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HOLYROOD

— ACADEMY —



**GENERAL INFORMATION AND  
GUIDANCE NOTES TO SUPPORT  
COMPLETION OF THE  
STUDENT INFORMATION FORM**

**PLEASE READ ALL PAGES CONTAINED IN THIS DOCUMENT  
BEFORE COMPLETING THE STUDENT INFORMATION FORM**

## **PARENTS/CARERS**

- **PLEASE COMPLETE SECTIONS 1 – 12 OF THE STUDENT INFORMATION FORM**
- **COMPLETE AND SIGN THE PARENTAL CONSENT**
- **COMPLETE AND SIGN THE MEDICAL CONSENT**

## **PARENTS/CARERS AND STUDENTS**

- **PLEASE READ AND SIGN THE HOME-ACADEMY AGREEMENT**

### **Guidance to support the completion of sections 3 and 4:**

#### **PARENTAL RESPONSIBILITY AND CONTACT INFORMATION**

This form asks you to state the names and addresses of all parents (see below for definition). In the case of a parent who does not live at the student's permanent address, they are entitled to request the disclosure of information about the student and the Academy will provide the information after satisfying themselves that they are the student's parent. If you do not provide the contact details here, the Academy may deal directly with the non-resident parent if they subsequently make a request. However, before that, you will be informed about the request so you have sufficient time to seek your own legal advice on this should you wish to do so.

#### **DEFINITION OF PARENT AND PARENTAL RESPONSIBILITY GUIDANCE**

The following is intended as helpful guidance for schools but should not be treated as a complete and authoritative statement of the law and is taken from DfE Circular 0092/2000.

##### *DEFINITION OF "PARENT"*

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

##### *PARENTAL RESPONSIBILITY*

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

People other than a child's natural parent can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- adopting a child.

The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the "parent" of a child.

**PLEASE READ THE FOLLOWING PAGES AND COMPLETE THE  
CONSENT FORM ON PAGE 5 OF THE STUDENT INFORMATION FORM**

**PARENT/CARER CONSENT SECTION**

*The following section of this form details areas within the Academy that we require the consent of parents/carers. Please read the sections carefully and then complete and sign page 5 of the Student Information Form. Please note all policies are correct at time of print. Updates to these policies can be found on the Academy website.*

**COMMUNICATION**

At Holyrood Academy we will use parents/carers email addresses to communicate general information about Academy life as well as information regarding your child. As most people now have email addresses we find this to be the most efficient way to communicate with parents/carers. Please note permission can be withdrawn at any time by contacting the Academy.

**ACADEMY POLICY ON PUBLISHING STUDENTS' PHOTOGRAPHS AND NAMING OF CHILDREN IN THE MEDIA**

**Your child's image will be used for our pupil record files.**

Occasionally we may take named individual or group/team photographs of the children at our Academy for displays, for example. These may be used in publications that we produce such as the Academy's prospectus as well as on our website. We may also make video or webcam recordings for assessing work (for example, drama lessons), school-to-school conferences, monitoring or other educational uses.

The media occasionally visits the Academy to take photographs or film footage of events. Students will often appear, sometimes named, in these images that may be seen in local or national newspapers or on television. Additionally the Academy sends out press releases of special events and celebrations of achievement.

The Academy has been using photographs of students to publicise the Academy for many years with no problems. However, to comply with the Data Protection Act 1998 the Academy needs permission from parents to take and use these photographs. Please note that we will only use images of students who are suitably dressed to reduce the risk of such images being used inappropriately. We will do all we can to ensure that all staff are aware of your wishes if you do not wish the Academy or the media to take photographs of your child, but we would also expect your child to make it clear to staff that this is the case before the photograph is taken.

## **CASHLESS CATERING BIOMETRIC SCAN**

The Academy uses a biometric registration process for cashless catering within the Academy's dining area. The biometric system works by identifying students from an image of their thumb, which is converted to a numerical code when set up.

The main benefits of the system is that it reduces times at the till; other individuals cannot access your child's catering account and students do not have to carry around cash.

Under the Freedom of Information Act 2012, we are required to have parental consent for children under the age of 18. **If you do not wish your child to use the biometric facility, please contact the academy and a pin number will be issued.**

## **POSSESSION OF MOBILE PHONES, ETC**

At Holyrood Academy we recognise that mobile phones, including smart phones, are an important part of everyday life.

### ***Extract 4.0 from the Mobile Phone Policy – updated May 2019***

Students are allowed to bring mobile phones to school.

- Mobile phones and mobile devices are to be switched off and stored in bags during the academy day from the moment of arrival on the school site until students are dismissed from their lessons at the end of period 5.
- Mobile devices can be used in the classroom but only for specific educational activities as decided by the teacher. Once this is completed they are to be switched off and put back in the student's bag. It is not permissible for students to use them for personal use including listening to their own music or for any form of communication including social media.
- Mobile phones that are brought to the Academy, are the responsibility of the student at all times.
- The Academy accepts no responsibility for loss, theft or damage to a student's phone.
- Mobile phones are not to be taken in to examination rooms.
- The Academy will permit urgent/important phone calls to parents via our landlines.
- Mobile phones can be used at the direction of a teacher during educational visits

### ***Extract 4.1 Sanctions***

- Any misuse of a phone during the Academy day will result in confiscation of the phone until the end of the day when it can be collected from reception.
- If a phone is confiscated during session 5, the teacher will return it at the end of the lesson.
- Repeated misuse will result in confiscation until a parent/carer can collect it from the Academy by prior arrangement. The student may then be barred from bringing a mobile phone to the Academy for a period of time.
- Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Academy takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such misconduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts
- or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

## **ACADEMY TRIPS AND OTHER OFF-SITE ACTIVITIES**

By signing the consent form at the end of this pack you are agreeing to your son/daughter participating in standard activities off the Academy site, but within the County or neighbouring area, for example, environmental studies, swimming and sporting fixtures, joint activities with other schools/organisations, for the period of your child's time at Holyrood Academy.

I understand that:

- Such activities will normally take place within the Academy/working day, but that if, occasionally, they are likely to extend beyond this adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any external activities beyond those outlined above and which could involve commitment to extended journeys or times, additional expense or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit, I understand that my child may be given first aid or urgent medical treatment during any Academy trip or activity.
- My child will be under an obligation to follow all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal Academy/organisation discipline procedures during the visit/activity.
- I must inform the Academy/organisation of any changes to the medical and emergency contact details which have already been supplied.
- All young people are covered by the Academy's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the Academy premises or equipment or attributable to negligence by the Academy or one of their employees.
- The Academy has a Travel Insurance Policy for off-site activities, which also includes personal accident cover. Detailed information of the policy can be obtained on request from the Academy and I understand that if I require additional cover over and above that within the Academy Policy I will be responsible for arranging that.

**PLEASE READ THE BELOW AND COMPLETE THE MEDICAL FORM ON  
PAGE 6 OF THE STUDENT INFORMATION FORM**

**HOLYROOD ACADEMY – MEDICAL INFORMATION**

***MUST BE SIGNED AND RETURNED EVEN IF THERE IS NO KNOWN MEDICAL INFORMATION***

**REQUEST FOR ACADEMY TO ADMINISTER MEDICATION**

We will in emergency situations give your child painkillers in the academy if we have your permission and a supply of the medicine.

To be able to take advantage of this service we ask that you complete the permission section and return it to academy with a strip of painkillers, paracetamol only, in an envelope clearly marked with your son/daughter's name and tutor group. Please do not send bottles or pots.

The reply slip and tablets/inhaler will be stored securely in the First Aid Room. Tablets will be dispensed for headaches and period pains at the discretion of the Medical Assistant who will keep a record and send a note home if your child has needed pain relief in Academy time. Should there be any concerns, the Medical Assistant will contact you.

If your child is on a course of medication from your Doctor for a limited period of time and which has to be administered during the day please contact the First Aid Room via the main Academy number 01460 260100, as a special form needs to be completed.

These medicines will be returned to you at the end of the academic year when we ask you to come into the academy and collect any medicine that is left. If you do not collect it we will dispose of it safely.

**ASTHMA REGISTER**

If your child is an asthma sufferer, please complete the permission section so we can update our Asthma Register.

If your son/daughter suffers from Asthma they should carry an inhaler with them **at all times**, including when they are out of school on trips and visits. We will also keep spare inhalers should you wish us to, just complete the permission section and return it to the academy with the spare inhaler in an envelope clearly marked with your son/daughter's name and tutor group.

## **GENERAL ADDITIONAL INFORMATION**

### **RELATIONSHIP AND SEX EDUCATION (R & SE) PROGRAMME**

At Holyrood we aim to provide our students with an age appropriate Relationship & Sex Education programme that is tailored to their physical and emotional maturity. Parents have the right to withdraw their children from all or part of the R & SE provided, except for those parts included in the statutory National Curriculum for Science. Should parents/carers notify us (via reception) that they wish to take such a step, they will be invited to talk it through with a year leader at the Academy. If they decide this is a necessary step, the Academy will provide information for other sources of support to enable the parent/carer to meet their responsibility in providing alternative R & SE.

### **FREE SCHOOL MEALS**

Students attending Holyrood Academy, whose parents/carers receive certain benefits, may be entitled to free school meals. At secondary schools it is the responsibility of the parents/carers to apply for Free School Meals for their children by completing an application form via <http://www.somerset.gov.uk/education-learning-and-schools/school-life/free-school-meals/>

Somerset County Council will process applications and communicate directly with the applicant. For further information, please contact the Academy.

### **TRANSPORT**

If your child attends a school which is more than 3 miles (age 8 and upwards) distance from your home, your child may be entitled to free transport to school unless the school is one which students from your area would not normally attend and the LA would, but for your choice, have offered a place at a school nearer to your home address.

### **USE OF INTERNET FACILITIES**

The Academy uses a wide range of IT equipment and internet-based resources to enhance learning and understanding in all of the Academy's curriculum areas.

All students at Holyrood have access to IT equipment, the internet and an education e-mail service. These are protected by a filtering system provided specifically for schools in the South West of England. We have procedures that should enable your son/daughter to use the facilities safely and securely.

A copy of the E-Safety Policy for students can be found on the Academy website. Each member of staff must also agree to follow an E-Safety Policy. These policies set out rules that must be adhered to for the protection of all users.

If you would like more information about safety on the internet you may find this site helpful: <http://www.iwf.org.uk/> - The Internet Watch Foundation website. If you need any further help or advice please contact the Academy telephone number 01460 260100.

## **USE OF ACADEMY TEXT MESSAGING**

At Holyrood Academy we use a system which enables us to send SMS text messages to parents/carers for individual students and/or groups of students.

This means that notifications of a student's absence where parents/carers have not informed the Academy are sent by text message. We also use this system to remind parents/carers of such things as INSET days, cancellation of clubs, closures etc.

As most people have mobile telephones these days we feel this is a much more efficient communication link between the Academy and home. It does not, however, mean that we replace the current methods of contact i.e. letters, personal telephone calls but that the SMS text messaging system works alongside these, if and when appropriate, and only in non-urgent situations.

**We also ask that if you change your mobile telephone number you inform us immediately.**

## **DATA PROTECTION**

Holyrood Academy aims to ensure all personal data collected about the pupils and parents is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). Copies of the following can be found on our Academy website

- Data Protection
- Privacy Notices (Parents)
- Privacy Notices (Pupils)

*Please note under ICO rules students over the age of 13 years have the right to provide their own consent for matters related to safeguarding, wellbeing and educational records. Where students have determined they would like to provide their own consent we will inform parents/carers that they have done so.*