



# WATLING ACADEMY

PARENTS'/CARERS' INFORMATION  
BOOKLET  
2021-2022

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# HOW YOU AS A PARENT CAN HELP

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Moving School is a significant event for your son/daughter, and they will be expected to cope with a variety of new experiences. Your son/daughter will need your support in developing the necessary skills to experience a successful transition into Watling Academy.

Below are some useful tips that will assist with your son/daughter's move into secondary education.

## 1. Trial the school day

You can avoid the shock of the new routine of planning for different subjects each day by trialing this in the last weeks of primary school. If your child is not currently attending primary school, you can still do this from home.

Our advice is to give children ownership of preparing themselves for each day. Specify what students will need in terms of equipment and uniform the day before and we suggest that parents let children get these things ready themselves. This should include ensuring they have packed their homework and any equipment needed for the day such as PE kit.

## 2. Prompt discussion

Ideally, parents will have ongoing communication with their child about what they are looking forward to at Watling Academy and anything they are worried about.

It is natural for children to feel a mixture of apprehension and excitement about the move up, and it is important for their parents (and primary schools) to give them a chance to openly discuss this.

We encourage parents to have these discussions and prompt you to look back on your own experience of starting secondary school and to share these experiences with your child. This can help to normalise the feelings your child is having.

## 3. Encourage a positive mindset

It is very important to be positive when talking to your child about transition.

Parents should be positive that it's the right school for your child to be moving on to, even if it wasn't your first choice, and positive that your child is prepared for this step. You should also be positive about the fact that your child will enjoy their time at Watling and succeed.

If children think their parents are proud of them and that they are going to do well, they are much more likely to cope with the move up.

## 4. Talk Friendships and Relationship Building

Whether your child is moving to Watling where they will know plenty of others or not, set aside some time to discuss friendship building and the importance of managing new relationships in the first few weeks of term.

Like any large group of people coming together for the first time, relationship dynamics will be changeable. Encourage your child to keep an open mind and avoid looking for that one 'best friend' in the first few weeks.

Instead, support them to find the confidence to be open to getting to know as many people as possible before fixing themselves to a particular group. Getting involved in the extra-curricular life of the school can be a good way to make this happen. Look at what clubs we offer and encourage your child to try a couple they like the sound of.

#### **4. Journeys and Routines**

Make sure your child is well-informed and confident about their new journey to and from school. This is especially important for children travelling to and from school alone for the first time. If public transport is involved, take a few practice journeys, and talk about contingency plans. What would happen if...? This is a good way to pre-empt possible stressful situations before they arise.

Be clear that you trust your child to make the right decision but also be honest with them about the need to be streetwise and protect both themselves and their belongings.

# A-Z OF KEY INFORMATION FOR PARENTS

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## ACADEMY DAY

Watling Academy begins at 8:45am and ends at 3:15pm and we expect students to arrive by 8:40am each morning. Students should not arrive before 8.00am. Students will start school with their tutor time, and they will have a 25-minute morning break and a 40-minute lunch break each day.

## ATTENDANCE AND ABSENCE

We appreciate your support in ensuring that your son/daughter attends Watling Academy regularly and on time. Students must be on the Academy premises by 8:40am giving them plenty of time to go to their lockers and be in tutorial promptly at 8:45am. The main doors will close at 8:45am, after which students should sign the late register in reception giving their reasons for lateness.

If your son/daughter is absent from Watling, please contact the Academy first thing in the morning to let staff know why they are unable to attend. A message can be left on the attendance voicemail or directly on the attendance email [attendance@watling.academy](mailto:attendance@watling.academy)

We monitor all absences very carefully and parents whose children's absence cause concern are notified and may be asked to attend a meeting to discuss the situation further. In certain circumstances the Academy may refer the student to the Local Authority School Attendance Team.

Please note - PARENTS SHOULD NOT BOOK HOLIDAYS IN TERM TIME. As directed by the Secretary of State for Education, Headteachers are not allowed to grant leave for holidays during term time. As such, all holidays taken during term time will be unauthorised and you may be subject to a Fixed Penalty Notice (FPN). Parents should read the document 'Holidays in term-time: Information for Parents' available at: <https://www.milton-keynes.gov.uk/Academys-and-lifelong-learning/information-for-parents/milton-keynes-council-Academy-attendance>

Students who need to leave Watling during the Academy day due to illness must have the permission of their Head of Year or the Academy Nurse/Senior First Aider. All students leaving during the Academy day must be collected by a parent.

Please inform [attendance@watling.academy](mailto:attendance@watling.academy) of any planned medical/Dental etc. appointments in advance (at least 24 hours before appointment).

## BEHAVIOUR

Positive behaviour is absolutely the driver behind our expectations for behaviour at Watling. We have clear, high expectations of our students and these are made explicit in our Behaviour Policy which is included in the appendix. We wish to encourage achievement and give praise and we do so through a system of House Points, certificates, postcards home and student planner recognition which celebrate the development of a wide range of skills.

## BOOKS, STATIONERY AND OTHER EQUIPMENT

All students will be provided with exercise books in each lesson and in line with our core values, we expect students to respect their class books at all times. If textbooks are issued, they are issued on loan on the understanding that, apart from fair wear and tear, damage and loss are made good by the students to whom they are issued.

Having the correct equipment, ready to learn, is very important and we trust that you will be able to provide a full range of basic equipment so that your son/daughter is not disadvantaged. Students should bring appropriate equipment to lessons at all times. Equipment required includes:

Pens	Protractor
Pencils	Pair of Compasses
Ruler	Calculator
Eraser	Highlighter
Sharpener	Coloured Pencils

Filled pencil cases are available to buy from school priced at £2.50 each and small scientific calculators priced at £2.00 each. Please purchase using correct cash or via SIMS Pay in our online shop.

Pencil Cases contain the following:

- 1x Ruler (30cm)
- 1 x Eraser
- 1 x Protractor
- 1 x Compass
- 1 x Sharpener
- 1 x Glue Stick
- 1 x Highlighter
- 4 x Black ballpoint pens
- 2 x Blue ballpoint pens
- 1 x Red ballpoint pen
- 3 x Pencils
- 2 x Black handwriting pens
- 2 x Blue handwriting pens

We strongly recommend that students should not bring in expensive items to school.

## CANTEEN & CASHLESS CATERING

The canteen will provide a variety of healthy main meals as well as filled rolls, sandwiches, salads, snacks and vegetarian options. The School canteen will be open at both break time and lunchtime.

Breakfast Club from 8:00am will enable students to purchase a breakfast meal prior to the start of School day.

The School canteen will operate a cashless catering system which enables payment online via SIMs Pay (further information will be provided). This system uses fingerprint recognition software and ensures that students do not need to bring cash into the Academy to buy food from the canteen. It also provides you with the flexibility to add money to your son/daughter's account online and enables you to monitor what they consume on the School premises. Further information about SIMs Pay will be sent out before September.

In order to operate the cashless system, the Academy must collect biometric information (fingerprint) from students. By law we are required to have your consent to collect, store and use your son/daughter's biometric information.

**We therefore request you complete and submit the New Entrant Information Form indicating your consent to the processing of biometric information in Section H. Please note: Without this consent we will not be able undertake biometric registration of your son/daughter on Induction Day.**

## CLUBS

Extra-Curricular opportunities are very important to us at Watling and we will run a number of clubs offering students a wide range of activities. Some of these will include:

- Lego
- Arts and Crafts
- Sports
- Warhammer
- Coding
- Eco Warriors
- Italian
- Chess

## CONTACTING WATLING ACADEMY

Parental engagement is very important to us at Watling Academy and we would like you to feel confident about contacting the Academy whenever you feel it is necessary. Someone will always be able to help you. If you wish to contact a particular teacher, please use their Watling Academy email address in the first instance or contact the administration team in the Admin Hub who will be pleased to help you.

The Form Tutor is the central person in the support and development of each student and will deal with day-to-day communications between home and Watling.

The Head of Year will co-ordinate the work of the Form Tutors.

The Leadership Team will be happy to discuss any problems that do not fall within the province of the Form Tutor or Head of Year. Please telephone to make an appointment or come along to a drop-in session.

Telephone: 01908 794094

General email: [admin@watling.academy](mailto:admin@watling.academy)

## CURRICULUM

The aim of the Year 7 Curriculum, is to excite, inspire and motivate all students, developing both their skills and knowledge to be successful young learners. Milton Keynes, a focus on STEM, (Science, Technology, Engineering and Maths) the environment and sustainability, hand in hand with our core values of **respect**, **responsibility** and **kindness** will be at the heart of our curriculum.

The Year 7 curriculum provides courses in English; Mathematics; Science; Art; Design and Technology; Computing; Geography; History; Philosophy, Religion & Ethics; Modern Foreign Language; Performing Arts; Well-being, STEM and Physical Education. There is also a Personal, Social, Health and Economic Education programme, which is 'mapped' within the curriculum and the tutorial programme and delivered in well-being lessons.

We be working closely with our primary school colleagues on matters of curricular progression and, we have contacted these schools to ascertain up-to-date individual levels of achievement.

Upon entry in September, our induction programme will give Year 7 students extra support in transferring to their new learning environment. The students will have been placed in a tutor group which will provide the focus for individual guidance during the next five years. The tutor group generally stays together as a social unit and, where possible, students will remain with the same tutor.



## CYCLING TO THE ACADEMY

With our focus on the environment and sustainability we truly hope that as many of our students as possible, choose to walk or cycle to and from the Academy. The Academy provides spaces for bicycle storage for those students who wish to cycle to Watling. All students should park their bicycles in the cycle racks provided. Students are encouraged to ensure their bicycles have been security-marked by the police and/or registered on a national database (e.g., Bike Register). In addition, students are responsible for ensuring their bikes are in roadworthy condition and secured properly e.g., with a 'D-lock' when left on the premises. The Academy recommends the wearing of helmets and high visibility clothing.

## FRIENDS OF WATLING ACADEMY

Friends of Watling Academy (FOWA) is the name given to our Parent Teacher Association. You automatically become a member of the Association when your son/daughter joins Watling Academy. Friends of Watling is growing, along with the Academy, and already enjoys the active support of parents, teachers, governors and friends of the Academy.

FOWA aims to make a significant contribution to the experiences of all students at the Academy. Please look out for an early newsletter inviting you to become a member of the FOWA committee.

## FREE SCHOOL MEALS

Free School Meals (FSM) are available to all eligible children who attend School within Milton Keynes (full-time). This is a legal entitlement, and we would encourage those of you that are entitled, to apply for your son/daughter. To be eligible you must be in receipt of one of the following:

Income Support

Employment & Support Allowance – Income related

Income Based Job Seekers Allowance (NOT Contribution Based JSA)

Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs). Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs

Working Tax Credit run-on, paid four weeks after you stop qualifying for Working Tax Credit

Universal Credit

National Asylum Seekers Support (NASS);

Guaranteed Element of Pension Tax Credit.

To find out if your child is eligible please visit the following website and completing an application:

<https://www.cloudforedu.org.uk/ofsm/sims>

## HOMEWORK

At Watling we believe that homework is a very important part of a child's learning and we appreciate your support in ensuring any homework set is completed.

### **WHAT IS THE PURPOSE OF HOMEWORK?**

- To develop independent learning skills.
- To consolidate learning that has taken place in lessons.
- To practice skills - learning by doing.
- To develop self-discipline and time management.
- To revisit past learning to embed knowledge and skills over time.
- To complete tasks that are more suited to home learning.

### **HELP WITH HOMEWORK**

Students should plan their homework so that they create time to speak to their teacher if they do not understand the homework task. It is therefore important that students do not leave their homework until the last minute.

### **SUMMARY OF HOMEWORK PROCEDURES**

1. Homework will be set by the teacher;
2. Students will record whether or not homework has been set in their planner, including the date it is due in;
3. Teachers will record details of the homework on Teams;
4. Homework should be handed in/completed on time according to the date set;
5. Data about homework will be sent home to parents in the regular progress reports.

## LOCKERS

Watling Academy offers the opportunity to hire a locker for your son/daughter.

Lockers will be available to hire via our online shop in SIMS Pay (details will be sent out separately).

## MEDICAL CARE

We have a First Aider who is on duty during Academy hours to deal with accidents, illness and routine medical matters. They will be pleased to discuss any problems with parents.

It is vital that you advise the Academy of any medical history or special medical treatments affecting a student as the Academy may rely on this information in the event of an emergency. Your permission will also be needed for the administration of medication such as paracetamol.

If there are occasions when your son/daughter needs to bring prescribed medicines into Watling, they should be left with our Senior First Aider. She will require your written permission for administration and full directions for use.

If your son/daughter becomes ill during the day, he or she should report to the Senior First Aider who will advise as to whether (s)he will need to go home or can continue in the Academy. In the event of your son/daughter needing to go home, the First Aider will contact you. Students should not ring their parents during the day asking to be collected from the Academy because they do not feel well.

### **PROGRESS REPORTS**

It is important for us to share with you the progress your child is making at Watling Academy. Once every term you will receive a report showing levels of homework completion, levels of engagement, standards of behaviour and your child's current levels at which they are working. In addition to this we will have tutor and subject teacher consultation evenings at which you can discuss your child's progress. At the end of the year, you will receive the first stage of your son's/daughter's Achievement Record, which will report on progress in all subjects and the development of personal and social skills.

### **UNIFORM (INC PE KIT)**

Our intention is to create a high level of standardisation for the uniform. At Watling we firmly believe that the wearing of Academy uniform helps to instil pride, supporting positive behaviour and encourages identity with the Academy and its ethos. It ensures all students from all backgrounds feel welcome and helps in protecting them from social pressures to dress in a particular way.

As representatives of the Academy within the community we expect all students to uphold the highest standards of uniform, at all times, including journeys to and from the Academy.

Maisies are the Academy's designated supplier of Academy blazers, skirts, ties and the compulsory items of the PE kit. Maisies also offer the complementary items, such as shirts and trousers, plus other ancillary items. We would like to recommend the purchase of these items from Maisies, whilst understanding that these products can be bought from suppliers such as local supermarkets.

**Maisies of Wolverton:** For further information please visit website: <https://www.maisies-superstore.co.uk/watling-academy/>

Telephone number: 01908 313313.

The Store's address is: 60-64 Church Street, Wolverton, MK12 5JW.

### **Girls' clothing**

1. Royal Blue Watling Academy blazer embroidered with Academy logo.
2. A Watling Academy tie.
3. Watling Academy senior Royal Blue tartan skirt – **or** full-length grey tailored trousers (not denim, cord, canvas or leather). Skin-tight, stretchy or jean-style trousers, leggings, jeggings and footless tights are not allowed.
4. Regulation plain white buttoned shirt with a collar. "Fashion" alternatives to the regulation shirt are not allowed.
5. Dark coloured (black/navy/grey) plain socks or black/royal blue coloured tights (plain).

### **Boys' clothing**

1. Royal Blue Watling Academy blazer embroidered with Academy logo.
2. Watling Academy tie.
3. Full length grey tailored trousers (not denim, cord, canvas, or leather). Skin-tight, stretchy, or Jean-style trousers are not allowed.
4. Regulation plain white buttoned shirt with a collar. "Fashion" alternatives to the regulation shirt are not allowed.
5. Dark coloured (black/navy/grey) plain socks.

### **Shoes**

1. Shoes must be of a sensible design in black. Black "Sensible Design Shoes" do not include shoes such as Vans, any trainers, or trainer-style shoes e.g., Nike Air Force 1.
2. Students should wear traditional, formal leather/leather-style shoes that look smart. Canvas shoes of any type and boots above ankle height of any type (including leather) will not be allowed. Shoes must be plain in colour without coloured trim or stitching.
3. Boots may only be worn in extreme weather conditions for travelling to and from the Academy. Student's usual shoes should be brought to change into.

The following items of uniform are only available from our stockist, Maisie's, in Wolverton.

- Watling Academy Blazer with logo
- Watling Academy Tie
- Girls Tartan Skirts

Suitable Boys and Girls Grey Trousers and White Shirts are also available at Maisie's.

Parents should note that just because an item is sold within a uniform section in a shop does not mean that it complies with Watling Academy uniform requirements.

### **Girls PE Kit**

1. Polo shirt with Academy Logo
2. Shorts with Academy Logo
3. Academy Royal Blue socks
4. (OPTIONAL) Leggings with Academy Logo
5. Quarter-zip tracksuit top with Academy Logo
6. Trainers that can be used for indoor/outdoor sports

### **Boys PE Kit**

1. Polo shirt with Academy Logo
2. Shorts with Academy Logo
3. Academy Royal Blue socks
4. (OPTIONAL) Tracksuit trousers with Academy Logo
5. Rugby Shirts
6. Trainers that can be used for indoor/outdoor sports

Academy PE Kit (excluding trainers) is only available from our uniform stockist, Maisie's, in Wolverton.

All PE/Games kit should all be clearly marked with the student's name.

### **Please note - Football/Rugby Boots:**

Unless involved in specific after school clubs and teams it is not necessary to purchase football or rugby boots at this point although these items will be required later on in the academic year

### **General uniform requirements:**

1. All articles of clothing should be clearly marked with the student's name.
2. Jewellery must not be worn. It is dangerous in PE and some practical lessons. The only exception is a small pair of stud earrings – (one stud in each ear). There must be no other visible piercings – this includes nose piercings, tongue piercings and any type of 'stretchers'.
3. Extremes of hair colour and hairstyle or patterns (including lines) are not allowed.
4. Plain white t-shirts only may be worn underneath the Academy shirt in extreme cold weather.
5. If a belt is worn it should be in accordance with Academy uniform colours.
6. Hijabs should be worn in accordance with Academy uniform colours – Navy/Royal Blue.
7. Hair items that are worn in order to keep long hair off the face should be plain, discreet, and black or dark blue.
8. Outdoor jackets must be plain and dark in colour – sweatshirts/hoodies/sports tops with logos are not allowed.
9. Leggings/jeggings/footless tights are not allowed. Cropped trousers are not allowed.
10. Coloured nail varnish must not be worn. Students should not wear false or gel nails.
11. Makeup, including eye makeup or lipstick, is not encouraged and certainly should not be obvious.

# WATLING ACADEMY TERM DATES

## 2021/2022

<b><u>AUTUMN TERM</u></b> <b><u>2021</u></b>	
Monday 6th September	Term start Year 7
Monday 25 <sup>th</sup> October – Friday 29 <sup>th</sup> October	Academy Closed for Half Term
Monday 1 <sup>st</sup> November	INSET Day
Friday 17 <sup>th</sup> December	End of Term
<b><u>SPRING TERM</u></b> <b><u>2022</u></b>	
Tuesday 4 <sup>th</sup> January	INSET Day
Wednesday 5 <sup>th</sup> January	Academy re opens
Monday 14 <sup>th</sup> February – Friday 18 <sup>th</sup> February	Academy Closed for Half Term
Friday 1 <sup>st</sup> April	End of Term
<b><u>SUMMER TERM</u></b> <b><u>2022</u></b>	
Tuesday 19 <sup>th</sup> April	Academy re opens
Monday 2 <sup>nd</sup> May	Bank Holiday – Academy Closed
Monday 30 <sup>th</sup> May - Friday 3 <sup>rd</sup> June	Academy Closed for Half Term
Friday 22 <sup>nd</sup> July	End of Term

## Appendices:

# Watling Academy Policies, Agreements and Consents

This annex includes the following key Academy Policies with which you and your son/daughter should familiarise yourselves:

- Attendance Policy
- Behaviour Policy
- Homework Guidelines
- Statement of Charges
- Privacy Notice

The Policies set out how the Academy manages these important issues and the procedures that are followed under certain specified circumstances. A range of other Academy Policies can also be found on the Academy website.

### Note:

Academy Policies are kept under review and updated regularly. Any amended Policies will be published on the Academy's website. It is the responsibility of parents to ensure that they regularly check the Academy's Policies for the most up-to-date information.

In addition, this annex contains the following Agreements and Consents:

- Home-Academy Agreement
- Acceptable use of ICT Agreement
- Consent to the administration of paracetamol
- Consent to the use of images and video
- Consent to participate in off-site activities

### **Please can Parents and students:**

1. Read the enclosed Academy Policies, Agreements and Consents;
2. **Complete and submit the New Entrant Information Form (link on email sent with this pack).** indicating that you have read and understood the Policies, Agreements and Consents and agree to any obligations or actions contained therein.

**PLEASE NOTE:** Whilst it will not affect your son/daughter's admission to the Academy in any way, a decision not to provide certain consents may mean your son/daughter will not be able to participate in some Academy activities, access some Academy ICT facilities or receive certain medical treatment. **It is therefore important that you read the information contained in this appendix and submit the form via the link supplied with this pack.**

# ATTENDANCE POLICY

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## 1. Aims and principles

- 1.1. We insist that students are present every day that Watling Academy is open, recognising that their commitment to excellent attendance also indicates a commitment to make the most of learning opportunities. It is central to two of our core values of **Respect** and **Responsibility**. Excellent attendance is rewarded and celebrated at the Academy. Consistent and punctual attendance are qualities which are highly valued by employers, who want to know that their work force is reliable, and as such they are qualities that Watling seeks to develop in its students. We recognise that regular attendance has a positive effect on the motivation and attainment of students.
- 1.2. Watling Academy aims to meet its obligations with regards to school attendance by:
  - 1.2.1.1. Promoting excellent attendance and reducing absence, including persistent absence.
  - 1.2.1.2. Monitoring attendance to ensure early action to address patterns of non-attendance.
  - 1.2.1.3. Supporting parents to perform their legal duty to ensure that students of compulsory school age attend regularly.
- 1.3. Details of a student's attendance and punctuality are formally reported to their parents throughout the academic year and concerns regarding attendance will also be communicated.
- 1.4. The Academy is committed to working with parents and other professionals to support regular attendance and make improvements to this, where necessary.

## 2. Academy attendance procedures

### 2.1. Attendance registers

- 2.2. The Academy is required to keep an attendance register, and all students must be placed on this register.
- 2.3. The attendance register will be taken at the start of the morning sessions and once in the afternoon using SIMS. The attendance register will mark whether every pupil is:
  - Present
  - Attending an approved off-site educational activity
  - Absent (authorised or unauthorised)
  - Unable to attend due to exceptional circumstances
- 2.4. Morning registration starts at 8:45am every morning. The morning registers will close at 9:10am. Students are expected to be present by 8:40am at the latest each day in line with our punctuality expectations.
- 2.5. Individual class registers will also be taken by staff during each lesson using SIMS.



2.6. Attendance data is monitored by the administrative and pastoral teams and attendance codes will be used to provide detail of absence. See Appendix 1.

2.7. Approved educational activities include:

- Off-site educational visits, approved by the Academy.
- Work experience
- Approved sporting activities
- Courses and interviews linked to education or Further Education.

## **2.8. Unplanned absence**

2.9. Daily attendance is monitored by the administrative and pastoral teams.

2.10. Parents should notify the academy via the Attendance email on every day of a student's absence. This notification should be received before the start of the timetabled day. Parents should inform the Academy of the reason for absence and when they expect the student to return. Parents should email [attendance@watling.academy](mailto:attendance@watling.academy) or call the Academy selecting the reporting absence option.)

2.11. Where students are recorded as absent, the register must show whether attendance is authorised or unauthorised. Only the Head of School has the discretion to authorise an absence.

2.12. All absences will be treated as an unauthorised absence until satisfactory information, which may include formal evidence, has been received and reviewed by the academy. Appropriate safeguarding actions may be taken, where necessary.

2.13. If an absence due to illness lasts longer than five days, a medical note from the student's GP should be obtained. If there are extended periods of or repeated reasons for absence the Academy may contact the School Nursing Team or other external agencies, in order that our attendance expectations are supported.

2.14. Absence due to illness will be authorised unless the Academy has concerns about overall attendance or the authenticity of the illness. If authenticity of the illness is in doubt, we may ask parents to provide medical evidence, such as a doctor's note or another appropriate form of evidence or for permission to speak to medical professionals directly. Medical evidence will not be asked for unnecessarily.

2.15. Where a student is absent at the start of the morning session and notification has not been received by the Academy, staff will contact parents for clarification of the absence. Staff will call all available numbers until contact is made. If we have not been able to make contact, a home visit will take place. If we still are unable to make contact, we will refer the absence to the police. If staff are unable to contact parents, this absence will be followed up with written communication. If no information is received, this absence will be marked as unauthorised. See Appendix 2.

2.16. If a student falls ill during the timetabled day, they should report to the Senior First Aider who will offer support and make contact with parents if necessary. It is the

responsibility of the Senior First Aider, or other designated member of staff, to contact parents to discuss whether or not students should remain on site.

2.17. If a student were marked present during the morning session but marked as absent during the day without permission, the Academy will follow up on this absence and parents will be notified. This will likely be treated as truancy.

### **2.18. Requested absence**

2.19. The Head of School may not grant any leave of absence for students during term time unless they consider it to be an 'exceptional circumstance'. This decision is entirely at the discretion of the Head of School.

2.20. All appointments and events should be planned outside of Academy hours to support with regular attendance expectations.

2.21. Where medical appointments cannot be arranged outside of the Academy hours, advance notification of the absence, with evidence, should be provided via the Attendance email. These should be kept to a minimum and students should endeavour to attend before and after appointments, wherever possible.

2.22. An absence request to observe religious festivals should be made in writing to the Head of School in advance. An absence will only be considered if it is for a day which has been exclusively set apart for religious observance by the religious body to which the student or their family may belong. A maximum of one day per year may be authorised per religious festival observance.

2.23. An absence request to attend a special family occasion should be made in writing to the Head of School in advance. These will only be approved in exceptional circumstances. The nature of occasion will be taken into consideration alongside the student's previous pattern of attendance. Where approved, this will be for no more than one school day.

2.24. Where a student leaves the Academy during the timetabled day this must have been previously agreed or arranged by Academy staff, for example the Senior First Aider. Students must be collected and signed out by parents or an appointed appropriate adult. The time of leaving and/or returning should be recorded.

## **3. Family holidays**

3.1. Family holidays will not be authorised during term time. Term dates are set two years in advance to enable pre-planning.

3.2. There is no legal entitlement for parents to take their child on holiday during term time. Regulations state that any requests for leave of absences should be made in writing and in advance. These can only be authorised by the Head of School in exceptional circumstances. A family holiday is not considered an exceptional circumstance.

- 3.3. Taking holidays during term time without being authorised could result in a referral to the Senior Attendance Officer at Milton Keynes Council. A Fixed Penalty Notice (FPN) or further legal action may be taken in this circumstance.

#### **4. Punctuality**

- 4.1. Students are expected to attend every day and arrive by 8:40am, before the start of the Academy day, at 8:45am. Punctuality to all sessions and lessons is important.
- 4.2. A student who arrives after the start of the Academy day, but before the registers have closed at 9:10am will be marked as 'late' to that session, using the appropriate code in this circumstance.
- 4.3. A student who arrived after the start of the Academy day and after the registers have closed at 9:10am will be marked as 'late' to that sessions, using the appropriate code in this circumstance. This is considered an unauthorised absence.
- 4.4. Students who arrive late in the mornings will be asked to sign in, stating the time that they have arrived. Information regarding lateness will be circulated to appropriate staff and this will be monitored. Sanctions will be issued for lateness and interventions will be considered for students who are regularly late.
- 4.5. Parents will be notified when a student arrives late during the week.  
See Appendix 3.

#### **5. Monitoring and supporting regular attendance**

- 5.1. Student's attendance will be monitored closely by staff, including the Attendance Officer and Pastoral team, and support will be given to improve attendance where it is causing concern. Advice and referrals may be made to outside agencies where this is the case. Excellent attendance will be celebrated at the Academy.
- 5.2. The Academy recognises that poor attendance may be for a range of reasons and parents should communicate any issues with staff so that improvement plans can be put in place. Attendance should be a priority for all students and their families.
- 5.3. The threshold for persistent absence is 10%. If a student's overall absence is greater than or equal to 10%, the student will be classified as a persistent absentee.
- 5.4. Some students may require some additional support in order to secure regular attendance. Strategies may include:
  - Discussion with parents
  - Discussions with students
  - Attendance mentoring

- Attendance reports
- Attendance contract meetings
- Referral to support agencies
- Pastoral support strategies
- Academic support strategies

5.5. Where student attendance is a cause for concern, parents will be notified in writing that this is the case. Persistent absence will be referred to the Head of Year, wider pastoral teams for further investigation and support by the Attendance Officer. See Appendix 4.

5.6. Where attendance does not improve or continues to fall, the Academy will use attendance improvement procedures. Parents will be notified of this in writing.

5.7. Parents will be invited to attend an Attendance Improvement meeting to establish barriers to regular attendance, supportive strategies and agree short term improvement targets. Where attendance does not improve or continue to fall, a Final Attendance Meeting will be held. See Appendix 5,

5.8. In severe cases of persistent absence, the Academy will refer to the Senior Attendance Officer at Milton Keynes Council to consider legal proceedings in relation to school non- attendance.

## **6. Legal sanctions**

6.1. The Academy will work alongside the Senior Attendance Officer at Milton Keynes Council to support regular attendance for all students. Where there are severe cases of persistent absence, despite intervention and support from the Academy, cases will be referred to the Senior Attendance Officer for consideration of legal action.

6.2. Fixed Penalty Notices

6.2.1. Schools and Academies can fine parents for unauthorised absence of their child from school, where the child is of compulsory school age.

6.2.2. Fixed Penalty Notices will be considered when:

- A student has been absent, and this absence has not been authorised by the Head of School, such as a holiday taken in term time without authorisation;
- A student has accrued a number of further unauthorised absences in a rolling 12-week period throughout the school year.

6.2.3. If issued with a Fixed Penalty Notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

6.2.4. Failure to pay Fixed Penalty Notices may result in a prosecution under Section 444 of the Education Act 1996.

### 6.3. Prosecution

6.3.1. When intervention and support has not resulted in an improvement of persistent absence or school non-attendance, a referral will be made to the Senior Attendance Officer at Milton Keynes Council to consider a prosecution under Section 444 of the Education Act 1996.

6.3.2. Further information regarding the role of Milton Keynes Council in securing improved attendance at school can be found at:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>

## 7. Roles and responsibilities

7.1. The Governing body is responsible for monitoring attendance figures for the Academy and holds the Head of School to account for the implementation of this policy.

7.2. The Head of School is responsible for ensuring this policy is implemented consistently and for monitoring Academy-level absence data and reporting it where required.

7.3. The Head of School has responsibility to authorise absences and monitor the attendance of individual students, referring to the Senior Attendance Officer at MK Council, where necessary.

7.4. The Attendance Officer will monitor the attendance data on an Academy and individual level, ensuring accuracy of data and collection of evidence. They will maintain communication with parents regarding absence and concerns regarding attendance and punctuality.

7.5. The Attendance Officer will coordinate the response taken to support improvement in student attendance and advice and support referrals to the Senior Attendance Officer at Milton Keynes Council.

7.6. Academy staff will monitor and record the attendance of students on a daily basis, using the correct codes and submit this within procedural timescales.

7.7. Supporting administrative staff may contact parents regarding absences and record this information on school systems.

## 8. Review

8.1. This Policy will be reviewed by the Governing Body no less than every three years.

## 9. Summary

9.1. It is the policy of Watling Academy to encourage 100% attendance and punctuality of all students.

9.2. Only the Head of School has the discretion to authorise absence from school.

Evidence provided by parents and/or outside agencies will be taken into account when considering individual absences and requests.

9.3. Excellent attendance will be celebrated.

9.4. Where a student is unwell or has an unplanned absence, parents should notify the Academy of this absence before the start of the timetabled day (8:45am) using the Attendance email. They should explain the reason for absence and when it is expected that the student will return.

9.5. Appointments should be made outside of Academy hours wherever possible.

9.6. Family holidays must not be taken during term time and will not be approved.

9.7. Support and intervention will be given for those whose attendance needs to improve.

## Appendix 1:

### **Watling Academy attendance codes**

The following codes are taken from the Department for Education (DfE) guidance on school attendance.

<b>Code</b>	<b>Definition</b>	<b>Example</b>
<b><i>Present or Approved Educational Activity (AEA)</i></b>		
/	Present (AM)	The student is present at morning registration
\	Present (PM)	The student is present at afternoon registration
L	Late	Student arrived late but before the register closed
B	Educated off-site	Student is completing an approved supervised educational activity off-site
D	Dual registered	Student is attending session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in an approved supervised sporting activity
V	Educational trip or visit	Student is taking part on an educational trip/visit organised, or approved, by the academy
W	Work experience	Student is on an approved work experience placement
<b><i>Authorised absence</i></b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
I	Authorised holiday	Student is absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a formal day of religious observance
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the Head of School
<b><i>Unauthorised absence</i></b>		
G	Unauthorised holiday	Student is on a holiday that was not approved by the Academy
N	No reason provided for absence	Temporary code for an unknown reason (if no reason given – marked as 'O')
O	Unauthorised absence	The Academy has not approved this absence
U	Late after the register has closed	Student arrived at the Academy after the register closed
<b><i>Other codes used</i></b>		
Y	Unable to attend due to exceptional circumstances	The Academy is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Not on admission register	The register has been set up, but the student does not yet attend the Academy
#	Planned school closure	Whole or partial Academy closure due to half term/bank holidays or INSET days

## **Appendix 2**

### **Attendance email communications – Notification of absence from school**

#### **Communication 1**

Dear Parent,

You will be aware that it is the parents' responsibility to notify the Academy each and every day that a student is absent. You should provide details of the absence and the date you expect them to return.

According to our records your child was absent today.

Unfortunately, I have not received any details from you regarding this absence and have not been able to contact you by telephone. Please provide details regarding this absence by completing the form below.

Any absence that has not been explained within two weeks will be categorised as an "unauthorised" absence from the Academy.

If you wish to discuss attendance matters further, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer

#### **Communication 2**

Dear Parent,

You will be aware that it is the parents' responsibility to notify the Academy each and every day that a student is absent. You should provide details of the absence and the date you expect them to return.

According to our records your child was absent last week.

Unfortunately, I have not received any details from you regarding this absence, despite my attempt to contact you. Please provide details regarding this absence by completing the form below.

Any absence that has not been explained within two weeks will be categorised as an "unauthorised" absence from the Academy.

If you wish to discuss attendance matters further, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer



### **Appendix 3**

#### **Attendance email communications – Notification of lateness to school**

##### **Communication 1:**

Dear [insert salutation],

As part of our commitment to improving the attainment of students, we monitor attendance and punctuality. During our regular monitoring of student attendance, we identify any student whose attendance causes concern, including those who have arrived late on a number of occasions.

I am therefore writing to you due to [student name]'s lateness to the Academy, as they have been late this week.

Being late can have a considerable impact over the whole academic year. For example, 15 minutes late every day will result in two weeks being missed over an academic year. When your child is late, they are missing out on vital parts of their education.

If you have any queries or would like to discuss attendance, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer

##### **Communication 2:**

Dear [insert salutation],

As part of our commitment to improving the attainment of students, we monitor attendance and punctuality. During our regular monitoring of student attendance, we identify any student whose attendance causes concern, including those who have arrived late to school on a number of occasions.

I am therefore writing to you due to [student name]'s lateness to the Academy as they have been late on 2 or more occasions this week.

Being late can have a considerable impact over the whole academic year. For example, 15 minutes late every day will result in two weeks being missed over an academic year. When your child is late, they are missing out on vital parts of their education.

If you have any queries or would like to discuss attendance, please do not hesitate to contact me.

Yours sincerely,

Attendance Officer

Appendix 4

**Attendance concern letters – Letter A**

**Level 2 Attendance intervention letter – first warning letter  
(letter A)**

Dear <insert salutation>,

As part of our commitment to improving the attainment of our students we monitor attendance on a regular basis. During our regular monitoring of student attendance, we identify any pupil whose attendance causes concern.

<Forename>'s attendance has been monitored closely and is now below 90%, raising increasing concern about the amount of learning time missed. The government state that anything below 90% attendance below is considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

It is important that <forename>'s attendance improves, and I would ask for your support in ensuring that <he, she> is attending the Academy. Every effort will be made to support <forename> if you feel <he, she> is experiencing difficulties that may be impacting <his, her> attendance. If there are any specific reasons behind absences of which we are unaware, please contact <name's> HoY.

We will continue to monitor <forename>'s attendance and expect this to improve in the coming weeks. Please do not hesitate to contact me or their Head of Year if you wish to discuss this further.

Yours Sincerely,

Attendance Officer/inclusion assistant

## Attendance concern letters – Letter B

### Level 3 Attendance interventions letter - Attendance Contract letter (letter B):

Dear [insert salutation],

We contacted you recently to inform you that **<forename>**'s attendance was below 90% and cause for concern. **<His, Her>** attendance has been monitored closely and has not improved. I am increasingly concerned about this low attendance. Students with attendance below 90% are considered 'persistently absent' and there are many links between low attendance, personal wellbeing and academic progress.

In order to support **<forename>** to improve their attendance, I would like to invite you to a review meeting with myself and their HoY to discuss concerns and set improvement targets for the coming weeks. This meeting is intended to be a supportive discussion to outline ways to improve **<forename>**'s attendance and for us to create an Attendance Improvement Plan. The details of the meeting are below, please contact me if the date for the meeting is unsuitable:

**DATE**

**TIME**

It is important that **<forename>**'s attendance at the school improves and I would ask for your support in ensuring that **<he, she>** is regularly attending. I must remind you that regular attendance is a legal requirement, and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible.

Please be aware that continued persistent absence will result in a referral being made to the Senior Authorising Officer at Milton Keynes Council to consider formal action. If you have any further questions, please do not hesitate to contact me.

Yours Sincerely,

Attendance Officer/inclusion assistant

# Attendance concern letters – Letter C

## Level 4 Attendance intervention letter – Final Attendance meeting (Letter C)

Dear <salutation>,

I am requesting that you attend a meeting to discuss <forename>'s attendance. Their attendance is currently <%attendance> and they continue to be regarded as persistently absent. You have previously been invited to attend meetings with their HoY and improvement plans have been discussed; however, this has not resulted in improved attendance for <forename>.

We request that you attend a meeting with \*\*\*\*\*, Attendance Officer/inclusion assistant and me, <Pupil's name>'s HoY. This is a formal Final Attendance meeting to discuss <forename>'s persistent absence from school. The details regarding this meeting are below:

**DATE:**

**TIME:**

This meeting will be used to explore the reasons for recent non-attendance, with the aim to agree a 4-week plan to improve attendance to Watling Academy. If you cannot attend the date or time given, please let us know and we will endeavour to rearrange to a mutually convenient time. If you do not attend the meeting without contacting us, the meeting will be held in your absence.

If there is no improvement in attendance after this meeting or agreed actions are not met, then we are obliged to refer the case to the Senior Authorising Officer at Milton Keynes Council. They will contact you to organise a formal PACE\* meeting. The Council will then consider legal action that could result in a range of sanctions.

Yours sincerely,

Head of Year

**Appendix 5**

**Attendance Contract and Final Attendance meeting pro-formas**

<i>Attendance Contract (Level 3)</i>	
Student name	
Date of meeting	
Present at meeting	
Current concerns and issues impacting attendance	
Previous support	
Agreed actions	
Targets/review date	

## *Final Attendance meeting*

Name:

Year:

D.O.B. Date Plan Drawn Up:

Present:

Current Attendance .....%

Sessions absence authorised .....

Sessions absence unauthorised.....

Current concerns and reasons for absence

Background information

Please tick and date any of the following that have been previously offered/completed

Date

- Pre-arranged home visit to discuss how to improve attendance
- Referral to other agencies (please state)
- Communication with Tutor, Head of Year, Attendance Officer, other, to discuss attendance concerns, e.g., telephone call, e-mails, letters, meetings
- Alternative Curriculum
- Reintegration timetable

Any other relevant intervention offered (please detail):

### Plan to Improve Attendance

This should detail any new intervention that either Watling Academy, parent or student feel would be beneficial.

Student agrees to:	
Parent(s)/Carer(s) agrees to:	
Watling Academy agrees to:	
Please give details of any other agencies currently involved and the work they are undertaking	
Agreed targets for the next 4 weeks (excluding Academy closures)	
<b>Review date</b>	
<b><i>This is a formal attendance plan. Failure to achieve targets may result in referral to the Local Authority Attendance Officer who will formally review the case. This may result in legal action.</i></b>	
Signed	
Parent:	
Watling Academy representatives:	
<b><i>For use if parent(s)/carer(s) do not attend</i></b>	
Date plan posted to parent(s)/carer(s):	

# BEHAVIOUR POLICY

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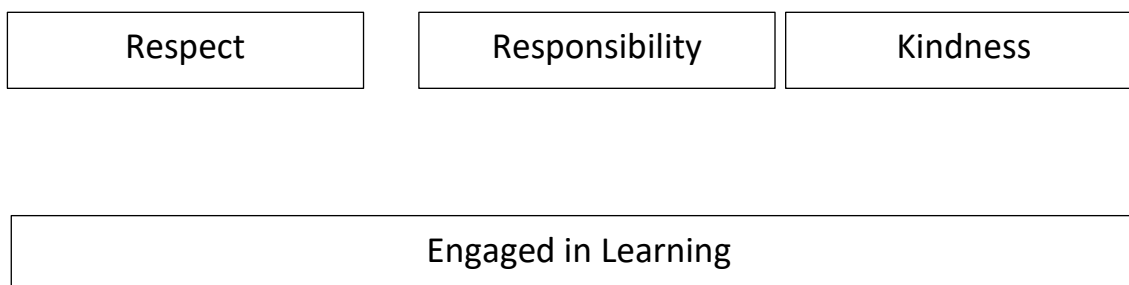
## 1. Purpose

1.1 The purpose of this policy is to create a Community based on Respect, Responsibility and Kindness, and one in which we all feel safe and valued.

1.2 We believe at Watling Academy, that in order to enable teaching and learning to take place, the highest standards of behaviour in all aspects of school life is necessary.

## 2. Principles

2.1 We believe at Watling Academy we will achieve desired behaviour through our core values and the behaviour policy will be underpinned by these values:



2.1.1 We expect our core values to be demonstrated in every aspect of our school life and in the wider community.

2.2 Behaviour at Watling Academy will be built on relationships between all stakeholders. We will build positive relationships with parents and carers to develop a shared approach in the implementation of this policy.

2.3 The policy will be easy to understand so that it can be applied consistently. It will be built on clear routines, contain a level of 'immediacy' and will recognise the importance of clear communication. Restorative conversations will be used to contribute to our positive culture.

2.4 A culture of praise and encouragement will be promoted in which all pupils can achieve. No pupil will be anonymous.



### **3. Praise and Rewards**

3.1 At Watling Academy our ethos will be underpinned by respect, responsibility and kindness. Rewards will be an integral part of achieving this.

3.2 Rewards have a motivational role in helping pupils to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the related procedures.

3.3 Integral to the system of rewards is an emphasis on praise, both informal and formal, to individuals and groups.

### **4. Consequences**

4.1 Teachers will initially use positive behaviour management to support behaviour for learning. Consequences are needed when positive behaviour management has not had the desired effect. Warnings given by teachers in response to undesirable behaviour will be characterised by clarifying why the warnings have been given and what changes in behaviour are needed to avoid further consequences.

4.2 Where possible, consequences will have a level of immediacy so that the impact on learning is minimal.

4.3 At Watling Academy, we will work hard to understand any reasons for lack of cooperation. This will include a personalisation in our approach and understanding the current situation with individuals, to determine whether there were any mitigating circumstances or factors that would explain the behaviour. This means that isolated incidents could be dealt with in a more individualised way. It is important to recognise that poor behaviour could be an indicator of harm.

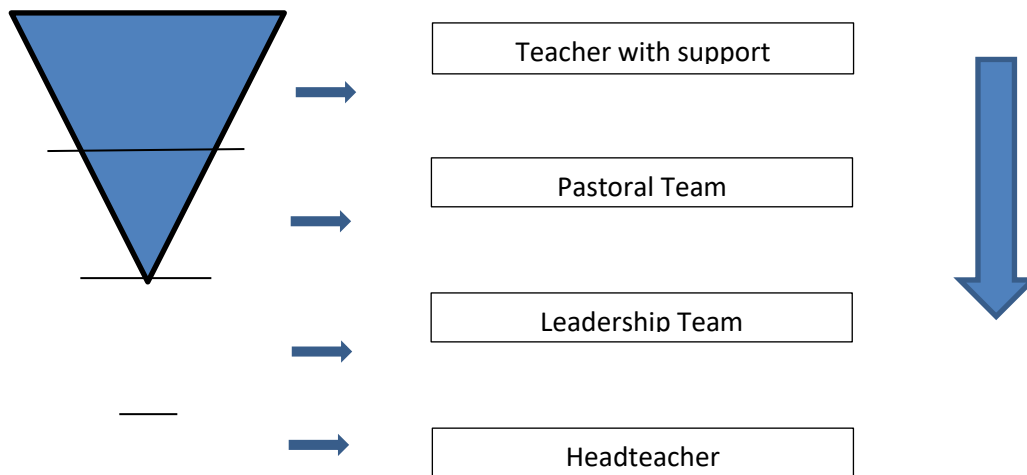
4.4 Where behaviour is deemed serious, further consequences, including removal from class, internal exclusion, fixed term exclusion or permanent exclusion may be imposed.

## 5. Responsibilities

5.1 Behaviour at Watling Academy is everyone's responsibility.

5.2 It is the responsibility of the Governing Body to keep the policy under review, to ensure this policy is non-discriminatory and to support the academy in maintaining high standards of behaviour.

5.3 It is the responsibility of all staff within the academy to ensure that the policy and related procedures are consistently and fairly applied.



5.4 Parents and carers will be expected and encouraged to support the behaviour of their child inside and outside of the academy. Watling Academy will encourage parents/carers to work in partnership with school staff to assist in maintaining high standards of desired behaviour.

5.5 All pupils are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Pupils will be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour.

5.6 Watling Academy will uphold the right to challenge and discipline any inappropriate behaviour 'outside the school gate' such as taking part in any school activity, travelling to and from school, wearing school uniform and in any situation in which the student is identifiable as a student at the academy.

5.7 Reasonable Force. Force is usually used either to control or constrain in a situation in which a student is at risk to themselves or to others. 'Reasonable' in this instance means safely using no more force than is needed.

**6. Related Documents** – It is important that the following documents are read and understood, alongside the behaviour policy. Please see documents on our website.

- 6.1 Ancillary Powers of Staff
- 6.2 Code of Conduct
- 6.3 Environment
- 6.4 Mobile phones and electrical goods
- 6.5 Offensive and Improper conduct
- 6.6 Rewards & Consequences Procedure
- 6.7 Smoking, Alcohol and Drug Related Offences
- 6.8 Uniform and presentation procedure
- 6.9 Denbigh Alliance Exclusion Policy

## **7. Monitoring, Evaluation and Review**

The Governing Body will regularly review this policy and related procedures, to ensure its continuing appropriateness and effectiveness.

# HOMWORK GUIDELINES

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## WHAT IS THE PURPOSE OF HOMEWORK?

- To develop independent learning skills.
- To consolidate learning that has taken place in lessons.
- To practice skills - learning by doing.
- To develop self-discipline and time management.
- To revisit past learning to embed knowledge and skills over time.
- To complete tasks that are more suited to home learning.

## HOMWORK PROCEDURES

### Student Planners

Student Planners should be brought to school every day as an essential part of a student's equipment.

There will be sufficient time in lessons for students to record homework tasks set in their planners.

In addition to explaining homework tasks in class, the teacher will also outline details of homework on the students' class page on Microsoft Teams, so that you can see what has been set. If there are any additional resources that your son/daughter requires, these will also be accessible on Microsoft Teams. You will also be able to see when the homework is due.

Making homework information available on Microsoft Teams is not expected to replace student Student Planners; these are a vital tool for students to organise themselves and for communication between home and school.

Homework tasks will either be submitted on Microsoft Teams or physically within lessons. Subjects teachers will make it clear how they would like homework to be submitted when setting homework tasks.

Parents and Tutors should sign the Student Planner weekly to show they have noted what has been set and to ensure that any communications between home and school have been seen.

### Help with Homework

Students should plan their homework so that they create time to speak to their teacher if they do not understand a homework task. It is therefore important that students do not leave their homework until the last minute.

If students have any questions regarding homework tasks set, they should seek the support of their subject teachers in the first instance. Form Tutors are also available to support students with general issues surrounding organisation.

## **Summary of Homework Procedures**

1. Homework should be handed in on or completed on time, according to the date set in the Student Planner and instructions given by the subject teacher. Information will also be available on Microsoft Teams.
2. Data about homework completed will be sent home to parents in the Progress Reports sent home throughout the academic year.
3. Students will have a consequence for not completing homework. It is important for students to communicate any difficulties in completing homework tasks or meeting deadlines with their subject teachers before tasks are due to be submitted.

# STATEMENT OF CHARGES

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## **Introduction and purpose**

**The objective of this Statement is to provide details of applicable charges by the Trust and its schools, clarifying where charges arise with specified values, relevant and payable for a number of activities and events.**

**The Policy will be updated annually and published during the Spring Term each year for implementation the following academic year beginning in September.**

Details as follows:

1. Where activities take place in school session time, parents may be invited to make voluntary contributions towards the cost of the activity.
2. Where activities take place outside school session time, charges will be levied where appropriate.
3. Charges will be made for instrumental music tuition at the rate of £238 per year, paid in advance for “normally” 34 twenty-minute individual music lessons. The balance between the charge and the actual cost of music tuition is met by the School in the form of a subsidy, provided that students contribute to the musical life of the School. If the fees for the lessons are not met, then the School will cease to provide the lessons.
4. Appropriate charges will be made in Design and Technology where parents have indicated in advance that they wish to own their child's finished work.
5. The parents of a student who fails to complete the examination requirements for a public examination without good reason, is liable to meet the examination entry fee. This will be charged at the minimum rate of £30 per exam.
6. The parents of a student who needs to take a public examination for a second or subsequent time are liable to meet the full cost of the examination resit entry fee.
7. Parents will be required to meet the cost of breakages and damages where this is a result of their child's misbehaviour:
  - 7.1. The Trust and its schools are zero tolerant of malicious or deliberate damage, and the Head of School will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.
  - 7.2. The full costs of damage incurred will be invoiced to and payable by parents/guardians of those student(s) involved.
  - 7.3. Failure to pay for the cost of damages will result in privileges to attend trips such as activities days or the annual School Prom being withheld.
  - 7.4. Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.

8. Students in year groups 7 to 11 will be charged for the hire of school lockers at the rate of £10 which is not refundable. The £10 will cover the duration of the use of the locker from years 7 to 11. Upon entry to the Sixth Form, an additional non-refundable charge of £10 will be made for a locker located in the Sixth Form area. If damage to lockers is incurred appropriate charges will be made and invoiced to parents and/or students for the cost of repairs. Lost keys can be replaced at a cost of £5.
9. Photocopies of student records requested by parents will be charged at the rate of 20p per page.
10. Students who use more than the paper allocated to them by the School at the beginning of each half term for computer printing (20 sheets for each week in the half term) will have to pay for any additional sheets of paper at a cost of 1.5p per sheet.
11. For payments made via Parentmail/SIMSPay for School meals, parents are advised to utilise funds on accounts as students approach their leaving date in order to reduce the account balance to zero. Balances remaining on accounts following students leaving will be transferred (if possible) to sibling accounts, and remaining balances will be repaid if in excess of £5.
12. Textbooks are loaned to students on the strict understanding that the books remain the property of the School and, at the end of a course or when the student leaves School – whichever occurs first – the books will be returned to school in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents. In addition, any funds due to be repaid to the student or parent (for example: school trip refund) will also be withheld until the School has been reimbursed.
13. School Trips/ Visits – Where a trip involves a residential stay, parents will be charged for the cost of the students' board and lodging, except where parents are in receipt of a qualifying support payment. For all other costs involved in a visit, for example, activities, transport or insurance etc., parents will be invited to make a voluntary contribution. Parents are not obliged to make the voluntary contribution and pupils will not be excluded through an inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient voluntary contributions to cover the full costs. The School reserves the right to cancel the trip if the costs have not been covered by parental contributions. Arrangements are available for the payments to be made in instalments.
14. For a list of the current qualifying support payments parents should contact the School. Requests for remission of charges should be made, in confidence, to the Headteacher and support by evidence of receipt of a qualifying support payment.
15. Where it is deemed appropriate by the Head of School, reference will be made to the Hardship Funding statement and the criteria contained within. All decisions will be made by the Head of School and will be final, with no process to appeal.

# PRIVACY NOTICE

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1. The Denbigh Alliance are the Data Controller of personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any Personal Data relating to student and their families is to be processed.
2. We collect and use personal data in order to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to the following;
  - 2.1 Article 6 and Article 9 of the GDPR
  - 2.2 Education Act 1996
  - 2.3 Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
3. The Denbigh Alliance holds the legal right to collect and use personal data relating to students and their families. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:
  - 3.1 Support your teaching and learning;
  - 3.2 Monitor and report on your progress;
  - 3.3 Provide appropriate pastoral care;
  - 3.4 Provide you with information about events and activities that we may have organised for students or parents.
  - 3.5 Assess how well the Schools within our Trust are doing;
  - 3.6 To comply with law regarding data sharing;
  - 3.7 To safeguard our students.
4. **Personal data includes;**
  - 4.1 Personal Information – e.g. names, student numbers and addresses.
  - 4.2 Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility.
  - 4.3 Attendance information.
  - 4.4 Assessment information – e.g. national curriculum assessment results.
  - 4.5 Relevant medical information.
  - 4.6 Information relating to SEND designation.
  - 4.7 Behavioural information – e.g. number of fixed term exclusions.
4. Your data will be stored within the appropriate school within The Denbigh Alliance and on a secure third-party platform.
6. **The Sharing of Personal Data**
  - 6.1 **The Department of Education (DfE)**
    - 6.1.1 The Denbigh Alliance is required to share student data with the DfE on a statutory basis.



The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. The Denbigh Alliance is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England. The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

## 6.2 Public Health England/NHS

- 6.2.1 The law (GDPR) allows Public Health England to use the personal information collected by NHS Test and Trace.
- 6.2.2 The section of the GDPR that applies is: **Article 6(1)(e)** 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.
- 6.2.3 As information about health is a special category of personal information, a further section of the GDPR applies: **Article 9(2)(i)** 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'.
- 6.2.4 Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without people's consent where this is in the public interest. This includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus.
- 6.2.5 Please note that personal data of employees, students, parents/carers or visitors may be shared with NHS/Public Health Agencies where relevant to the COVID-19 pandemic.
- 6.2.6 Where data needs to be shared with Health Officials we will:
  - 6.2.6.1 limit the data shared to the minimum necessary.
  - 6.2.6.2 only share with the appropriate authorities
  - 6.2.6.3 share via secure methods.
  - 6.2.6.4 verify the identity of the persons requesting the information.
  - 6.2.6.5 keep a copy of the data shared at the school.
  - 6.2.6.6 notify the individuals that their data has been shared if practicable.
- 6.2.7 Schools may be required to share Personal Data with individuals under the Government Track and Trace scheme. See the scheme privacy notice at: <https://contact-tracing.phe.gov.uk/help/privacy-notice>

## 6.3 Other Third-Party Processors

- 6.3.1 We will not give information about you to anyone outside The Denbigh Alliance without your consent unless the law and our rules permit it.
- 6.3.2 Where consent is required, the Denbigh Alliance will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the Trust outsources data to a third-party processor, the same data protection standards that we uphold are imposed on the processor.
- 6.3.3 The Denbigh Alliance enlists the support of companies to act as third-party data

processors. These companies enable us to provide services to its students, parents and staff to support the efficient functioning of its schools. The Denbigh Alliance routinely shares information with:

6.3.3.1 Students destinations upon leaving the Denbigh Alliance.

6.3.3.2 The Local Authority and/or the Local Authority with which you are registered or in which you live.

6.3.3.3 The NHS.

6.3.3.4 The DfE.

6.3.3.5 Capita (SIMS).

6.3.3.6 SISRA.

6.3.3.7 Cunningham's (Cashless catering system) and ParentMail.

6.3.3.8 Financials Live

6.4 This list is not an exhaustive list of all data processors used by The Denbigh Alliance.

## 7. How long is your data stored for?

7.1 In accordance with the GDPR, The Denbigh Alliance does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

7.2 If you want to discuss the information we hold and share about you then please contact your relevant Head of House in the first instance.

## 8. What are your rights?

8.1 Parents and students have the following rights in relation to the processing of their personal data.

8.2 You have the right to;

8.2.1 Be informed about how The Denbigh Alliance uses your personal data.

8.2.2 Request access to the personal data that The Denbigh Alliance holds.

8.2.3 Request that your personal data is amended if it is inaccurate or incomplete.

8.2.4 Request that your personal data is erased where there is no compelling reason for its continued processing.

8.2.5 Request that the processing of your data is restricted.

8.2.6 Object to your personal data being processed.

8.3 You have the 'right to be forgotten' once you have left The Denbigh Alliance and the Schools within it. This may include deletion of the following data;

8.3.1 Address

8.3.2 Additional contact information

8.3.3 Behaviour records (not including exclusion records)

8.3.4 Any other information that might be used as identification.

8.4 The 'right to be forgotten' does not include;

8.4.1 Assessment records

8.4.2 Exclusion records

8.4.3 Attendance records

8.4.4 Examination results

8.4.5 Ethnicity

8.4.6 Date of birth

8.4.7 Full name

8.4.8 Destination (if leaver)

8.5 Your personal record will be held until you are 25. This will contain assessment and examination information, behaviour logs, safeguarding and attendance information. Your admission information will be retained permanently. This is to ensure that The Denbigh Alliance can provide information to government agencies, such as OFSTED.

## 9. Subject Access Requests

9.1 Before you proceed to make a subject access request have you explored with the school whether a request to see the child's file would meet your needs. If you or your child would like to review their school file you can request this informally by contacting the Head of School/Headteacher.

9.2 You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**'.

9.3 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 written consent.

9.4 If we do hold information about you, we will:

9.4.1 Give you a description of it.

9.4.2 Tell you why we are holding and using it, and how long we will keep it for.

9.4.3 Explain where we got it from, if not from you or your parents.

9.4.4 Tell you who it has been, or will be, shared with.

9.4.5 Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person).

9.4.6 Give you a copy of the information.

9.5 If you would like to make a subject access request you must complete the form in Appendix A and submit this to your Head of School/Headteacher in the first instance, alternatively this can be emailed to [GDPR@thedenbighalliance.org.uk](mailto:GDPR@thedenbighalliance.org.uk).

9.6 We will respond to your request at the latest, within one month of receiving it. We can extend the time to respond by a further two months if the request is complex or we receive a number of requests concerning the parent or student.

9.7 More information on submitting a subject access request can be found at: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>.

10. Any queries concerning GDPR can be emailed to [GDPR@thedenbighalliance.org.uk](mailto:GDPR@thedenbighalliance.org.uk).

11. The Denbigh Alliance is registered as a data controller with the Information Commissioner's Office (registration number Z2570761) The ICO can be contacted on 0303 123 1113.

Mr A. Squires  
Executive Headteacher

**Appendix A – Subject Access Request Form**

<b>Full Name</b>	
<b>Are you the data subject?</b>	
<b>Full Postal Address</b>	
<b>Your Telephone Contact Number</b>	
<b>Your Email Address</b>	
<b>Date</b>	
<b>Full Name of Student (Data Subject)</b>	
<b>Full Postal Address of Student (Data Subject)</b>	
<b>Give Specific Details of the Personal Data You Want</b> You must be specific, for example what type of data, the dates and/or names that are applicable. Where you believe the information is held, for example email, paper or electronic records.	
<b>In which form would you like to receive the data?</b> Please amend accordingly.	Electronic Paper Copy
<b>Have you previously requested to review a student file informally?</b>	

**Please send us copies of two documents that prove who you are.**

- One must be photographic (such as a valid passport or driving licence) and;
- One must prove your current address (such as a recent electricity bill, or council tax bill).

Alternatively if you are in regular contact with the school, you may wish to arrange an appointment to confirm identification in person. However, proof of address will be required regardless unless collection of information will be in person also.

Please tick either:-

- The information requested is about me.
- I am the parent / guardian requesting access to my child's personal data who is under 12 years of age. (Please note that whilst we generally only require their written consent if the child is older than 12 years of age, the Data Protection Act requires us to assess competency which is not restricted to age. Therefore in exceptional circumstances, consent may still be required)
- I am representing another individual

In addition to the required identification outlined above, please send us two forms of identification and written permission from the person that the information is about, saying that we can give you their information. Please note that in some circumstances we may [need to verify authenticity](#).



## HOME-ACADEMY AGREEMENT

Watling Academy aspires to encourage the 'I want to learn' culture amongst all its students, so that they may fulfil their individual potential in education and develop into responsible adults who make a positive contribution to society.

The Trust's mission – to provide the highest standards of **Education, Care and Opportunity** for all its students is underpinned by the 'Watling Way' exemplifying our core values of

- **Respect**
- **Responsibility**
- **Kindness**

These form an integral part of a shared language between all members of our community – within lessons, during extra-curricular activities and social time, and in every interaction between ourselves and others.

## AIMS

- To generate an enthusiasm for learning amongst the students, so that they willingly seek to gain knowledge and an understanding about the world around them.
- To provide students with the guidance, information and resources necessary to help them learn.
- To teach students the skills necessary for effective and efficient learning.
- To provide students with a positive learning environment.
- To develop a sense of pride amongst the students, so that they always aim to achieve the highest possible standards of work in all subjects.
- To foster the personal qualities, skills and self-confidence necessary for success in their chosen career and personal life.
- To develop amongst all students a sense of respect for themselves, other individuals, their own and other communities, and their environment.

We believe that these aims are more likely to be achieved if there is a partnership between the Academy, the students and the parents/carers based on mutual trust, respect and understanding.

As a beginning, we are asking you to commit to an agreement with Watling Academy so that all concerned may be clear about our mutual aims and expectations now and in the future.

**Watling will:**

1. Provide, as far as possible, a secure and welcoming environment.
2. Care for each student's safety and happiness.
3. Deliver a broad and balanced education which aims to meet the individual needs of each student.
4. Ensure that homework is set, marked and monitored.
5. Report regularly to parents/carers and provide opportunities to discuss students' progress.
6. Support parents/carers through the period of their child's transition from primary to secondary school.
7. Contact parents/carers if there are concerns about attendance, punctuality, behaviour or progress.
8. Respond sensitively and promptly to any concern or complaint raised by a parent/carer or student.
9. Provide information and guidance about careers and future higher education.
10. Provide opportunities outside of the classroom to support learning beyond formal lessons.

**Parents and Carers will:**

1. Support the aims of the school.
2. Ensure that my/our child attends school punctually and with minimum absence.
3. Ensure that my/our child is properly dressed in correct school uniform.
4. Ensure that my/our child completes all homework set to the best of his/her ability and in reasonable working conditions.
5. Attend Parents' Evenings and meetings about my/our child's progress.
6. Not take my/our child out of school during term time without the explicit permission of the Headteacher.
7. Advise the school of any concerns or problems which might affect my/our child's progress.
8. Work constructively and cooperatively with the school to resolve any concerns about attendance, punctuality, behaviour or work.
9. Support my/our child in attending opportunities provided, beyond the classroom.

**Students will:**

1. Demonstrate Watling's core values of Responsibility, Respect and Kindness at all times, co-operating with members of staff and other students including supporting each other.
2. Attend school punctually and with minimum absence.
3. Bring necessary equipment and books including pens and pencils to all lessons.
4. Complete classwork and homework as well as I can.
5. Ask teachers for help when I have problems with my work.
6. Behave responsibly at all times.
7. Observe the school rules.
8. Wear my school uniform correctly and be tidy in appearance.
9. Conduct myself at all times in such a way as to enhance the Academy's reputation within the community.
10. Take advantage of the opportunities provided beyond the classroom.

## ACCEPTABLE USE OF ICT AGREEMENT

Students at Watling Academy have access to a wide range of equipment and software to assist with their studies. As a result, the use of ICT, including the internet, the Watling Portal, e-mail, video, cameras, and other mobile technologies are an important part of teaching and learning at Watling Academy. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT at Watling.

Your son or daughter will be able to access the internet and to correspond by e-mail with other students or staff at home or abroad. When they use e-mail, they will be acting as an ambassador for Watling Academy. Consequently, it is important that certain standards are maintained.

Any e-mail that your son or daughter sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the e-mail was to be read by their teacher or by their parents. We also ask that if your son or daughter receives any offensive mail, they report it as soon as possible, to either their Tutor or their Head of House, so that appropriate action can be taken. Equally, when using the internet, certain conditions apply.

Your son or daughter should not visit or attempt to visit any site which could be considered offensive. Again, the yardstick is whether the Academy would approve of the material they are viewing. The internet access system we use filters, very carefully, which sites students can visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked due to the nature of the internet.

We closely monitor both e-mail and web access and all students take part in lessons designed to assist them to stay safe whilst using the Internet. We should make it clear that we do not think that your son or daughter is likely to break any of the rules, but we feel it is important that you stress to your son or daughter the importance of not abusing the trust placed in them.

We therefore ask that you read and discuss this Agreement with your son or daughter – including the e-safety rules below – and that you reinforce how important it is that they stay safe online.

### **As a Watling Academy student, I agree to the following:**

- I will only use ICT systems at the Academy, including the internet, e-mail, digital video, mobile technologies etc. for educational purposes.
- I will not download or attempt to install software on Academy equipment.
- I will only log on to the Academy network and the Watling Portal with my own username and password.
- I will not reveal my username or passwords to anyone and will change my passwords regularly. (We recommend that you change your passwords at least once per term).
- When I am logged onto the Academy network, I will only use my authorised Academy e-mail account to send messages. This means that whilst I am on the Academy site, I will not attempt to use the Academy computers to send any messages via a private e-mail account or messaging service.
- I will make sure that all ICT communications with students, teachers or others are responsible, sensible, and polite.



- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered by the Academy to be offensive or illegal. If I accidentally come across any such material, I will report it immediately to a teacher.
- Whilst online I will not tell anyone any personal information such as my name, phone number and address or give out information about anyone else. I will not arrange to meet someone I make contact with online, unless this is part of an Academy project and approved by my teacher.
- If I take any images whilst on the Academy premises they will only be taken, stored, and used for Academy purposes in line with the consents provided by my parents, and will not be distributed outside the Academy network without the permission of the Academy.
- I will ensure that my online activity, both in and outside the Academy, will not cause the Academy, the staff, students, or others distress or bring the Academy into disrepute.
- I will ensure that any use of social media (including but not limited to Facebook and Twitter) will be appropriate and will not cause the Academy, the staff, students, or others distress or bring the Academy into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies are being monitored and logged and can be made available to my teachers and my parents.
- I understand that these rules are designed to keep me and all members of the Watling Learning Community safe and that if they are not followed Academy sanctions will be applied and my parent/carer may be contacted.

**Parents and students are asked to indicate their agreement to abide by these e-safety rules on the New Entrant Information Form (link on email sent with this pack).**

**A decision not to agree will result in the school restricting your son/daughter's access to our ICT facilities.**

**NB – If guidance contained within this policy should be in contradiction to the General Data Protection Regulations Policy (GDPR), then please default to the GDPR Policy for clarification.**

# CONSENT TO THE ADMINISTRATION OF PARACETAMOL

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On occasion, some students may ask the Senior First Aider for painkillers, for example if they are suffering from a headache. Although, as a general rule, we prefer not to give painkillers to students, guidelines issued by the Local Authority allow the Senior First Aider to administer paracetamol with parental consent if he/she considers it to be appropriate for the following conditions:

- Headache (except where associated with head injury),
- Toothache,
- Earache,
- Dysmenorrhoea (painful periods).

No other painkillers will be administered. If your child is allergic to or unable to take paracetamol you will need to supply the Academy with prescribed medicines for your son/daughter.

**Parents/Carers are asked to indicate consent to the administration of paracetamol on the New Entrant Information Form (link on email sent with this pack). No paracetamol can be administered without your consent.**

# CONSENT TO THE PROCESSING OF BIOMETRIC INFORMATION

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In order to operate the cashless catering system Watling Academy collects, stores and uses ('processes') students' biometric information for authentication purposes. This means students have no need to carry cash or any means of identification as biometric information is used as the means of recognition at the point of purchase.

Biometric authentication is the automatic recognition of a person using a suitable body characteristic e.g., a fingerprint. Each pupil will have their fingerprint registered which will then be translated to an alpha-numeric number. The fingerprint is then discarded, and the system authenticates canteen purchases by checking the fingerprint presented against the alpha-numeric number stored. The information stored cannot be used to recreate an image of the student's fingerprint.

Under the Protection of Freedoms Act 2012 (sections 26 to 28) Academies are required to notify each parent – and obtain the written consent of at least one – to process a child's biometric information.

Please note the following with regard to consent:

- Only one parents' consent is required.
- Consent given by one parent will be overridden if another parent objects in writing to the use of their child's biometric information.
- If your child objects to the processing of his/her biometric data, the Academy cannot collect, store or use his/her biometric information on the automated recognition system. His/her objection does not need to be in writing.
- If you consent, your child may subsequently object or refuse at any time to their biometric information being processed.

Department for Education guidance on the processing of biometric information can be accessed at:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-Academys>

**Parents/Carers are asked to indicate consent to the processing of biometric information on the New Entrant Information Form (link on email sent with this pack). The Academy will not collect, store or use biometric information without your consent.**

# CONSENT TO THE USE OF IMAGES & VIDEO

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Occasionally we may take photographs of students at Watling. We may use these images in the Academy's prospectus or in other printed publications that we produce, as well as on our website, via social media, or on our display boards. We may also make video or webcam recordings for School-to-School conferences, monitoring purposes or other educational uses.

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

Watling Academy takes the issue of child safety very seriously and this includes the use of photographic and video images of students. In particular, the Academy is mindful of its duty of care towards its students to protect them from any inappropriate contact.

In order to comply with the Data Protection Act 1998, we need your permission before images or recordings of your son/daughter can be used for educational or promotional purposes or be used in the media.

**Parents/Carers are asked to indicate consent to the use of images and video as outlined above on the New Entrant Information Form (link on email sent with this pack).**

## Conditions of Use

1. Any consent to the use of images and/or video you provide is valid for the period of time your son/daughter attends Watling Academy.
2. The consent will automatically expire after this time (subject to condition 3 below), however please contact us immediately if you wish to withdraw consent sooner.
3. Existing images or recordings that have been taken with consent during the life of this agreement may continue to be used by the Academy for educational or promotional purposes.
4. We will not use the full names (first name **and** surname) of your son/daughter in a photographic image, on video, on our website, in our Academy prospectus or in any of our other printed publications and the full name will not appear in the accompanying text or photo caption, unless this is agreed with you prior to use.
5. We will not include personal details (including personal emails, postal addresses or telephone numbers) of your son/daughter on video, on our website, in our Academy prospectus or in other printed publications.
6. The file names of digital images will not contain the full names of your son/daughter in the image.
7. We may include pictures of your son/daughter taken from artwork that has been drawn by students or staff.
8. We may use group or class photographs or footage (that includes your son/daughter) with very general labels, for example "a Science lesson" or "STEM day".
9. We will only use images of students who are suitably dressed to reduce the risk of such images being used inappropriately.

# CONSENT TO PARTICIPATE IN OFF-SITE SPORTS ACTIVITIES

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In order to comply with the Health and Safety legislation we require parental consent for students to take part in off-site sports fixtures that may take place during the Academy day or outside Academy hours. In addition, we require your consent for Academy staff to authorise medical treatment in the event there is an emergency during such activity.

For after-Academy sports fixtures students may on occasion leave up to 15 minutes before the end of the Academy day, however this is kept to a minimum to reduce any impact on student's learning. Details of individual sports fixtures and dates will be available on the Academy website in advance.

Students may be transported to/from activities either by our Academy minibus, driven by a member of Academy staff who may be the only member of staff on the bus, or a hire minibus or coach accompanied by a member(s) of staff. There are rare occasions where a staff member may need to transport students in their car. Staff will have adequate insurance for this purpose.

Please note the following:

- The consent covers off-site sporting fixtures some of which may take place outside Academy hours. Consent for other off-site activities such as Academy trips will be requested individually according to the nature and requirements of the activity.
- The Academy will provide information about each sporting activity/fixture before it takes place. Normally this will involve putting information on the Academy website in advance.
- You can, if you wish, tell the Academy that you do not want your child to take part in any particular Academy sports fixture or activity.
- It is the responsibility of parents to provide the Academy with accurate and up-to-date medical information for their child as the Academy will rely on this information in the event of an emergency.
- The consent will apply for the duration of your son/daughter's time at Watling.

**Parents/Carers are asked to indicate consent on the New Entrant Information Form (link on email sent with this pack) for their son/daughter to:**

- **Take part in Academy sports fixtures that take place off Academy premises and,**
- **Be given first aid or urgent medical treatment during any such Academy trip or activity.**