



Guilsborough Academy

Guilsborough Multi Academy Trust



Our Head Boy and Head Girl Team 2017-2018

admissions@guilsborough.northants.sch.uk

01604 740641

Welcome to Guilsborough Academy



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

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

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

We look forward to meeting you when you visit Guilsborough Academy on Monday 2nd July 2018.

Mrs J Swales
Principal

Transition at Guilsborough

INDUCTION DAYS

ALL YEAR 6 PRIMARY STUDENTS WILL VISIT GUILSBOROUGH ACADEMY

Monday 2nd July 2018 8.45am – 3.15pm

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

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

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

INTRODUCTION EVENING FOR PARENTS AT GUILSBOROUGH ACADEMY - TWO SESSIONS

Monday 2nd July 2018

6:00pm SURNAMES A-K

6.45pm SURNAMES L-Z

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

Parents are asked to arrive 15 minutes early in order to return the completed pink consent sheet and the blue admission form.

The music form should be returned to reception at Guilsborough Academy by 18th May 2018.

Other dates for your diary

FRONTIER WORLD – Friday 14th September OR Monday 17th September 2018

As part of the transition process, we are pleased to be able to offer our new Year 7 students the opportunity to have a full day of activities at the Frontier Centre in Northamptonshire on Friday 14th or Monday 17th September 2018 (students will attend on one of these dates). Examples of these activities include - Abseiling – Climbing - High Ropes and other team building exercises.

Team building activities of this kind have proved to be a positive experience for previous Year 7 students and their tutors, and one they fondly remember for many years to come. We believe that The Frontier Centre, which is in Irthlingborough, offers better value in this economic climate than an overnight stay.

In order for the visit to be viable, it is necessary to ask for a voluntary contribution of approximately £35.00 per student. Further information about this visit will be sent out separately along with Parent Pay details.

Important forms to be completed

In this pack you will find:

- Admissions Form (blue)
- Photo Consent and Home School Agreement Form (pink)
- Music Lessons (yellow)

Please complete all necessary forms and return to Guilsborough Academy on Transition Evening Tuesday 2nd July 2018.

If you have gained a late place and you live in our linked area you will need to apply for a bus pass via www.northamptonshire.gov.uk

Times of the Academy day

| | |
|--------------|---|
| 08.45 | Bell sounds to move to Registration/Assembly |
| 08.50- 09.10 | Registration/ Assembly |
| 09.10- 10.10 | Period 1 |
| 10.10- 11.10 | Period 2 |
| 11.10- 11.30 | Break time (warning bell sounds for next lesson) |
| 11.30- 12.30 | Period 3 |
| 12.30- 13.30 | Period 4 |
| 13.30 14.10 | Lunch (warning bell sounds for end of lunch) |
| 14.10- 15.15 | Registration during Period 5 |
| 15.15 | Bell sounds for end of school day and movement to buses |

Term Dates for 2018-2019

| | Start Date | Last Day/Training Days/Bank Holidays |
|-----------------|------------------------------|--------------------------------------|
| Term 1 | Monday 3rd September 2018 | Training Day |
| *Years 7 and 12 | Tuesday 4th September 2018 | Thursday 18th October 2018 |
| **All years | Wednesday 5th September 2018 | |
| | Friday 19th October 2018 | Training Day |
| Term 2 | Monday 29th October 2018 | Wednesday 19th December 2018 |
| | Friday 7th December 2018 | Training Day |
| Term 3 | Thursday 3rd January 2019 | Thursday 14 February 2019 |
| | Friday 15th February 2019 | Training Day |
| Term 4 | Monday 25th February 2019 | Friday 5th April 2019 |
| Term 5 | Tuesday 23rd April 2019 | Friday 24th May 2019 |
| Term 6 | Monday 3rd June 2019 | Friday 19th July 2019 |
| | Monday 22nd July 2019 | Training Day |
| | Tuesday 23rd July 2019 | Training Day |

*Tuesday 4th September—Years 7 and 12 only return to school

**Wednesday 5th September—All year groups return to school

| Type of Day | Date |
|-------------------|---------------------------|
| TRAINING DAYS | Monday 3rd September 2018 |
| | Friday 19th October 2018 |
| | Friday 7th December 2018 |
| | Friday 15th February 2019 |
| | Monday 22nd July 2019 |
| | Tuesday 23rd July 2019 |
| May Bank Holidays | Monday 6th May 2019 |
| | Monday 27th May 2019 |

How do we construct our 8 tutor groups?

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

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

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

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

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

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

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

Uniform



GUILSBOROUGH ACADEMY MAIN UNIFORM LIST

Uniform for Key Stage 3 & 4 students (Years 7 – 11)

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

Please note our uniform arrangement for September 2018

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

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

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

Uniform items

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



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

Optional items

- **Black V-Neck jumper or cardigan** (plain black knitted style, not sweatshirt material).
- **Coat** (Hoodies, denim or leather jackets are not acceptable).

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

Uniform stockists

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

Guilborough Academy ties are only available from Scallywagz.

When buying trousers, skirts, shirts and jumpers/cardigans we recommend you choose Trutex products. These are available from Scallywagz and Trutex Direct. Trutex schoolwear is made to last, giving real value for money. You will know you are buying the correct uniform style and we receive sponsorship for our school fund for each Trutex item purchased.

Scallywagz is committed to stocking our uniform and PE kit all year round. Their shop is located at 82 High Street, Daventry, NN11 4HU and offers a fitting room for your convenience. We recommend visiting the shop for accurate sizing, however items can also be purchased online at www.scallywagz.co.uk or by telephone 01327 700069 if you don't have internet access. Shop opening hours: Monday – Friday 9am - 5pm (Closed Wednesday). Saturday 9:30am - 4:30pm. Free parking. Scallywagz would like you to visit them, with your child, by 15th July to order uniform for the Autumn Term. They only take a 10% deposit and ask that the uniform is collected by 15th August. They will exchange sizes if your child grows in the meantime.

Trutex Direct also stocks our blazers, as well as trousers, skirts, shirts, jumpers and cardigans that are the right style for our uniform. To purchase from Trutex Direct register at www.trutexdirect.com. When prompted enter our LEA code LEA00521SC. Delivery is £3.95 for orders under £50, free for orders over £50. Trutex normally deliver orders within 7 working days. However, we recommend early ordering in June/July to ensure that items arrive in advance of the Autumn Term.

Jumpers and Cardigans

School jumpers/cardigans must be:

- Black only
- Length - No longer / shorter than hips
- Sleeves - Full – NOT short, capped sleeves
- Styles - No 'Drop-Pocket' / loose draped styles – must look smart
- Fitted within reason
- No logos
- Buttons optional - but they need to be black

Coats

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

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

School shoes

Shoes must be black, low-heeled, sensible, and leather/leather alternative (boots are not permitted). Trainers, sandals, and canvas pumps are not an acceptable form of footwear. Health and safety reasons surround the lack of protection that canvas shoes give the foot. They do not comply with the standards we expect at Guilsborough Academy.

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

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

Examples of **acceptable** school shoes:



Examples of **unacceptable** shoes:



Hair, makeup and jewellery

The only jewellery and piercings we allow is one pair of sleepers or studs, one earring in each ear. Face piercings, ear spacers, nose studs, lip or tongue piercings are not allowed. Obviously belly button rings are not acceptable in PE lessons.

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

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

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

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

PE Sports Kit

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

PE Kit List

Compulsory items

- **Navy and sky-blue SWI unisex polo shirt** with school logo.*
- **Navy SWI unisex shorts*** (Shorts should be mid-thigh length or longer. Girls may wear a Navy SWI sports skort*/sports leggings instead of the shorts).
- **Navy SWI quarter zip long sleeved training top** with school logo (girls only)*
- **Navy and sky-blue SWI rugby shirt** (boys only).*
- **Navy knee-high football socks** (for Hockey, football and rugby)
- **Shin pads** (compulsory for football and hockey).
- **Gum shield** (compulsory for rugby and hockey. Gum shields are available in school for £1.50 from the PE Department).
- **Trainers** (With non-marking soles for indoor use. Plimsolls are unsuitable for activities where toes may be trodden on (e.g hockey or rugby): they offer little support to the foot and ankle and very little cushioning in activities involving jumping and twisting movements).
- **Football boots** (recommended for football, rugby and activities on the field in the winter).

Optional items

- **Navy SWI unisex tracksuit bottoms***
- **Navy SWI unisex rain jacket***

PE Kit items marked with an asterisk (*) are only available from our uniform stockist Scallywagz (see details on page 9).



Equipment

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

Pencil case containing:

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



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

The above items will be available to purchase on ParentPay. The cost of the above items will be £2.75 (excluding the calculator). Calculators will also be available to order from the school via ParentPay at a cost of £6.50.

Please ensure everything is clearly labelled.

Student Planners

Each student is provided with a student planner at the start of the academic year. These are designed to aid student organisation and also to be the first line of communication with parents and we ask that parents/carers look at the planner daily and sign weekly. Replacement planners will be available at a cost of £2.50 from reception.

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

Guilsborough Academy Catering with Chartwells

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

Chartwells have been our catering providers since September 2013. They provide excellent standards of healthy food and an improved canteen area, including a Sixth Form 'Coffee Bar'.

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

Frequently Asked Questions

Q What is a Cashless System?

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

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

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

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

On-Line Payments

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

www.parentpay.com to make a minimum electronic payment of £10.00.

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

Link to details of how to pay is here

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

Cash and Cheques

Cash and cheque payments can be accepted via the School Finance Office. Cheques should be made out to '**Chartwells**' and have the Student's Name & Form Number written on the back of the cheque. All cheques must be received by 08:45 am prior to that day's commencement of service. Payments received after this time will not be credited to the relevant account until the following day.

Q Can I change the daily 'Spend Limit'?

A Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the School Admin Office.
info@guiltsborough.northants.sch.uk

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

A A 'Lend' can be processed at the EPOS Terminal, which will then allow one meal to be taken to the value of £2.50. This will show as a debt on their account and will need to be repaid.

The Cashless Catering System has a debt tracking facility and the ability to send debt letters to overdue account holders.

Q How do 'free meal' entitlements work?

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

Q Can anyone else use my child's account?

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

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

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

Q Can I dictate my child's dietary requirements?

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

Pupil Premium: Do you qualify?

Need help with uniform? Eligible for free school meals?

The Government funds schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'. No one will know you have registered and it will not affect any other benefits you are claiming. In order to qualify for financial support with the cost of school uniform when first starting at Guilsborough Academy and free school meals you **must** be in receipt of **one** of the following:

- Income support
- Income based jobseekers allowance
- Child Tax Credit Only - Income under £16,190 (figure correct at time of printing- Subject to change under government guidelines)
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit
- Income Related Employment and Support Allowance

From April 2018, the criteria used to determine which pupils are eligible for free school meals and the Pupil Premium will be updated to reflect the introduction of Universal Credit and the phasing out of other income-based benefits.

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 (figure correct at time of printing- Subject to change under government guidelines))
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

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

You can –

- telephone them on 0300 1261000
- email on freeschoolmeals@northamptonshire.gov.uk
- apply online at www.northamptonshire.gov.uk/freeschoolmeals
- pick up an application form from your child's primary school

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

If eligible for free school meals, you are entitled to Governors' financial support from Guilsborough Academy to cover the cost of one school blazer, one school tie and one games shirt. Additional items will be charged at the normal prices listed on the uniform order form. **All items should be purchased direct from the uniform supplier and will be reimbursed by Guilsborough Academy on application once confirmation of free school meal eligibility is received from Northants County Council in September.** A limited supply of second hand uniform is freely available on request from Student Services at Guilsborough Academy.

Please contact Mrs A Swan, Principal PA at Guilsborough Academy 01604 740641 if you would like more information or help with uniform.

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

Bus Passes

Bus passes are issued by Northants County Council to students whose **home** address is within the Guilsborough Academy catchment area. Students who live **outside** the catchment area are **not** entitled to travel on a school bus. Students are only issued with **one** bus pass to travel to and from their **home** address. Due to overcrowding on the majority of the bus routes, students may **not** travel to and from other villages for any reason. If a student wants, for example, to go home with a friend after school, then arrangements should be made for parents/friends to collect them from school.

Parents of students starting Guilsborough Academy in Year 7 in September will not have to complete a form to apply for a bus pass. The Local Authority will automatically issue a bus pass for students living in the catchment area based on the home address already given by the primary school. Bus passes will be sent to Guilsborough Academy and will be given to students during the first week of the autumn term. The Local Authority cannot guarantee your child a pass for the bus which stops nearest your home in the larger villages nor on the same bus as older siblings but will try to allocate within reasonable walking distance.

It is important that parents and students read and abide by the code of behaviour which will be issued with the bus pass in September. Please keep this at home for reference. Students who break the code may have their bus pass withdrawn by the bus company and a ban will be put in place. If a student who has been issued with a bus pass then loses it, replacements have to be applied for from the County Council and currently cost £15.00. Student Services at school can issue a temporary bus pass for 5 days only which will allow enough time for a pass to be supplied. Students should report to Student Services in the first instance to collect a temporary pass and details for replacement applications.

Students should always carry their bus pass - passes are checked regularly (every day on some routes) and the driver can refuse travel to any student who does not have their bus pass. This is due to health and safety and is a legal requirement for travel. We ask all parents to have in place an 'emergency' routine for a day when the bus is missed or does not arrive for any reason (or if the student forgets their bus pass). Students should have access to a key or a neighbour they can call on and should be aware of the routine in advance.

Non-Entitled Students Travel Scheme

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

<http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/travel/pages/default.aspx>

Information on bus routes from Brixworth and Kingsthorpe on the fee paying public bus is available on the school website.

Bring-Your-Own-Device Scheme



Guilsborough Academy have a Bring-Your-Own Device Scheme in Years 7 through to Year 9. This scheme allows students to bring their own device in to school and use this device; connect to our IT network and the Internet, to support their learning.

An overwhelming majority of students have participated in the Netbook and Tablet schemes in previous years, and we wish to continue this level of engagement in the Bring-Your-Own-Tablet Scheme for the upcoming Year 7.

Information Sessions

We are providing Parent Information sessions on the following dates:

Tuesday 22nd May, 6.00pm Guilsborough Academy Main Hall

The Parent Information sessions will provide details of devices and functionality that will fulfil the school requirements for the Bring-Your-Own-Tablet Scheme. The sessions will also highlight how our VLE works and how this is used with students to record homework and provide access to resources to support learning. The session will outline how the school email system supports your child's learning, as well as how your child is kept safe online in school and the monitoring and filtering of our Internet and network services. It will also detail the software that will be made available to your child to download on to their own device and at home.

There will be an overview of support provided to your child using technology in school and at home to support their learning. This will outline the support provided to enable your child to use their device successfully in school and the technical support available through our Network Team. We will discuss the school's Acceptable Use Policy and the Bring-Your-Own-Tablet Scheme policy you will be required to agree to enable your child to use their tablet in school.

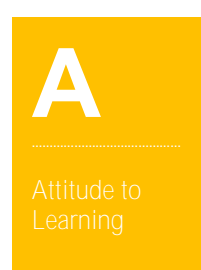
Information provided at these sessions will also be made available through the school's website.

Supporting Student Access

The Academy receives funding from the Department for Education to support students on Free School Meals and we will use this funding to purchase a Windows Tablet that has a 3 year warranty. Additionally, the school will review any parental request for support in providing their child with a laptop or tablet. Please put any request in writing to the Principal, Mrs Swales.

If you require further information, please email harvey@guilsborough.northants.sch.uk.

Learning Without Limits



Guilsborough Academy has always had a positive behaviour policy with the aim of ensuring a calm, orderly working environment conducive to effective learning.

With this in mind we have developed the concept of GOALS, an acronym meaning: **G**uilsborough wins when we all focus on **O**rganisation, have a positive **A**ttitude to learning, use good **L**anguage and Courtesy and show **S**upportive behaviour.

Having a simple statement of GOALS provides freedom from lists of rules that are impossible to define and don't allow appropriate interpretation for each individual. For example, the expectations regarding 'Organisation' are different for a Year 7 student to a Year 11 student.

GOALS allow for lots of positive conversations between staff and students especially if an aspect of attitude or behaviour needs re-direction. GOALS are easily understood by everyone and students can relate to the concept.

Behaviour that limits the learning opportunities of others will not be tolerated. **POSITIVE CONTRIBUTIONS** to the ethos and culture of Guilsborough Academy will be rewarded.

We are proud that our students feel safe in school and that they know who they can speak to if they have any problems. We strive to prevent problems occurring but what we feel makes our pastoral system outstanding is the way in which we deal with any problems. We

all want students to do their best and make great progress. Therefore, it is important that students access support where they need to.

In Year 7 students are placed in tutor groups with a tutor responsible for each group of students. During Year 7, the majority of lessons are taught in tutor groups enabling students to bond and form lasting friendships.

The Year 7 tutor team is supported by a Head of Year. Between them they provide excellent support for both students and tutors. Additionally, we have a very professional, well trained pastoral team. They organise courses for students, help resolve friendship issues and provide one to one mentoring as required. The relationship established between school, parents and students allows us to solve problems quickly and efficiently, alleviating fears and anxieties.

The extensive pastoral system provides our students with the support and care to enable them to make outstanding progress academically and ensures that they feel safe and happy.

Vision and Ethos

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

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

- 3) Our **learning** knows no limits
We believe that all of our students are lifelong learners who will leave us with the knowledge, understanding, skills and confidence to succeed in the rapidly changing 21st century. As independent risk takers, they demonstrate the resilience and resourcefulness to reflect upon their learning. We nurture a learning culture for both staff and students that enables all to ask the wider questions and fosters their intellectual curiosity. All of our students will value learning as enjoyable, innovative, creative and purposeful. Through a personalised approach to learning all students will be empowered to develop and celebrate individual strengths and talents.

- 4) We are **global citizens** ready for the 21st Century
Looking outwards and grasping every opportunity is key to the success of our students and our school. We are determined to offer our students every life skill that will ensure they become key members of our society and future leaders on the global stage. We are determined to offer our students every life skill that will ensure they become key members of our society and future leaders on the global stage. As an international school, we support our students to be global citizens and ambassadors of the best of British values. Our students have every chance to develop themselves during their time with us by embracing the rich cultural opportunities that we offer. As the young people leave our school community they will “Be the change they want to be in the world”.

Who Do I Contact with any concerns?

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

- Your child's tutor
- Pastoral Support team (available all day for any concerns)
- Head of Year

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

Contact route for pastoral issues



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

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

Contact route for subject issues



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

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

HOME SCHOOL AGREEMENT September 2018 - July 2025

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

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

The Academy agrees to:

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

As parents/carers, we will:

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

As a student, I will:

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

COMPUTER USE POLICY

Information and Communications Technology (ICT) plays a key role in the education of your child at Guilsborough Academy. The Academy has a large number of computers with Internet access. Additionally, students are able to bring in their own devices as part of the Academy's Bring-Your-Own-Device scheme, and these devices can be connected to the computer network and access the Internet. Students will have opportunity to use their own devices within lessons, as well as using the Academy's computing resources in a range of subjects.

Computers must be used responsibly according to the school's detailed computer use policy. All students are made aware of this policy and it is displayed in key areas.

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

The Academy encourages students to understand that these facilities are for educational purposes and therefore must be used in an appropriate manner. Students are responsible for their behaviour and for their communications within the system. Any breach of the rules will be a disciplinary matter.

- Students know that access to the networked resources is a privilege and that they can make use of the internet in support of studies in all subjects.
- Students must not access, create or display material (images, sounds, text and video) which is likely to cause offence, inconvenience or anxiety to themselves or others.
- All teachers' instructions must be followed carefully.
- Students are encouraged to question information published on the web or contained in emails and not to assume it is true and accurate.
- All usernames and passwords must be kept secret.
- All written communication must be free from racist, sexist, abusive, homophobic or aggressive words and when writing anything it must not cause upset or offence to anyone else as this could give the student and the school a bad name.
- Students must never give out personal information about themselves or anyone else, such as addresses, telephone numbers and private details.
- Students must not respond to unpleasant messages but must immediately inform a member of staff if they are uncomfortable with any messages received.
- Websites that have offensive, violent or pornographic images must not be accessed at any time. Any such site accessed accidentally must be reported to a teacher so that they can be blocked.
- Students will respect the privacy of other users' files.
- All incidents that breach the Acceptable Use Policy must be reported immediately to a teacher.
- Advice - www.thinkuknow.co.uk is a useful site for help and advice.
- E-safety is important and further advice and guidance can be found at:
www.ceop.co.uk (for parents/carers/adults)
www.childnet.com (for parents/carers/students)

Any misuse of computers will result in serious action being taken and students may have access privileges withdrawn. All network activity and Internet use is monitored, and students need to log-on to the Academy network before they are given access to the Internet or any of the network resources. Parents are asked to support us in this policy by signing the pink signature form enclosed. Given the potential dangers of the Internet, students will only be given access with parental consent.

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

harvey@guiltsborough.northants.sch.uk.

CONSENT FOR PHOTOGRAPHY AND IMAGES OF CHILDREN **SEPTEMBER 2018 -JULY 2025**

During your child's life at Guiltsborough Academy, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Authority or by local newspapers.

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

Before taking any photographs of your child, we need your permission. Please read the statement below and complete the pink signature consent sheet to indicate your permission preference.

I understand that:

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

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

PLEASE COMPLETE THE PINK CONSENT SHEET ENCLOSED IN THIS PACK AND THE BLUE ADMISSIONS FORM AND RETURN BOTH ON THE TRANSITION EVENING, OR TO RECEPTION BY: MONDAY 2 JULY 2018.

General information

Lost Property & Valuables

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

The Academy has a clear policy on the possession of mobile phones, and other communication devices within the Academy. We have developed with students a code based on 'Acceptable Use'. We recognise that there are times when there are emergencies or changes in arrangements about which students will need to contact home. Increasingly there are occasions in the classroom or on trips where the capacity to record, photograph or film an activity is positively useful and students, with the teacher's permission, may often be encouraged to do this. If the device is being used inappropriately or at the wrong time, the Academy reserves the right to confiscate it. Students should not be using phones to text or call their friends during the Academy day. Mobile phones, headphones, ipods etc should be kept at the bottom of school bags at all times.

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

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

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

Absences and 'Late Gate'

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

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

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

Morning registration is at 8.45 am and the end of school bus time is 3.15pm. Please note that a security system is in place; all students coming to school late will be unable to enter the site except through reception. The Academy regularly carries out a 'late gate' check and will issue sanctions for repeated late arrival.

Children picked up by car

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

Children not collected after school hours

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

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

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

Sporting Fixtures

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

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

Safeguarding Statement

Child Protection and Safeguarding

The Department of Education, through *Working Together to Safeguard Children* (DfE Mar. 2015 (updated Feb 2017) and *Keeping Children Safe in Education* (DfE Sept. 2016), places a duty on organisations to safeguard and promote the well-being of children and young people. At Guilsborough Academy we are fully committed to safeguarding and promoting the welfare of all our students.

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

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

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

Mrs A Lakey- Vice Principal (Designated Safeguarding Lead)

Mrs J Greenwood – Pastoral Manager (Deputy Designated Safeguarding Lead)

Mr D Lomasney – SENCO (Deputy Designated Safeguarding Lead)

Mrs C Enever-Jones – Assistant Principal (Deputy Designated Safeguarding Lead)

PRIVACY NOTICE (HOW WE USE PUPIL INFORMATION)

WHAT IS A PRIVACY NOTICE?

The purpose of a Privacy Notice is to explain how your personal information may be used. It details why we collect information and who we may share it with.

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

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

Our data protection officer is Mrs J Garrett.

WHO ARE WE?

We, Guilsborough Academy, are a Data Controller for the purposes of the Data Protection Act 1998 and data protection law.

We collect information from you and may receive information about you from your previous school and the Learning Records Service. We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

THE CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

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

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

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

WHY WE COLLECT AND USE THIS INFORMATION

Guilsborough Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

COLLECTING PUPIL INFORMATION

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

STORING PUPIL DATA

We keep personal information about pupils while they are attending our academy. We may also keep it beyond their attendance at our academy if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

WHY WE SHARE PUPIL INFORMATION

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

TRANSFERRING DATA INTERNATIONALLY

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

DATA COLLECTION REQUIREMENTS

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

YOUTH SUPPORT SERVICES

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

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

This enables them to provide services as follows:

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

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

THE NATIONAL PUPIL DATABASE (NPD)