Website: www.airedaleacademy.com

Getting Ready for September – Airedale Academy Uniform Policy

UNIFORM POLICY – WEARING THE CORRECT UNIFORM

The uniform policy is non-negotiable and Airedale Academy will not allow uniform to reflect changing fashion trends.

Version	Date
Last reviewed	March 2020
Date of next review	September 2021

The uniform is both practical and smart and a high standard of uniform is an important feature of academy life. Students' uniform is important to Airedale Academy because it allows our students to look respectable and be proud of being a part of our school community. We notice when people look smart and our students are often praised by visitors, members of the public and the local community for the way that they look. Our uniform is a clear message to everyone that we care about ourselves and each other. Wearing the correct uniform also serves to help prepare our students for a successful professional life outside of education.

The support of parents and carers is essential to this process and if parents/carers are unsure of the correct uniform, they are encouraged to bring their purchases in to school with the labels intact so that the Academy can check their suitability before they are worn.

The Academy will not allow any item or fashion that would undermine the ethos or discipline of the Academy. On the following pages are a list of items that are deemed or are not deemed acceptable as school uniform. Any items described as plain must not have any patterns, marking or logos of any sort.

All decisions about uniform rest with the Principal and Academy Council.

UNIFORM	NOTES
BLAZER Black with school logo	Worn by all students whilst on site at all times. Sleeves must be rolled down.
SHIRT Plain white collared, tailored	Must be tucked in. No polo shirts or blouses.
JUMPER Plain black	V neck, not round neck. Sleeves must be rolled down and the jumper must not be tucked into skirts/trousers.
SCHOOL TIE Clip-on	Must be worn at all times. Ties must not be altered in any way. Badges are not allowed on ties unless issued by the Academy.
TROUSERS Plain black regular leg – touching the shoe	Trousers must not be tucked into socks and must not be skinny, tight, short or ankle grazers. Trousers must not be denim, tracksuit, combat style, denim style, leggings / jeggings or have fashion zips.
SKIRT Plain black	Must sit just above the knee. Stretchy material or 't-shirt' material is not allowed.
FOOTWEAR Plain black	No boots (ankle/Chelsea, or knee high), stiletto heels, shoes without backs, trainers or sandals.
SOCKS	Not trainer socks.

UNIFORM	NOTES
Plain black only	
TIGHTS Plain black	No footless tights allowed. No patterned or decorated tights allowed.
OUTDOOR COATS	Should be removed before entering classrooms and when sitting down in the canteen during break and lunch time.
SCHOOL BAG	Should be an appropriate size and style for carrying all school books, folders and equipment.
EQUIPMENT	Planner, pen, pencil and ruler. Your child should have these items of equipment with them every day. Remember the 3Ps – pen, pencil, planner
HAIR No extreme hairstyles	Hair styles should not reflect the extremes of youth culture. No unnatural dyed hair colour, shaved patterns or lines in hair or eyebrows. No big or bright coloured hair accessories. Only plain black or dark clips and headbands are permitted.
MAKE UP Discreet make up only	No false eyelashes, or excessive unnatural eyebrow makeup. No nail varnish of any kind or false/acrylic/shellac/gel nails.
JEWELLERY	Only one stud earring in each ear lobe is allowed. Please ensure that any piercings are done at the start of the summer holidays to allow students to remove them during school time.
MOBILE PHONES/SMART WATCHES	Are not permitted and, if brought into the Academy at your own risk, must be switched off and kept in bags/pockets during the school day. If seen, these are liable to confiscation.

N.B.

We advise students not to bring mobile phones or valuables into the Academy. **Airedale Academy will accept no responsibility for loss, damage or theft of personal belongings.**

What will not be accepted:

- Excessive make up/false eyelashes.
- False nails of any description and nail varnish.
- More than one ear piercing (one in each ear lobe) – upper ear, facial, tongue and body piercings are not allowed under any circumstances. Covering jewellery with a plaster will not be accepted. **It must be removed.**
- Baseball caps, hats, non-uniform jumpers and hoodies are not to be worn on the Academy premises.
- Only plain black shoes are acceptable without logos. Trainers, canvas style pumps or any other inappropriate footwear are not allowed.



Medical conditions

If your child has a temporary medical condition, for example a broken arm, and a risk assessment suggests it is safe for them to be in school, the Principal may agree to relax the uniform rules for an agreed period of time.

Wearing the correct PE Kit

Below is a compulsory list of what each student should have as their PE kit:

Essential

Airedale Academy polo top
 Airedale Academy black shorts
 Long black socks

Optional

Airedale Academy rugby shirt
 Airedale Academy black joggers or track pants (slim fit ones)
 Airedale Academy black jumper

Optional winter

Any black long sleeved skin (top)
 Any black skin legs. (No cotton leggings)

To note for girls leggings are not allowed in any PE lessons.

Advisable footwear

Students advised to wear football and rugby boots when playing football/rugby lessons.

Basic PE kit Requirement

- For PE lessons students must have a pair of suitable trainers/football boots – school shoes and pumps are unacceptable in PE.
- All students (boys and girls) are advised have a pair of football boots and shin pads for when they have football or rugby. The boots will give them extra grip required for turning quickly and for speed in both of these sports and are therefore recommended.

- Sometimes items of clothing get misplaced or lost; this can be prevented by placing name tags or by writing student names in clothing.

PE Department Policy regarding PE kit and excuse notes

We are aware that on occasions, students may be unable to take part in full practical activities, it is vital however that we adhere to the following policy:

- Any student wishing to be excused from practical activities must bring a note signed by their parent/carer.
- Even when excused, they must bring their full PE kit appropriate to the activity; in most circumstances they will be able to adopt one of the following roles: official, coach, leader, observer or even join a different activity group.

Adverse weather

In adverse weather conditions, such as heavy snow, students and parents/carers will be notified of changes to the uniform rules for that day via text or social media. In summer, during hot weather, the Principal may allow students to remove their blazers around school. However, students will be required to have their blazer with them in school at all times and normal sanctions will apply.

Equalities

Airedale Academy values and welcomes ethnic and religious diversity amongst its students. Parents who wish to discuss how they can address their religious or cultural requirements while still complying with the uniform policy should discuss these matters with the Principal.

Families experiencing difficulties in obtaining the correct uniform for students are advised to contact the Academy to see how they can be supported.

Incorrect Uniform Protocol and procedures for students

If a student arrives with incorrect uniform of any kind they will be stopped at the school gates and taken to the Study Area where their uniform issue can be addressed. Staff in the study area will:

1. Contact parents/carers to arrange to remedy the situation wherever possible.
2. Lend clean uniform to the student if a parent/carer cannot bring uniform to the school. Students will be required to sign for borrowed items and return them at the end of the school day.
3. Where necessary, give out wipes to remove excessive make up.
4. Keep the student in the study area for the day if there no remedy is available.
5. Students will not be sent home.

Refusal to comply with the uniform rules may result in internal sanctions being issued and parents/carers being invited in to meet with Progress Leaders.

Airedale Academy uniform can be purchased from <https://www.cwsschoolwear.co.uk/shop?brand=airedale-academy> or from Better and Bright in Castleford indoor market.

Basic School Equipment Students Must Have

Start the new term with the right learning equipment



The image displays the following items:

- A ruler showing a scale from 0 to 15 centimeters.
- An Aurora AX-59 5TV calculator with a TrueView Display showing mathematical expressions: $\frac{3\sqrt{3}}{2} + \frac{\sqrt{2}}{3}$ and $\frac{9\sqrt{3} + 2\sqrt{2}}{6}$.
- Two black pens.
- One red pen.
- One yellow pencil.
- One blue pencil sharpener.
- One white Staedtler Mars plastic rubber.

2 black pens
 1 red pen
 1 pencil
 1 ruler
 1 rubber
 1 pencil sharpener
 Aurora AX-59 5TV
 Calculator

Students should have all the equipment shown in the image above. However, it is essential that at the very least they have at least one pen and one pencil.

Calculators can be purchased from Amazon online or in person at the majority of supermarkets.

On their first day in September, students will also be given an Airedale Academy planner. They should carry this with them at all times. For lost/damaged planners, replacements can be purchased from the school shop for the price of £2.50.

Transport to and from Airedale Academy

Airedale Academy has a wide catchment area with students attending from around Airedale, Castleford and other areas within the 5-towns. There are many different ways to travel to school to make sure students arrive safely and on time. The table below is designed to help you with some of the different methods available.

	On foot	<p>Many of our students live within a mile of Airedale Academy and use this to their advantage by taking the healthy option and walking to school. Being aware of the dangers associated with busy road networks, especially around the Magnet, and practicing good road safety is the key to enjoying this practical transport method.</p>
	Cycle	<p>A growing number of students cycle to school, taking advantage of the secure and well-covered bicycle shed at the front of the academy. We do ask that students wear cycle helmets whilst cycling to and from school and they also bring personal locks to chain their bicycle to the secure shed area. Please make sure your bicycle is covered on your own insurance policy if you choose to bring it to school. Please be aware that riding a bike on school site is not permitted and the sanction is a school detention.</p>
	By car	<p>Parents/carers are advised not to come into the main car park for the purpose of dropping students at the academy as this can delay or prevent staff from parking and is dangerous for the young people walking through a busy car park. Please also avoid stopping on the yellow hatched markings outside school as this causes a safety hazard for other road users and pedestrians.</p>
	By bus	<p>Public bus services run near to Airedale Academy and are provided by: Arriva - https://www.arrivabus.co.uk/yorkshire/explore/wakefield/ Stringers - https://www.stringerscoaches.co.uk/buses.htm Ross Travel - https://rosstravelgroup.co.uk/featherstone-rover/</p>

Tips for Catching Buses

Getting on the bus

If you are new to public transport, it's a good idea to find the stop you will be using so you know where to go on your first day.

- Make sure you have the correct pass/or money
- Remember to signal the bus by putting your arm out as soon as you see the correct bus – if you don't signal to the driver, the bus may not stop.

Conduct on the bus

- Remember to show your pass to the driver (where applicable).
- Find a seat and stay seated for the journey. If there are no seats, hold on to the rail (where standing is permitted).
- If the bus has seatbelts, they must be worn.
- Do not distract the driver unless in an emergency.
- Do not damage the bus or interfere with the CCTV or any other safety equipment.
- Photos should not be taken without the prior consent of the person(s) concerned.
- Always behave sensibly throughout your journey.
- **Students causing concerns on the school buses will be dealt with in line with the academy behaviour policy.**

Conduct when getting off the bus

- When your stop is next, ring the bell once. If it has already been rung, you do not need to ring it again.
- If you have to cross the road after you get off the bus, wait until the bus has moved off and you can see the road clearly in both directions, or go to the nearest available crossing.

My Child At School

My Child At School (MCAS) is an online platform provided by Bromcom to allow us to provide a more efficient, faster and ultimately better quality of service. Parents/carers will receive emails, text messages and instant notifications via an online app.



MCAS connects the academy with parents and carers, effectively and reliably using modern technology making essential communication easier for everyone. MCAS is changing the way the academy works by improving efficiencies and delivering cost savings for the academy.

For parents/carers there's real value in the system; it makes it easy for parents to read and respond to school requests, and this makes it the most effective parental engagement for the academy. Email and text messaging will make huge savings for the academy and ensure that we deliver information instantly and straight to the hands of our parents/carers.

You will receive a request to download and register the MCAS app and this will enable you to receive all communication being sent by the academy.

As an added benefit, you will soon be able to see Oyster Park Primary Academy and Airedale Junior & Infant pupils in one place on this app, making it even easier for you to keep in touch with your child's school and their education.

Please contact the academy if you have a question about your account or require help; we will be able to resolve most problems and this is often the fastest way to get your question answered. For ease of use, we recommend you download the free MCAS App as this means you won't need to remember your login details, you won't have to deal with browser issues and you'll receive all your important academy messages direct to your smartphone.

SCOPAY

SCOPAY allows you to add monies to you son/daughter's account via an online system. The system also allows you to add money and track your son/daughter's lunch account. Your son/daughter will receive the log in details for SCOPAY during their transition period. You can pay for trips, study materials and other items on SCOPAY as well.

Rewards and Sanctions

At Airedale Academy we believe the most effective ways to help learners is to teach them new behaviours by using rewards and sanctions. They are used to set clear boundaries, to let parents and carers know what is expected of their children as pupils, let the pupils know what is expected of them, allow staff to impose the academy rules and ensure good classroom management limits poor behaviour.

Rewards

The purpose of our rewards system is to allow us to celebrate achievement, excellence and contribution in all aspects of academy life. Airedale Academy recognises that rewards, praise and encouragement are amongst the most powerful aids to teaching, maintaining high standards of behaviour and fostering a positive academy ethos. As an academy we recognise that a key part of developing the potential of our students is giving encouragement and praise. Praise is a key component of good teaching and good staff/student relationships. All staff at Airedale Academy actively look for opportunities to praise students both inside and outside of classrooms. Our rewards system encourages our students to strive for achievement and excellence. We recognise that in order for our rewards system to be effective it needs to be continuously developed. Senior Leaders work closely with the Student Academy Council to look at ways to ensure students receive rewards that motivate them.

Sanctions

Our approach to Behaviour Management is based on our academy values:

Ambition

- Students aim high and don't put limits on themselves or others;
- Students are relentless in assessing their performance and seeking to continuously improve;
- Students make the most of opportunities offered to them to help them achieve their goals.

Bravery

- Students are open to trying new things and see mistakes as an opportunity to learn;
- Students don't shy away from tough decisions or difficult situations;
- Students don't give up when things are hard.

Respect

- Students think about the impact of their actions on others in the choices they make;
- Students value what makes each individual different and believe everyone has something to contribute;
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

**A full copy of our Behaviour Policy can be found on the academy website.*

Rules about Mobile Phones

We recognise that mobile phones may be necessary before or after school for some of our students, but students **must have phones turned off** and in their bags from the moment they enter the academy site until the end of the school day. All contact with and by students during the school day, should be made through the school office on 01977 664555.

If a mobile phone is seen or heard it will be confiscated (with SIM card) and returned either at the end of the school day (first offence) or when collected by parent/carer (repeated offences).

Other Expectations

Attendance at Parents' Evenings

Parents' Evenings are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' Evenings at Airedale Academy have been arranged in a way that makes them as accessible as possible, running from 3:30:00pm to 7:00pm.

As such, **attendance at Parents' Evenings for Year 7 parents, is compulsory**. If you fail to attend a Parents' Evenings, you will be contacted by a member of the academy Senior Leadership Team to discuss their progress. Any meetings that are arranged as a result of non-attendance, will be arranged at the convenience of the academy.

Commitment to extra-curricular activities and groups

An opportunity to represent Airedale Academy in any activity or event, is something to be extremely proud of. Team success is built upon commitment. If your child is selected and agrees to participate in any team(s)/bands, or other commitment—based activity, **we expect that they will attend all additional training/practice sessions, rehearsals, fixtures and performances**. Occasionally, some events/fixtures may occur at weekends. Students whose behaviour is not acceptable, will not be available for selection for these teams of groups.

Attendance at School

May we take this opportunity to make you aware of our attendance expectations here at Airedale Academy:

- It is your responsibility to ensure your child attends the academy regularly and on-time.
- All students should strive for 100% attendance at all times: attendance should not drop below the school target set for this academic year of 95%.
- All requests for holidays in term-time will be unauthorised and may result in a fine being issued by the Local Authority.
- If your child feels ill in the morning, please provide them with appropriate pain relief/medication and send them to school. Any medication that needs to be taken in school should be handed into student reception and can only be administered with relevant parent/carer permission. Your child should be in school if they have minor illnesses such as a headache, cold, sore throat or period pains.
- If your child is ill to the point they cannot get out of bed, then please ring, where possible before 8:30am, to comply with safeguarding guidelines. Please notify the Attendance Team and advise them of the reason for absence and the expected date of return. Please also ensure that telephone contact numbers are available and if changed, the academy is informed immediately.
- On occasions throughout the week members of the Attendance Team and other school staff may visit any child who is absent from school. If your child is well enough to attend lessons, then the member of staff may accompany them back to school.
- If your child is absent from school for 4 days or less, please provide a written note in their planner. On their return to school will be asked for the note by their form tutor.
- If your child is absent from school for 5 days or longer, please provide a medical evidence, e.g. an appointment card, indicating the reason for absence.
- Please arrange all appointments outside of the school day where possible. If the appointment is unavoidable, the academy expects your child to attend before and after the appointment. Please provide us with evidence of the appointment. A full day's absence will not be authorised for a medical appointment. Any full day's absence will be marked as parentally condoned truancy.
- Please be aware that any pupil who does not meet Airedale Academy's minimum expectations for attendance will not be invited to the annual rewards trip.
- We share the government's determination to raise the levels of pupil attendance at school because we want the best future opportunity for all our pupils. If you are experiencing difficulty with your child's attendance, please contact the attendance team immediately on 01977 664555.

Home - School Agreement

The Partnership between Home and School

A child's education starts at home and continues as a partnership between home and school. To provide maximum opportunities for success, each of the partners should be clear about the responsibilities of the other partners. If there is a breach in this agreement then any party can request a meeting to aim to resolve any issues.

School responsibilities

- To greet students, parents/carers in a friendly and welcoming manner.
- To provide a broad and balanced curriculum in a positive, safe learning environment which enables all students to achieve their full potential.
- To encourage students to become fully involved in their education process.
- To encourage students to work cooperatively, valuing the contributions and rights of other individuals.
- To define clear expectations of students for behaviour and discipline.
- To inform parents/carers at an early stage of any concerns that we may have.
- To care for the academic and social development of all students.
- To provide clear and timely information to parents and carers through the school prospectus, newsletters, letters and notices, as well as the school website and written reports.
- To ensure that parents/carers are given opportunities to discuss their child's progress or concerns at an appropriate time.
- To be open and welcoming and offer parents opportunities to exchange information, ask questions, express views and be fully involved in the life of the school.
- To actively promote enrichment opportunities for joint parent/child participation.
- To promote participation of parents/carers in lifelong learning opportunities available in school and the community.
- To recognise achievement made by pupils and parents/carers and celebrate them through the school rewards system e.g. emails, phone calls and letters.
- To show students respect at all times.
- To hold students and parents/carers accountable for damage to school equipment and property, and invoice where appropriate.

Student responsibilities

- To come to school ready to learn and fully participate in all activities.
- To arrive at school on time, wearing correct uniform, including appropriate black school shoes, blazer etc, appropriate jewellery and bringing all equipment required in an appropriate school bag.
- To ensure high standards of behaviour and to respect other people, their opinions and their property.
- To take good care of their school, its buildings, its grounds and its equipment.
- To keep to deadlines in terms of classwork and homework and to ask a teacher for assistance if they are having any difficulties.
- To attend all classes on time and in the right frame of mind to learn.
- To use social networking sites responsibly and in a positive way which does not bring them, staff or fellow students into disrepute.
- To accept responsibility for any damage caused to school equipment and property.

Home responsibilities

- To ensure your child's regular attendance and a high standard of punctuality. All students should be in their form rooms by 8.30am every day.
- To inform the school as early as possible if your child is absent and state a reason for the absence.
- To ensure your child arrives at school appropriately dressed in full school uniform, including appropriate black school shoes, blazer and has all necessary equipment in an appropriate bag.
- To support your child's learning and to ensure that set homework is completed.
- To provide an appropriate environment at home for your child to complete homework.
- To support the school's behaviour policy and promote positive behaviour.
- To attend parent consultation meetings and review days.
- To inform the school of any concerns about your child's progress, health and happiness including any change in home circumstances.
- To behave in an appropriate manner whilst on school premises.
- To provide stability for your child.
- To accept financial responsibility for any damage to school property and equipment caused by your child.

Access to Cashless Catering System – Parental Consent Required

Here at Airedale Academy we have a cashless catering system whereby your child uses a biometric fingerprint reader to identify themselves and pay for items from their lunch account at the tills.

If your child wishes to use the biometric cashless catering system we will need written consent from at least one parent/carer on our records.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The Academy would like to take and use information from your child's fingerprint to give them secure access to their lunch account to pay for food in the dining hall.

The system does not store your child's actual fingerprint and there is no way that anyone could recreate it from the information being stored. The reader takes mathematical measurements from the fingerprint and stores these as a record on the system. When your child goes to put money on their cashless catering account at the revaluation machines or pays for items at the till, the system checks their fingerprint measurements against the information we hold on file to check they match.

The law places specific requirements on schools using personal information about pupils as part of a biometric recognition system.

For example:

- (a) The school cannot use the information for any purposes other than those for which it was originally obtained (in this case, access to the cashless catering system);
- (b) The school must ensure that the information is stored securely (the data is held on our secure servers);
- (c) The school must tell you what it intends to do with the information (as described above);
- (d) Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the Academy may share the information with is the provider of our cashless catering system (currently Cunninghams). This is necessary in order to ensure that service engineers from the cashless catering provider can service and maintain the system.

Providing your consent/objecting

We need the written consent of at least one parent to allow your child to use the biometric system. However, if the other parent objects in writing to the use of their child's biometric data we cannot continue to use it unless this objection is withdrawn. Similarly, if your child objects the Academy cannot collect or use his/her biometric information for the cashless catering system. When your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

If you give consent now but change your mind later, you can withdraw consent by writing to the Academy. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. The Academy is happy to answer any questions you or your child may have.

If you or your child do not want to use the fingerprint reader system, the law says that we must provide reasonable alternative arrangements. In our school the alternative to the biometric system is a swipe card. The school provides the first card free, but it is your child's responsibility to take care of this card – if they lose it not only do they risk someone else being able to access their lunch account, but we will charge £2 to provide a replacement (which is what we are charged by the supplier). It was to avoid these issues that we moved to a fingerprint system in the first place.

If you give consent to the processing of your child's biometric information, at least one parent must sign, date and return the biometric consent section included as part of the enrolment form. If you return this form - and provided the other parent does not write to us to object – we will assume that both parents are happy for their child to continue to use the fingerprint system.

Online payment service

I'd also like to take this opportunity to let you know that you can put money on your child's lunch account (or pay for trips and visits) using your credit or debit card via our online payment system. Our system is secure and really easy to use – just like shopping online.

- You can add credit to your child's account from anywhere with internet access and reduce the risk of your child losing their cash/cheque before it reaches school.
- You can see a history of the payments you have made
- You can make/view payments for any brothers or sisters at the school all in one place
- You don't have to remember to get cash from the bank or write a cheque – payment is made using your debit/credit card

If you would like more details of how to start using the online payment system, please contact the school office on 01977 664555.

ICT Acceptable Use Policy

Students

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.

I have a responsibility to keep myself safe when using technology and:

- I understand that the Academy will monitor my use of the school's IT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will remember that people are not always who they say they are when online and will only communicate with people that I know.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will take responsibility to check the legal age requirements for any Social Media Accounts that I create.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Academy IT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy IT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so.
- I will not steal, disable or cause any damage to Academy equipment, or the equipment belonging to others.

I will act as I expect others to act toward me and:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images, videos or sound recordings of anyone without their permission.

I understand that I must use technology responsibly, including ensuring that I do not compromise the security of IT systems and:

- I will only use my personal hand held/external devices (mobile phones/iPad/USB devices etc.) in school if I have permission from a teacher. I understand that if I do use my own devices in lessons, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not use chat or social media networking sites on my personal hand-held device, if I am given permission to use it in lessons.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving Academy equipment or software, however this may have happened.
- I will not open any attachment to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work, and where I do use the work of others, that they are acknowledged as the originator of that work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the Academy has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, even when I am out of school, where they relate to my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be sanctioned as appropriate. This may include removal of access to the Academy network/internet, detentions, exclusion, and contact with parents and, in the event of illegal activities, involvement of the police.

PRIVACY NOTICE (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use 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, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Anastasia Byard (see 'Contact us' below).

The categories of information that we collect, hold and share include:

- 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
- 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 or videos
- CCTV images captured in school

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

Why we collect and use this information

We use this data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To protect pupil welfare
- To assess the quality of our services
- To carry out research
- To comply with the law regarding data sharing

The lawful basis on which we use this information.

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, e.g. we are legally required to record pupil attendance at school
- We need it to perform an official task in the public interest, e.g. to educate your child and enter them for public examinations

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

- We have obtained consent to use it in a certain way e.g. to use image of your child on our websites or social media account
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of your child when on the school premises to protect the staff, students, visitors and property
- We need to protect the individual's vital interests (or someone else's interests), e.g. where a child has a serious medical condition and requires urgent medical assistance

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. Parents/carers can give or withdraw consent 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 13). Pupils aged 13 or over are normally deemed mature enough to exercise their own rights of consent.

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 information

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

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

Storing your data

We keep personal information about 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. Our Records Management Policy sets out how long we keep information about pupils.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

Who we share your information with and why

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 - under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The pupil’s family and representatives – to allow us to support your child through their education and discuss their needs with you, unless the law prevents us from doing so
- Educators and examining bodies – to allow us to educate your child and enter them for public examinations
- Our regulator, Ofsted – as part of our statutory duties during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable us to take payment from you for goods or services, or to issue refunds
- Central and local government – where required by law or statute
- Our auditors – to provide details of payments made in relation to school activities and trips as part of our statutory audit
- Survey and research organisations – in relation to the operation of the Trust and its schools, and where the required outcomes cannot be achieved using pseudonymised or anonymised data
- Health authorities – to enable your child to receive urgent medical attention, to enable us to support your child’s medical needs and to ensure that they are included in national health screening and immunisation programmes
- Security organisations – to allow us to keep staff, students, visitors and property safe
- Health and social welfare organisations – in accordance with our statutory responsibilities to safeguard children and young people
- Professional advisers and consultants – as part of our support for your child’s education and school improvement
- Charities and voluntary organisations – where this forms part of our statutory duties to educate your child
- Police forces, courts, tribunals – where we are legally required to do so, or where it is in performance of a task in the public interest
- Professional bodies – where it forms part of an investigation into staff conduct

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

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 (in the case of Trust schools with EYFS). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department 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.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Wakefield Council and its designated provider of Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Wakefield Council and its designated provider of Youth Support Services.

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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.

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information that we hold about you or your child. 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.

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.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

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

If you would like to discuss anything in this privacy notice, please contact:

Anastasia Byard
Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

Address: Northern Ambition Academies Trust
Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

PRIVACY NOTICE (How we use parents' and carers' information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use 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 **parents and carers**.

We, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Anastasia Byard (see 'Contact us' below).

The categories of information that we collect, hold and share include:

- Contact details, contact preferences
- Financial information, such as bank details
- Photographs or videos
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we collect and use this information

We use this data:

- To report to you on your child's attainment and progress
- To keep you informed about the running of the school (such as emergency closures) and events
- To process payments for school services and clubs
- To provide appropriate pastoral care
- To protect pupil welfare
- To assess the quality of our services
- To carry out research
- To comply with the law and our statutory obligations regarding data sharing

Use of your personal data for marketing purposes

Where you have given us consent to do so, your child's school may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting the Business Manager at the school.

The lawful basis on which we use this information

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

- We need to comply with a legal obligation, e.g. to contact you to check your child is safe if they are absent
- We need it to perform an official task in the public interest, e.g. to notify you of your child's progress or behaviour
- We need to fulfil a contract we have entered into with you, e.g. in relation to your child's participation in an extra-curricular activity, afterschool club or trip

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

- We have obtained consent to use it in a certain way e.g. to send text messages about school events or campaigns
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of you when on the school premises to protect staff, students, visitors and property
- We need to protect the individual's vital interests (or someone else's interests), e.g. where your child has a serious medical condition and requires urgent medical assistance

Where we have obtained consent to use your 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 your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting Information

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

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

Storing your Data

We keep personal information about you while your child is attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about parents and carers.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

Who we share your information with and why

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Our regulator, Ofsted – as part of our statutory duties during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable us to take payment from you for goods or services, or to issue refunds
- Central and local government – where required by law or statute
- Our auditors – to provide details of payments made in relation to school activities and trips as part of our statutory audit
- Survey and research organisations – in relation to the operation of the Trust and its schools, and where the required outcomes cannot be achieved using pseudonymised or anonymised data
- Health authorities – to enable your child to receive urgent medical attention, to enable us to support your child’s medical needs and to ensure that they are included in national health screening and immunisation programmes
- Security organisations – to allow us to keep staff, students, visitors and property safe
- Health and social welfare organisations – in accordance with our statutory responsibilities to safeguard children and young people
- Police forces, courts, tribunals – where we are legally required to do so, or where it is in performance of a task in the public interest

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

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.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. If you make a subject access request, and if we do hold information about you, 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
- Tell you who it has been, or will be, shared with
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To make a request for your personal information, please contact your school's Business Manager in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

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

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