

17th November 2014

Dear Parent/Guardian

I am writing to ask that you read this letter and then carefully check or complete the details on the attached Data Collection Sheet and return it via your child to his / her tutor as soon as possible. Having accurate information from you is very important as I feel sure you will understand.

Contact information

Please check the contact details which are shown on the sheet(s) enclosed with this letter. If anything is not correct or out of date, please change the details. Also please let us know about any future changes to emergency contact details.

Medical Information

It is essential that we have up to date medical information about your child so that we can look after him / her properly. It is also important that you give consent for your child to be given first aid or urgent medical treatment should this be required. Please check and / or complete the medical information section on the Data Collection Sheet. Please be aware that it is your responsibility to notify the Academy when information changes: for example, new conditions, medications or a change in your child's doctor. May I remind you that staff are not usually allowed to administer medicines to students. Some medicines may be stored in reception for student self- medication. In this case they must be adequately labelled and quantities maintained by parents.

Free School Meals

It is important that parents whose children are entitled to Free School Meals apply for them, whether they are taken or not. This is because Academy funding and student achievement scores are influenced by Free School Meal data. Children are entitled to Free School Meals if their parents are in receipt of: **Income Support, Income Based Jobseekers Allowance, Child Tax Credit, Guaranteed Pension Credit, Employment and Support Allowance (Income Related) or if they are Asylum Seekers.** Please tick the box overleaf and we will contact you to help you to complete the application form if you want? The form is also available on our website.

Educational Visits

Educational visits, sporting activities and residential visits provide opportunities to enrich and supplement the curriculum, offer valuable personal and social experiences and help establish positive relationships between staff and students. Teachers in charge of students during off-site activities have a duty of care to ensure that the students remain safe and healthy.

We hope that you will allow your son/daughter to participate in these trips and activities by signing the consent for this on the attached Data Collection Sheet. The Academy will always send you information about each trip or activity before it takes place and you can, if you wish, inform the Academy that you do not want your child to take part in any particular trip or activity. Written parental consent will not be requested from you for the majority of off-site activities offered to students when activities are part of our curriculum.

Photographs and Information Sharing

We would like your permission to share information with partner agencies when the need arises. Similarly your permission to use appropriate images of children for publicity purposes would be appreciated.

Biometric Data

The Library uses a finger print scanner to provide biometric information. The scanner identifies 5 points on the finger print to create an encrypted or coded number which cannot be used to copy an image of the finger print. Using this

system means that students will more easily access the full range of Library facilities and will not need to have a Library card.

Use of Reasonable Force

The Academy has an updated policy which defines circumstances in which teachers may use reasonable force to move students. You should be aware that teachers are legally entitled to restrain and move students in certain circumstances. If you would like to discuss this please contact me. More information is available on the Academy's website.

Mobile Phones

You will be aware that the Academy allows students to have mobile phones with them. We wish to emphasise that having a mobile phone is a privilege for students. The Academy does not accept any liability for the loss or damage to mobile phones. Appropriate use of phones is made explicit to students. Students who misuse phones may have the phone confiscated and the privilege removed. Also students who are persistently late may have phones confiscated until appropriate detentions are completed.

Uniform and Hair Styles

I would like to take this opportunity to remind you of our high expectations with regard to uniform and hair styles. There is also an agreed dress code for the Sixth Form. Extreme hair styles and patterns cut into hair and eyebrows are not allowed. Where there are serious breaches of our expectations, students may be sent home for the matter to be resolved. More information is available on the Academy's website.

Parking

To keep all students safe, please avoid parking on the zigzag lines and across residents' driveways at all times **especially when dropping off or collecting students**. Doing so restricts visibility and puts students at risk. We are asking the police to support us in this important safety issue because we want to reduce the risk of a road traffic accident.

Snow

If snow leads to the early closure of the academy we will need your permission to send your child(ren) home or to a relative's home. If we decide to close during the day then we will send a text to parents and put a message on the Academy's website to confirm this.

Please see the Academy's website for further information regarding early closure of the Academy on health and safety grounds because of bad weather

Thank you for the time you have taken to read this information and for the prompt return of the signed data/consent sheet which is attached to this letter.

Yours sincerely

Keith Whittlestone
Principal