



Tudor Grange Academy Redditch

Home/School Agreements and Permissions Booklet

Tudor Grange Academy Redditch

General information

Principal:	Mrs J Bolter
Principal (Acting):	Mr M Boyle
College Leaders:	<ul style="list-style-type: none">• Mrs M McNamara College Leader of Pictor• Mr G Bastock College Leader of Orion• Mr P Bradbury Associate College Leader of Vela

School contact details

Telephone:	01527 523088
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Main office email:	office@redditch.tgacademy.org.uk
School website:	www.redditch.tgacademy.org.uk

Attendance and Welfare Officer: Mrs S Walker

As a member of the Tudor Grange Redditch community it is imperative that all our members know and understand their role in helping out students to achieve their potential and beyond. As such, we set out a Home School Agreement that details what we will do together, what we expect our parents/carers to do, what we expect our students to do and what you can expect of us to ensure success is achieved.

Home School Agreement

Together we will:

- ensure our students reach their full potential;
- provide a safe and secure environment where our students can grow and develop;
- establish open and respectful communication;
- share common goals and expectations for our students;
- enable our students to make their needs known;
- enable our students to know right from wrong;
- develop consistent approaches for addressing behaviour issues where appropriate; and
- encourage our students to value and respect people from all cultures and communities.

Parents/Carers

I/We will:

- ensure that my son/daughter arrives at school on time, properly equipped for lessons and dressed in the correct school uniform;
- support the school's policies and guidelines for uniform and behaviour;
- inform the school of any concerns or problems that might affect my son/daughter's work or behaviour;
- support the school's attendance policy, particularly with regard to taking students on holiday during term time;
- encourage my son/daughter to complete all homework set, and to do so to the best of his/her ability;
- review the 'Student Planner' weekly, sign it to indicate homework is being monitored and respond to notes from staff;
- attend Parents' Evenings and other meetings about my son/daughter's progress;
- get to know and take interest in my son/daughter's life at school;
- read all communication from the school and ensure that the relevant documents are returned promptly. This includes data checking sheets, detention letters, appointment times for Parents' Evenings and letters concerning school events that require a parent/carer signature;
- inform the school of changes in address and home/work telephone numbers; and
- encourage our students to value and respect people from all cultures and communities.

Home School Agreement

Tudor Grange Academy Redditch will:

- care for students as individuals and be available to parents/carers to discuss and help;
- care for all students' safety and happiness within a supportive community, where acceptance is granted to all, where indifference, discrimination and bullying have no place and where the fostering of good relationships and the development of self-worth are valued highly;
- provide a firm but caring and fair discipline framework within the school, which sets frameworks for students to develop self-discipline and respect for others;
- provide a high standard of teaching and the expectation that all students should achieve results in line with their abilities;
- create a challenging learning environment where the pursuit of excellence is everyone's objective and where students are encouraged to give their best efforts to everything undertaken;
- provide a broad and balanced, but stretching curriculum that will develop the whole person, and so prepare students not only for academic success, but also for the world of work and participation as responsible citizens within society;
- provide each student with an information, advice and guidance programme to help them achieve their potential and ambitions;
- set, mark and monitor classwork and homework regularly;
- review the 'Homework Planner' weekly, sign it to indicate homework is being monitored and respond to notes from parents/carers;
- communicate regularly with parents/carers to inform them about the life of the school, the academic progress of their son/daughter and also about any concerns or problems that might affect their son/daughter's work or behaviour;
- provide opportunities for parents/carers to become involved in the life of the school and to be consulted on significant changes;
- offer opportunities for students to participate in extra-curricular activities, including lunch-time/after school clubs, sports teams, and educational visits both within the UK and abroad;
- provide a welcoming environment for families and ensure their knowledge, expertise and opinions are valued; and
- listen and respond as quickly and effectively as possible to the views and concerns expressed by parents/carers and students.

Students will:

- arrive at school on time every day, prepared and organised for all my lessons;
- be ready for lessons, on time and with the correct equipment:
 - Pens x 2*
 - Pencils x 2*
 - A ruler*
 - A calculator*
 - A protractor*
 - My planner*
 - Reading book*
 - School bag able to accommodate A4 ring binder*
- demonstrate politeness, care, concern and respect for all other members of Tudor Grange Academy Redditch and for members of the general public;
- follow the school's behaviour policy and uniform code;
- abide by the school Rules and Code of Conduct at all times – in school, travelling to and from school, on school trips and residential visits/exchanges;
- do all my classwork and homework as well as I can;
- do all the work set by the deadline and to the best of my ability, seeking to extend myself through additional effort, reading, research and target setting;
- let someone at school know if I have any concerns;
- keep an up-to-date and tidy Homework Planner which is signed by my parents/carers on a weekly basis, and is used as a means of communication between home and school;
- take advantage of all opportunities offered to me by Tudor Grange Academy Redditch, both within and outside lessons;
- adopt a positive attitude towards, and participate fully in, the life of Tudor Grange Academy Redditch;
- play my part in keeping the school buildings, furnishings and site in good order, in particular, free from litter and graffiti; and
- take good care of the books, resources and equipment of which I have use.

In order to confirm you agree with your role please sign and tick the relevant document towards the end of this pack.

Attendance Information

We are keen to help and support all our students and their parents/carers so they have the best possible experience at Tudor Grange Academy Redditch and reach their full potential. There is strong evidence to show that students who have a good attendance record are more successful in school and achieve to a significantly higher standard. Nationally gathered statistics clearly show that students' life chances will be dramatically improved by having at least 8 A*-C grades, with English and mathematics. Our own school evidence shows that students with an average attendance of 95% or higher have a much better chance of achieving 8 + A*-C grades, including English and mathematics.

We are keen that everyone aims for 100% attendance at school and **it is our expectation that all students achieve at least 95% attendance.** The following table and information explains why:

If a student's attendance over the school year is...	...they will miss this many days...	...and this many lessons
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

In order that we might be sure of the whereabouts and safety of our students we ask that parents/carers ring the school by 9.30am on the morning of the first day of absence to notify us of the situation and then on any subsequent days. On return to school, a letter signed by the parents/carers is required to confirm the reason for absence and the dates involved. We ask that this letter is handed in to your son/daughter's tutor on the first day back.

If medical or dental appointments have to be made in school time, an appointment card or a letter from parents/carers should be shown to the Form Tutor. The student will then need to show the appointment card/letter to Student Services when signing out.

Please note, under recent amendments to the Education (Pupil Registration) regulations, 2006, headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. All applications are assessed on an individual basis by the headteacher. In such exceptional circumstances, headteachers determine the number of school days a child can be away from school if the leave is granted. The government has not defined the 'exceptional circumstances' referred to in the amended regulations. It is for the headteacher to decide what he/she views as exceptional circumstances. However, under these amendments, family holidays do **NOT** qualify as exceptional circumstances. However, leave to attend a high level sporting commitment or to travel with the family due to the illness of a close family member may be granted leave as exceptional circumstances. The school term dates are published a year in advance and are made available on the school website in the expectation that parents/carers will ensure that holidays are taken during school holiday times.

The strongest factor in underperformance at GCSE and A Level is irregular or poor attendance and it is our belief that we would be failing in our responsibility if we sanctioned time off school

In all but the most exceptional circumstances. Parents/Carers are therefore asked to respect these new regulations under which we must now work, and that if there is a need to take your son/daughter out of school during term time, it must be made very clear in the request how the circumstances are exceptional. In such circumstances, requests for the school to authorise absence should be made by writing to the headteacher, in advance; not in retrospect.

We would hope that parents/carers can help by:

- not letting their son/daughter(s) take time off school for minor ailments;
- arranging appointments and outings after school hours, at weekends or during school holidays;
- not taking holidays during term time.

If we have a concern regarding a student's attendance we will notify parents/carers by phone or letter. If student attendance gives cause for concern our Attendance and Welfare Officer will arrange an appointment with the parent/carer and an attendance action plan will be implemented.

Non-Residential Trips Agreement

Students are not insured by Worcestershire County Council/Education Authority against personal accident. Tudor Grange Academy Redditch, however, has arranged an off-site activities insurance policy, for students taking part in educational visits. The policy covers personal accident, loss of personal effects and medical expenses. Motor Vehicle Insurance is applicable when the journey is undertaken by the school minibus.

Outside of the above policy Worcestershire County Council and the school accept no responsibility for accidents or injury to students, or for loss or damage of personal effects, unless the cause is the negligence of the Worcestershire County Council and Tudor Grange Academy Redditch or any member of staff.

Disciplinary matters are at the sole discretion of the staff of Tudor Grange Academy Redditch, who are acting in loco parentis.

If the school does not already have contact telephone numbers, parents/carers must provide staff with telephone numbers at which they can be contacted in case of emergency, in particular should urgent medical treatment be necessary.

Parents/Carers:

I agree that:

- my son/daughter may take part in non-residential visits (details of all visits will be notified in advance and permission sought from parents/carers) organised by Tudor Grange Academy Redditch;
- medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendations of a qualified medical practitioner.

Cashless Catering

Tudor Grange Academy Redditch has a cashless catering system which provides a fast and efficient service during meal and break times. The system does not require the student to carry an identification card but makes use of a biometric scan in order to establish the identification of the student when making a payment or selecting a meal. The system does not store any biometric data other than an algorithm which is calculated during the biometric scan. This data does not leave the school and it is not possible to create a finger print from this stored information. The introduction of the Protection of Freedoms bill requires permission of a parent/carer, to enable us to use a student's biometric data and, in addition, we seek to renew the permission every year. Under new legislation (The Protection of Freedoms Act 2012) we require informed consent from at least one parent to continue using this information.

The system calculates account balances and can produce a statement of payments made by any student and details of the meals purchased. This information will be available for parents/carers and can be used to help resolve queries with regards to a student's diet.

Students will be able to make cash payments into their account and this can be done using a revaluation unit in the school. Alternatively payments can be made by cheque which should be made payable to 'Tudor Grange Academy Redditch'. Your son/daughter's name and tutor group must be put on the reverse of the cheque. Payments can also be made online using Parent Pay, you can find the link on Tudor Grange Academy Redditch website under 'Parents'. Students are issued with usernames and passwords.

Please sign the parent/carer agreement form and we will arrange for a biometric scan to be made, so that your son/daughter can begin to use the Cashless Catering system at lunchtime providing they have a credit balance on their account.

The academy is happy to answer any questions you or your child may have.



Biometric Information

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The information is used as part of an automated biometric recognition system.

The academy's biometric system takes measurements of the student's fingerprint and converts these into a template to be stored on the system. An image of the fingerprint is not stored, only an encoded extract. The template (i.e. measurements taken from the fingerprint) is what is used to activate the account.

Specific to our system – a partial image of each person's finger is uploaded and then stored in an encrypted form. It does not send any information back to the school database. This partial image cannot be used for any other purpose.

The use of the biometric system in education is sometimes confused with the use of biological material and biometric data in the criminal or terrorism context. The biometric systems in use in education do not precisely identify individuals in the general population in the way that police fingerprinting may do. The system merely distinguishes between different students well enough to charge the correct ones for their lunch or printing, or to allow access to restricted areas. The data is not available anywhere else, it is a closed system and the data is only used in this setting. An individual's biometric data is almost impossible to replicate making it a secure means of identification.

We need to adhere to a number of legal requirements. Some examples of these are:

- (a) the academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents;
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with our preferred suppliers. This is necessary in order to run the system.

Further information and guidance can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

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

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

Examination Procedures

Statements and Timetables

Before each examination session your son/daughter will receive detailed information regarding his/her examination timetable and the subjects for which he/she is entered. Your son/daughter will be required to check all personal and subject details.

Exam Attendance

It is all students' responsibility to know their examination times and to attend for the right sessions. If your son/daughter does not attend for an examination for which he/she has been entered, without a valid medical certificate, you will be charged for the entry cost of that examination. When attending for examinations students are still members of Tudor Grange Academy Redditch, even if on study leave, and as such are expected to comply with the school's policy and guidelines for uniform.

Resits

Students are allowed to resit exams in some subjects if the student and their teachers feel it would be beneficial.

If you have any queries regarding exams or procedures at any time please ask your son/daughter to contact the Exams Office immediately.

Privacy Notice

Privacy Notice - Data Protection Act 1998

We, Tudor Grange Academy are the Data Controller for the purposes of the Data Protection Act. We collect information about our students and may receive information about them from their previous school or academy and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on student progress;
- Provide appropriate pastoral care, and
- Assess how well the Academy is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about previous learning or qualifications.

We are required by law to pass some of this information to the Local Authority (LA) and the Department for Education (DfE). We may also share this information with preferred partners who support us in the provision of education and related services. Any such partner is required to comply with the Data Protection Act, and measures will be put in place to ensure transfers are secure. If you would like further information on our preferred partners please contact the Academy.

Once you reach the age of 13, the law requires us to pass on certain information to the local authority, who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the local authority by informing the Academy. This right transfers to the student once he/she reaches the age of 16.

We will not give information about you to anyone outside the Academy without your consent unless the law and our rules allow us to.

If you want to see a copy of the information we hold and share about you then please contact the Academy.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must

comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how your local authority and/or DfE collect and use your information, please visit:

- Your local authority website
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance Development Team

Worcestershire County Council

Children's Services

County Hall

Worcestershire County Council

WR5 2YA

Email: jgrainger2@worcestershire.gov.uk

Telephone: 01905 822067

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Photography and Images of students

This policy highlights our concerns about the right of privacy, child protection and the use of images taken within the school, being mindful of the sensitivity of this issue. At Tudor Grange Academy we take the issue of student safety very seriously. This includes the use of images of students in school publications and on the school website. Research has shown that using digital images and videos in education can motivate and enthuse students, help encourage creativity and improve communication and team-working skills.

At school we would like to use images of students for educational and promotional purposes on the Academy website, in printed publications, on CD-ROMs, on official TG Twitter accounts and in digital video productions.

Schools, however, have a duty of care towards students, which means that students will remain unidentifiable in digital images, reducing the risk of inappropriate contact if images are used in this way.

If you are willing for images of your child to be used in this way please complete the form below and return it to the school office. If you are unwilling for your child to be photographed, please tick the box given below.

Thank you in anticipation of your co-operation.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the internet or other technologies.

Images of students may be taken by the school, the Local Authority and other educational organisations or the press with permission from the school. Examples are:

- For school records and individual and/or group/class photographs.
- Where there is a practical element to curricular assessment, for example in Performing Arts or PE.
- For use in publications used to publicise the school or inform parents and other members of our wider community, such as the prospectus and newsletter.
- The School Virtual Learning Environment and website.
- Photographs taken by the press with school authorisation.
- In-school display.
- School trips or visits, locally, nationally or internationally.
- Training videos.

This list is not exhaustive and it may be necessary to deal with individual and unusual events on a one-off basis.

Safeguarding Children

The welfare and protection of our students is paramount and consideration will always be given to whether the use of photography will place our students at risk. Images may be used to harm students, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason consent is always sought when photographing students and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent will always be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Data Protection

In October 2007, the Information Commissioner's Office issued the following advice:

"The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure. Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- *Photos taken for official school use may be covered by the act and pupils and students should be advised why they are being taken.*
- *Photos taken purely for personal use are exempt from the Act."*

Parental Consent

On admission of a student to Tudor Grange Academy Redditch parents/carers are asked to complete a consent form indicating their agreement or objection regarding the use of images of their son/daughter. Consent should be discussed with the student, and the student also asked to sign the consent form. Parents/students will be asked to complete the separate WCC consent form for images that have been taken for the purpose of LA publicity.

A list of students for whom consent has been refused is maintained by the school and every effort will be made by staff not to include these students in photographs or video footage. The list will be updated on a regular basis.

The parent/carer is asked to confirm, in writing, that they will inform the setting if they no longer wish images of their son/daughter to be used for any reason. They will be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Setting Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the setting website, in the school prospectus or newsletter, as evidence of the student's development or as part of publicity in the media. Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use setting equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph students in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Person following the setting's safeguarding procedures.
- They have parental/carer permission to take, store and/or display or publish the images.

Please note that in relation to some events, a consequence of not including a student in photography may be that they are not easily able to take part in the event itself. This is something that the school would discuss with you at the appropriate time if necessary. Your decision on whether to give consent is valid for the whole of your son/daughter's time in the school, unless you notify the school to the contrary in writing. If you do not indicate whether or not you give permission your consent is assumed.

Storage of Images

- Images retained in a setting will not be used other than for their original purpose, unless permission is obtained from the subject.
- Images will always be stored securely and password protected.
- Images will be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.
- Images taken for publicity and promotional purposes may be retained for a maximum of two years after the departure of the student. Images contributing to the history of the setting, its children, activities or the community, may be retained indefinitely.

Photography and Images of students

Parental/Carer Photography

In many cases, images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents/carers are welcome to take images of their own son/daughter at award ceremonies, school concerts/shows and sporting events, with the permission of the Headteacher. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. Parents/carers will ensure that:

- They will respect the school's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including students **other than their own, must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of students so as to cause offence or harm.

The Use of Cameras and Video Recordings by students

From time to time, students may be given the opportunity to use setting equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity.

Students are not allowed to use personal equipment in the school for the purpose of taking photographs or video footage, unless being used as a learning resource. This includes the use of personal mobile phones.

The only exception to this is on a setting trip or visit where students may be allowed to take photographs for their own personal use.

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with the school's behaviour and anti-bullying policies and may be viewed as a criminal offence.

Display of photographs

Images of students in the school environment may have full student names attached for the purpose of celebrating progress and achievement or assessment.

However, consideration will be given to displays when rooms are available for other purposes.

Publicity

Press

On occasions, the media are asked to cover school events or to highlight students' successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Permission for students' photographs to appear in the press will be obtained from parents/carers prior to appearance. Local newspaper titles may share their images with other titles within the same syndicate. Any student whose parents have withheld permission, will not be photographed by the media.

Setting Publicity

Photographs of student activities and achievements may be published in the school newsletter or prospectus and posted on the school website. Full names of individual students will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Setting Photographer

Class and individual or group photographs are often an annual event. Parents will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

Links

This guidance links specifically to the school's Data Protection Policy, E-safety Policy, Staff Laptop Policy, Safeguarding Children Policy and to the LA guidance 'Schools System and Data Security'.

Student Acceptable Use Agreement

Academy Policy

(full details are available on our website)

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the Academy will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age,

gender, educational details, financial details etc)

- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that the Academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

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

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

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the

Academy:

- I will not bring my own personal devices (mobile phones / tablets / laptops etc.) into the Academy unless I have been given permission (only Sixth Form students are given this privilege). I understand that, if I do use my own devices in the Academy, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites.

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

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

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

- I understand that the Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections at the end of the booklet to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Mobile phone, MP3 player, devices and games console policy

Rationale

Mobile phones are a feature of modern society. Tudor Grange Academy Redditch recognises the wishes of a number of parents/carers for students to carry a mobile phone to assist with safe journeys to and from school. Our long-term goal is for all students to have access to a hand-held device during all of their lessons.

Mobile Phone Acceptable Use Policy (Years 7 -11)

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the policy below:

1. Phones must not be used once the student is on the school site for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time, taking videos).
2. Any student bringing a mobile phone or any other form of mobile technology onto the school premises must have a signed 'Acceptable Use Policy' on file at the school.
3. Phones must always be switched off (not on silent mode) and kept out of view. If a student breaches these rules the phone will be confiscated and taken to Student Services. Phones will be returned to students at the end of the school day.
4. Any subsequent breach of the rules or any use of such equipment to record or to download inappropriate material, will result in confiscation and parent/carer contacted as an offence has been committed.
5. Phones must not be taken into examinations.

'No Mobile Phones, ipods, MP3 players, pagers or any other products with text/digital facilities are permitted in the examination room. Possession of unauthorised items is an infringement of the regulations and could lead to disqualification from the current examination and the overall qualification. Candidates are advised that

mobile phones in particular must not be in their possession whether or not switched on' (Joint Council for Qualifications statement 2008)

Mobile Phone Acceptable Use Policy (Years 12 -13)

Students in Year 12 and 13 are subjected to the same conditions as those outlined above for Years 9-11, with the exception that they are allowed to use their phones during the school day – **in the Post 16 area only.**

Emergencies

If a student needs to contact his/her parents/carers they will be allowed to use a school phone and should ask at Reception. If parents/carers need to contact students urgently they should phone the school and a message will be relayed promptly.

Security for mobile phones and other valuables:

The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices, nor for theft, loss or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other valuables are insured. During PE lessons, or other times when the phone needs to be kept secure, students should keep their phones in the lockers that they have been provided with.

MP3 devices and other music and multimedia players and hand held games consoles

Students in Years 9-11 should not bring MP3 and/or other music and multimedia players or games consoles into school at any time and consequently they should not be used in lessons or around the school. The high value of these items creates added security issues within school for both the student and supervising staff. Any student who brings such items into school will be subject to sanctions.

PE Department Extra-Curricular Sports Activities

The school is involved in a variety of sports activities, competitions and festivals, organised between individual schools, or as part of local/area/national leagues and competitions. Consequently students are invited to represent the school/Redditch district/county/region in the above. The majority of these sports events are held at the end of the school day; although some take place during the school day (particularly during the winter period) or during evenings or weekends.

The PE department will inform students at the earliest opportunity of a specific event, together with details of approximate times, venues, requirements and other relevant information considered necessary as part of risk assessment for the event. The majority of sports fixtures are either at Tudor Grange Academy Redditch or at local schools with verbal communication provided to the student.

For activities taking place a significant distance away from school or involving more complex arrangements this information will be shared through a letter to parents/carers. A fortnightly calendar of sports activities and fixtures is displayed in the PE department, on the PE office noticeboard and on the PE department website (accessed via the Tudor Grange Academy Redditch website). This calendar is published weekly and is distributed to Heads of Year and to school reception. Students are encouraged to become aware of likely forthcoming involvement and communicate this to parents/carers.

Parents/carers should contact the PE department for specific enquiries regarding their son/daughter's involvement or arrangements. In the event of last minute changes or cancellation, students wherever possible will be informed by the PE department. Students can use the PE office phone to contact parents /other adults involved in transport arrangements.

Parents/carers are responsible for agreeing and arranging suitable arrangements for the safe return of their son/daughter following an event; either upon return to Tudor Grange Academy Redditch or directly from a local school/sports venue. Consideration should be given to the age and individual needs of the student, time of year and the estimated time of completion of the event. Students awaiting collection at Tudor Grange Academy Redditch can wait in the Sports Centre reception if the school reception is closed; a similar safe waiting area will be made available at local schools/sports venues. The school is not responsible for specific arrangements made between parents/carers whereby their son/daughter is collected by a nominated person. Should a student be aware of a problem with safe return following a sports event; they should communicate this to the member of staff in charge. Parents who do not wish their son/daughter to make their own way home with/be collected by stated other students/adults should communicate this information to the school.

Transport to and from sports events is normally by minibus, with staff following county guidelines for their use. Coach transport is used on occasions for longer distance or larger groups.

Students are required to wear seatbelts and comply with staff and or driver requests. Staff will have details of emergency contact numbers and specific additional/medical needs that are made known to the school. On occasions when minibus transport is unavailable or insufficient, transport by staff cars can be used. Parents/carers will be informed of this if known in the planning of an event. Again staff will follow county guidelines in this matter. Parents/carers who do not wish their son/daughter to be transported in a staff vehicle should inform the event leader in advance. For sports events occurring at weekends, during an evening or if minibus transport is not available, parents/carers may be asked to transport their son/daughter to or/and from the venue. Where possible written information and approval for this to occur will be provided.

Tudor Pride

'TUDOR PRIDE' is an acrostic to help us remember our values (things that are important to us) and ethos (our culture, the way we behave) as both a learning community and individuals.

Values

T OLERANCE	We are willing to allow others to be different and have different views
U NITY	We have the capacity to be greater and stronger when we are together
D EMOCRACY	We all have the right to be heard, to be treated fairly
O PPORTUNITY	We all have the right to new experiences and life chances
R ESPECT	We all have the right to be valued

Ethos

P ERSISTENCE	Don't give up; persevere and you will achieve success
R ESILIENCE	To be able to cope with challenge in a positive way
I NSPIRE	Lead by example; be someone others look up to
D O	Do be the change you want to see
E XCELLENCE	Aim for excellence in everything you do

Our Values and Ethos set the tone for the Academy. It informs our curriculum and extracurricular activities. The ethos and values are the basis for relationships within the school between students as well as all our relationships with you as a student within the Academy and our relationships with the community. We know that our Values and Ethos will provide you with a great start as you take up your place as a citizen within society.

Tudor Grange Academy Redditch

Term dates 2017-18

Autumn Term 2017

Monday 4th September **INSET 1**
Tuesday 5th September **INSET 2**

Wednesday 6th September **Students return**
Friday 29th September **School INSET 3 Trust wide**

Monday 23rd October - Friday 27th October **Half term**

Monday 30th October **Students return**
Friday 15th December **End of term**
Monday 18th December **INSET 4**
Tuesday 19th December **INSET 5**

Spring Term 2018

Wednesday 3rd January **Students return**

Monday 19th February - Friday 23rd February **Half term**

Monday 26th February **Students return**
Wednesday 28th March **End of term**
Thursday 29th March **INSET 6**

Friday 30th March - Friday 13th April **Easter Holiday**

Summer Term 2018

Monday 16th April **Students return**
Monday 7th May **May Day**
Friday 25th May **End of term**

Monday 28th May - Friday 1st June **Half term**

Monday 4th June **Students return**
Friday 20th July **End of term**

Tudor Grange Academy Redditch



Tudor Grange Academy Redditch
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t. 01527 523088
f. 01527 514245

Principal: Mrs Jodie Bolter



**Part of the Tudor Grange
Academies Trust**

Parent/Carer Agreement form

Academic Year 2017-18

Student Name:		Tutor Group:	
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Please indicate, by ticking 'Yes' that you have read and support this aspect.

	Yes	No
Cashless Catering – Biometric scan Having read the guidance provided to me by Tudor Grange Academy, I give consent to information from the biometric fingerprint of the student named below being used by the academy as part of an automated biometric recognition system. I understand that I can withdraw this consent at any time in writing.		
Tudor Grange Academy Redditch PE Department extra-curricular sports activities I give permission for my son/daughter to take part in sports activities, competitions and festivals organised by Tudor Grange Academy Redditch PE Department.		
Exam Procedures I have read and support this agreement.		
Privacy Notice I confirm that the Academy has provided me with guidance about how my child's data will be processed. I have read and understood this document and consent for my data to be processed as specified within the policy.		
Student ICT Acceptable Use Information and Guidance/Policy I have read and support the information/policy provided. I agree that my son/daughter's work may be electronically published.		
I give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials, but I appreciate this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the internet and I agree the school is not liable for any damages arising from the use of the internet facilities.		
Mobile phone, MP3 player and Games console Acceptable Use Policy I have read and support this policy. As the parent/carers of the above student, I have read the above and grant permission for my son/daughter to bring a mobile phone into school.		
Uniform I understand the correct uniform and will ensure my child wears it correctly every day.		
Tudor Pride I understand the acceptable standards outlined in Tudor Pride and will ensure my child behaves in accordance with these expectations.		

Declaration

I have read and understand the information that I/we have been given in this document and in the Tudor Handbook. I will undertake to fully support Tudor Grange Academy Redditch in implementing the Home/School Agreement. My decision on whether to give consent will remain valid throughout my son/daughter's time at Tudor Grange Academy Redditch, unless I give written notice to the contrary.

Signed: (Parent/Carer)		Date:	
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Photography and Images of students

Student Name:		Tutor Group:	
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Having read the information, do you give consent for photographs and other images where your son/daughter can reasonably be identified to be taken and used?

Please indicate, by ticking 'Yes' that you have read and support this aspect.

	Yes	No
May we use your son/daughter's photograph in printed publications?		
May we use your son/daughter's photograph on our internet website on official TG Twitter accounts?		
May we allow your son/daughter's photograph (e.g. as part of a team or record of an event) to be used for publication in a newspaper? (Please note that the use of photographs in newspapers is subject to strict guidelines)		
May we use any photograph or video of your son/daughter internally, as part of regular activities within the school?		
May we use any photographs or video of your son/daughter to share good practice with staff from other settings?		
May we use images of your son/daughter on an external website or for publicity or for campaigns by national government agencies?		

This form is valid from the date of signing until your son/daughter leaves the school. Photographs and videos may be securely archived after your child has left the setting. Photographs and videos used for publicity purposes may continue to remain in circulation after your son/daughter has left the setting. You may withdraw your consent, in writing, at any time **but it may not be possible to remove images that are already in circulation or have already been published** although every effort will be made to do so.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their son/daughter's achievements. The school is happy to allow this, at the discretion of the Headteacher, on the understanding that such images/recordings are used for purely personal family use. Images containing students **other than their own** should not be put on the internet for any reason, without first seeking permission from the other students' parents/carers.

Declaration

I have read and understand the information regarding use of photographs/images. My decision on whether to give consent will remain valid throughout my son/daughter's time at Tudor Grange Academy Redditch, unless I give written notice to the contrary.

Signed: (Parent/Carer)		Date:	
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Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the academy systems and devices (both in and out of the Academy)
- I not use my own devices in the Academy unless I have been given permission to do so.
- I use my own equipment out of the academy in a way that is related to me being a member of this academy eg communicating with other members of the school, accessing school email, TGi-Space, website etc.

Student Name:		Tutor Group:	
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Signed: (by Student)		Date:	
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Name of Parent:	
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Signed: (by Parent/Carer)		Date:	
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Parent/Carer Email

We like to keep you informed weekly with the Parent/Carer Email. It contains information of forthcoming events, details of Parents Evenings and other general information about the school. We also at times communicate reminders of events via text message. Both these services operate on an 'opt-out' basis. Please tick the box if you do not wish to receive information via email or text message.

Email:	
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<input type="checkbox"/> I do not wish to receive information via email or text message

Mobile:	
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Tudor Grange Academy Redditch



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Principal: Jodie Bolter



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