

# Emerson Park Academy



## INFORMATION FOR NEW PARENTS

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## Academy Standards

We believe that good discipline in a caring, orderly environment is essential for children to thrive and gain maximum benefit and enjoyment from their time at school. A copy of the Academy Standards Charter is attached for your perusal. Our other pupils' charters can also be found in your child's planner. You will see that they are based very much on common sense, courtesy and consideration, and are enforced by the Academy's reward and sanctions procedures.

Our Safeguarding / Child Protection policies can be viewed on our website together with other school policies.

### **Uniform & Equipment, Standards of Appearance (please see attached Uniform List)**

We have a smart and practical uniform which must be worn during school hours and when pupils travel to and from the Academy. Pupils must be fully equipped for each day's work and at all times conduct themselves properly and with courtesy, so as to bring credit to themselves and their parents, whilst also presenting a good image of the Academy to the community.

All Year 7 pupils should have the correct PE kit. Pupils will require a PE bag, gum shield, shin pads and a school bag – sensible size, big enough to hold A4 size books. In addition, the following equipment is required daily.

Writing pens (black or blue ink), pencil, ruler, rubber, pencil sharpener, coloured pencils and a scientific calculator.

Please see the attached sheet for further details of our entire Academy uniform.

Hair should be neat and tidy, we do not allow pupils to have extreme hair styles, colours, or certain types of head wear.

The Academy does not allow:

- Haircuts shorter than a number 2, or if scalp can be seen, then the cut is not acceptable
- Mohicans
- Dyed hair, unless of a natural colour. **No** unnatural colours (e.g. Crazy Colour or Directions – pink, blue purple, pillar box red, green etc.)
- Tram lines/logos patterns or cuts to hair or eyebrows
- Large Flowers/Diamante Head Bands, etc.

In addition, the Academy does not allow:

Jewellery, including earrings (a watch may be worn on the wrist).

Make-up, false nails or false eyelashes

Trainers or Trainer-type shoes, Plimsolls or Plimsoll-like shoes, boots of any type. (Plain black shoes only must be worn). Should your child come to school in trainers they will be expected to borrow a pair of school shoes for the day.

If these expectations are not adhered to then the school will take disciplinary action, pupils will be asked to attend our internal inclusion room until the matter is rectified.

Should you have any doubts about the suitability of any school uniform or matters relating to your child's appearance, please look at the school's website or call the school and ask to speak to your child's Head of Year.

## **Lost Property**

Please ensure that all books, articles of clothing and personal belongings are clearly and indelibly marked with your child's name so that lost items may be easily identified and returned to their owners. Lost property is kept in the site staff office. Any articles or money found on the premises must be handed in to reception.

Pupils must not bring any valuable items or large sums of money to school. If, on rare occasions, this is necessary, the items must be handed in for safe-keeping to reception. They should never be left in the classrooms, changing-rooms, playground etc.

**Please note that the Academy will not accept responsibility for the theft, loss or damage of personal property on school premises.**

## **Parent and Student Agreement**

This Agreement proposes action which should be taken by the school, parents and pupils themselves in order for our young people to make the most of the opportunities available.

The document encourages the good practice which is acceptable at Emerson Park Academy – that is children, parents and teachers working together in the interest of our pupils.

You and your child would have been asked to sign our Parent and Student Agreement when completing our Admission form. This will remain in force until your child leaves the Academy.

## **Homework**

Homework is a very important part of the learning process at Emerson Park Academy. It helps to reinforce the work carried out during the lessons and has been proven to improve academic attainment. The Academy uses an online resource called Satchel1 to assign and monitor the homework set for students across all subject areas. Your child will receive their log in details during their ICT lessons at the beginning of term. Parents/guardians are also provided with log in details for use on the website to allow for easy monitoring of homework and so that any necessary support and encouragement can be provided.

If you have any concerns regarding homework for a specific subject, please contact the Head of Faculty/ Subject Leader in the first instance. Any general enquiries should be directed to your child's Form tutor or Head of Year.

## **Communication (including electronic communications)**

Communicating with our parents/carers is an important part of what we do. Making sure that parents get the correct information about activities, events, progress and attendance is something we care about.

We use several forms of communication:

- **ParentPay** communication will enable you to receive instant, electronic communications (emails, and letters) from the Academy directly to your own, private, existing email account or mobile (i.e. yahoo, Gmail etc)
- **Groupcall** is a text messaging service which will send an alert to your phone, should your child not register for school (and no reason has been received for their absence), if your child arrives late, or at other times when we need to communicate urgently to you.
- **GO4SCHOOLS** will allow you to receive instant, electronic communications (emails and letters) from the Academy regarding your child's behaviour, achievements, attendance, progress in lessons and reports. You will be asked to register for Go4schools in September where further guidance will be provided on how to use the system.

We ask all our parents and carers to ensure that personal details, including mobile contact numbers and email addresses are kept up to date. Please inform the Academy of any changes as soon as possible - 01708 475285.

## Cashless Operation

When your child joins the Academy their parent/carer will receive an activation letter for a ParentPay account. By using a computer or mobile you will be able to securely pay for school dinners, trips, revision guides etc. This is necessary as the school does not accept cash or cheque payments. ParentPay is also used for school communication. Please check our website for up-to-date information ([http://www.emersonparkacademy.org/contact\\_us](http://www.emersonparkacademy.org/contact_us)) or you can call directly on 01708 475285 extension 285 or 286 if you are experiencing any technical difficulties. Please ensure funds are added to the account if you wish for your child to purchase meals at break or lunch times.

If your child is eligible for Free School Meals please ensure you indicate this when completing our Admissions form. Parentpay will automatically be credited with funds daily if your child is in receipt of free meals.

Pupils will purchase food from our canteen by using their thumb print linked to their ParentPay account. You will be asked to sign a Cashless Catering biometrics consent form when you complete our Admission form. You are welcome to opt out and your child can still access the canteen by providing their name to staff when they reach the cash till.

## Confiscation

Pupils may have items confiscated if they:

- pose a threat to others: e.g. a laser pen being used to distract and possibly harm other pupils or staff
- pose a threat to good order for learning: e.g. a student using a mobile phone/MP3/Ipod in class
- are against school uniform rules: e.g. a student refusing to take off an item of inappropriate clothing on entering a classroom
- pose a health or safety threat: e.g. a student wearing jewellery in PE which may present a safety threat to other pupils or themselves
- are illegal; e.g. racist or pornographic material, cigarettes, lighter, matches
- are counter to the ethos of the Academy: e.g. material which might cause tension or promote intolerance.

The Head Teacher of Emerson Park Academy has delegated to all staff the authority to confiscate such items from pupils. The use of confiscation as a sanction should be accompanied by a clear indication of when and where the item will be returned, and by whom.

## **Mobile communication technologies**

We have taken into account the circumstances of our Academy and consider it reasonable for pupils to bring mobile phones to school. They must however, be switched off when pupils enter the school gates for the whole school day and if they are produced, used or ring/bleep during this time, they will be confiscated and a disciplinary sanction imposed.

It is unacceptable to use mobile phones to humiliate or bully other members of the school community (e.g. sending abusive text messages, cyber bullying or using camera phones for recording and transmitting images).

## **Information Technology**

The benefits of Internet access for education

Most curricula at European level require pupils to demonstrate that they can effectively locate, retrieve and exchange information using ICT. Access to the Internet offers both pupils and teachers vast, diverse, and unique resources. The Internet opens up opportunities to initiate cultural exchanges between pupils from all over the world, while at the same time providing access to educational, social and leisure resources.

The main reason that we provide Internet access to our teachers and pupils is to promote educational excellence by facilitating resource sharing, innovation, and communication. Unfortunately, there is the possibility that pupils will encounter inappropriate material on the Internet. The Academy actively takes all reasonable precautions to restrict student access to both undesirable and illegal content.

Teachers are responsible for guiding pupils in their on-line activities, by providing clear objectives for Internet use. Teaching staff will also ensure that pupils are only too aware of what is regarded as acceptable and responsible use of the Internet. The main goal is to utilise Internet access to enrich and extend those learning activities that reflect the curriculum requirements and the age and maturity of the pupils.

All internet access is filtered through a proxy server to screen out undesirable sites at source. Prior to internet access being granted to your child, you will be required to sign and return the enclosed acknowledgement, confirming you have read and understood the Academy's ICT 'Acceptable Use Policy'.

A detailed copy of this AUP is published on the Academy's website. You and your child would have been asked to sign our Acceptable Use Policy when completing our Admission form.

For your reassurance, the Academy's IT network incorporates a software filtering system to block certain chat rooms, social networking sites, newsgroups and inappropriate websites. The Academy also deploys sophisticated online forensic software that tracks, monitors and logs all internet traffic and activity. Records of any banned Internet sites visited by either pupils or staff are

tracked. Accessing a site denied by the filtering system will result in a report being generated and sent to the Academy's ICT Co-ordinator for appropriate action.

For email, pupils may only use their approved, school registered Gmail account on the Academy network during school time. Access in school to external, Web-based, personal e-mail accounts is denied for network security and e-safety reasons. School email accounts are to be used **for school work only**. Pupils must immediately report any offensive e-mails that they receive to their teacher.

Pupils must not reveal their own or other people's personal details, such as addresses or telephone numbers or arrange to meet someone outside school via the school network. Sending and receiving e-mail attachments is subject to permission from the teacher.

Disciplinary action will be taken against any student having, saving or attempting to save any unsuitable/inappropriate and/or malicious material. This is applicable to the users own data area, shared network area (such as a Student Common Drive), on a laptop/palmtop, Chromebook, mobile phone or any other electronic device including USB devices or any other storage medium.

A detailed copy of our E-Safety Policy and procedures is published on the Academy's website.

### **Mobile Communication Technologies including mobile phones**

Emerson Park Academy has established an 'Acceptable Use Policy' for personal Communication Technologies to provide staff, pupils and parents with guidelines for the appropriate use of mobile phones, personal netbooks, laptops and MP3 players during school hours. The widespread ownership of these technologies amongst our pupils require that the Academy, in conjunction with pupils and parents/carers, take steps to ensure that personal Communication Technologies are used safely and responsibly.

Pupils are not allowed to use mobile devices during the school day (see Confiscation section). It is forbidden to send abusive or otherwise unsuitable or inappropriate text messages using any facilities provided by the school network or via other outside service providers.

A detailed copy of the Academy's policy on AUP can be found on the website

### **Cyberbullying**

At Emerson Park Academy we acknowledge the challenges that Cyberbullying presents and the detrimental effect that this type of behaviour can have on the well-being and development of our pupils. With our Anti-Cyberbullying policy and protocols, we aim to successfully understand, prevent and respond to this challenge.

A detailed copy of this policy is published on the Academy's website.

### **Social Networking**

Parents/carers should take note that social networking sites, **including Twitter and Facebook**, are legally prohibited from collecting personal information from any person under the age of 13 (in the United Kingdom) needed to register and set-up an account. Emerson Park Academy uses its own, in-house collaboration platforms for teaching and learning purposes, i.e. 'Google Apps for Education' and 'Fronter VLE'. Pupils are not allowed access to domestic, personal social

networking facilities in school, such as Facebook. These sites are blocked via our internet filtering systems in school.

More information and guidance are available on the Academy's website.



## Lunch Arrangements

Children may:

- a) Buy a school meal – via our cashless catering method (served on a cafeteria basis)
- b) Bring a packed lunch

All food must be eaten in a designated dining area. Pupils must remain on the school premises for the whole of the lunch period.

We encourage children to bring a refillable bottle of water into school, which may be drunk in the classroom with the teacher's permission. Fresh water is available from water coolers. **No** canned, fizzy or energy drinks should be brought into school.

Applications for Free School Meals (FSM) should be made to Public Advice and Service Centre, The Liberty Centre, RJ1 3RL (Tel No: 01708 433929). Once approved, your child will be able to use the FSM allowance during break and lunchtimes.

We operate a Cashless Catering system at Emerson Park Academy.

**Chewing gum is forbidden at all times because of the damage gum can do to clothing, carpets, flooring etc.**

## Medical Matters

Please inform us of any medical condition(s) and treatment(s) regarding your child and ensure that we have emergency contact telephone numbers so that you can be contacted if needed. This information should be provided when completing on Admission form.

We have a medical area where children are sent if they are taken ill. However, we do not have the staff for extended supervision and care, so if we determine that a student needs to go home; it is our practice to contact parents so that children may be collected as soon as possible.

**Please note - Children who are ill will not be sent home without parents being contacted and will not be sent home unaccompanied.**

## Attendance, Punctuality and Absence

### Useful Attendance & Punctuality Information

#### Our staff

Our Academy Attendance Officer is Miss Savage. The Academy also works closely with our appointed Havering Attendance Officers who assist the Academy in regularly monitoring pupil attendance. We also have a member of our senior team, Mr Hope, who oversees attendance.

The Academy will act early to address patterns of absence and regularly promote good attendance and work continuously to reduce absences, including persistent absence.

## Facts

### Attendance

Our Whole School/Individual Pupil **Attendance Target is 96%** for the academic year. The Department for Education considers pupil's with attendance of 90% or below to be a persistent absentee (missing 10% of their schooling).

Children should only be absent from school if they are (a) they're too ill to go in – we will ask parents for supporting medical evidence for 4 or more days of absence, (b) you've got advance permission from the school.

Here at the Academy we want all of our pupils to enjoy coming to school and to achieve the grades of which they are capable of and research shows that excellent attendance and punctuality is key.

Missing school for just a few days a year can damage pupils' chances of gaining good GCSEs.

### Did you know?

Research shows that overall absence has a negative link to attainment, with every extra day missed associated with a lower chance of achieving good GCSEs.

Pupils not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

All schools must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations. Schools must take the attendance register at the start of the school day and once during the afternoon session(s). Each school day counts as two sessions, a morning and an afternoon session.

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education at the school at which they are registered.

### Punctuality

Pupils should arrive at school no earlier than 8am and no later than 8.45am and remain on site throughout the day. Our morning registration starts promptly at 8:50am followed immediately by Form Time. Form Time is key for our pupils to feel part of the school community and to engage in all that our school has to offer, both inside and outside of the classroom. Regular assemblies and form time activities ensure the delivery of key life skills/wellbeing, community news, extra circular activities and academy expectations which your child will miss if they are late or absent.

### Things to Remember

- Our dedicated Absence Line is **01708 463065**.
- Parents/Carers are asked to call the absence line as early as possible in the morning to report their child absent and again for each day of absence.

- It is the Academy's responsibility to record each absence as either Authorised or Unauthorised taking into consideration the reason given. Unreported or unexplained absences will be recorded as unauthorised and will remain unauthorised if a reason is not provided within 5 working days.
- Any pupil arriving late twice in one week will receive a detention.
- Pupils arriving late after the Academy's morning register has closed will also receive a detention as this is classed as a morning absence by the DFE.
- We are fortunate to have Transport for London (TfL) buses arrive and depart directly from our school site each day; pupils must use their Oyster cards to board. These buses follow the 650 and 656 routes.

**Please remember** that if you have any concerns you would like to discuss, believe your child is experiencing difficulties or requires support then please contact the academy as soon as possible on our dedicated attendance line or by contacting your child's Head of Year.

### **Please help to support us**

#### **Routine medical and dental appointments should be arranged for outside of school hours.**

Where this is not possible parents should get the school's agreement in advance and pupils should be out of school for the minimum amount of time necessary for the appointment.

Pupils should sign In/Out via our school reception and provide confirmation of their appointment (i.e. appointment card, hospital letter).

**Requests for Leave in Exceptional Circumstances** should be submitted well in advance and will be considered on a case by case basis to determine if they are considered to be exceptional circumstances. Absences are granted at the Head Teacher's discretion (or by person(s) appointment by the Head Teacher). Requests cannot be granted retrospectively and the Academy's decision is final.

#### **We do not authorise holiday's during term time.**

You can view our Attendance Policy on the Academy website.

### **Cycling to School**

If your child intends to cycle to school please read, complete and return the attached Cycle to School Contract and Code of Conduct. A cycle helmet (which meets current Safety Regulations) must be worn when cycling and pupils are encouraged to wear high visibility vests.

**Please note that the Academy will not accept responsibility for the theft, loss or damage of personal property on school premises.**

## **Peripatetic Lessons**

Emerson Park Academy offers pupils the opportunity to learn a musical instrument of their choice. Lessons, detailed below, are of a 20 minute duration and take place on a weekly basis during the school day. The cost is £125 per term. This is a reduced rate as the Academy subsidises instrumental tuition.

If your child would like to learn an instrument, please complete the attached application form and return it to the Academy. Payment should be made via ParentPay. Once payment is received a place is guaranteed, unless you are contacted otherwise.

In the event of financial difficulties, please do not hesitate to contact the Finance Office in confidence.

### **Lessons currently offered are**

- **Guitar and Bass Guitar**
- **Flute, Clarinet, Saxophone**
- **Keyboard and Piano**
- **Drum**
- **Voice**
- **Strings**
- **Brass**

If the instrumental lesson you require is not listed above kindly contact the school, as we should be able to accommodate you through Havering Music Services.

### **LAMDA (London Academy of Music and Dramatic Art) Tuition**

LAMDA (the London Academy of Music and Dramatic Art) offers pupils the opportunity to take graded exams, not unlike the Associated Board exams in music, ranging from Grade 1 to Grade 5. LAMDA is currently the only exam board that offers exams in Performance, Musical Theatre and Speech and Communication. The exams themselves are widely recognised and not only help pupils with their skills in acting, confidence and creativity, but give pupils the opportunity to gain valuable extra QCF points when applying for colleges and universities.

I strongly recommend LAMDA coaching if your child has an interest in drama or already attends a drama club or stage school. The Academy offers all pupils, on a first come first served basis, one-on-one LAMDA lessons each week. Pupils will have, in total, thirty lessons over a three term period. These sessions take place during the school timetable for twenty minutes each week; pupils are responsible for excusing themselves from lessons.

During these lessons your child will be given two performance pieces. They will work on speech, emotion, creating movement and a character in order to prepare them for the exam usually taking place in June. Pupils will be encouraged to learn their lines at home, giving more time in school sessions for performance and technical skills.

LAMDA lessons cost £90 per term for ten lessons. The examination costs are collected nearer the time of the exam. If pupils decide to leave the course they may do so at any time, however a

refund will not be given. Pupils will be given the opportunity at the end of the first term to decide whether they wish to continue with the course prior to paying for the following term's lessons.

If your child is entitled to free school meals or in receipt of Pupil Premium funding, please do not hesitate to contact Mrs SurrIDGE in the Finance Office on extension 278, to discuss payment.

Pupils who have been on the course over the last nine years have commented on their own improved confidence and significant improvement in other curriculum areas too.

## Term and Holiday Dates - 2022/2023

| 2022 |           |                  |  |   |
|------|-----------|------------------|--|---|
|      | Thursday  | 1 <sup>st</sup>  | September                                    | Autumn term begins<br><i>Staff Training Day</i> |
|      | Friday    | 2 <sup>nd</sup>  | September                                    | <i>Staff Training Day</i>                       |
|      | Monday    | 24 <sup>th</sup> | October – Friday 28 <sup>th</sup> October    | Half term holiday                               |
|      | Friday    | 25 <sup>th</sup> | November & Monday, 28 <sup>th</sup> November | <i>Staff Training Days</i>                      |
|      | Tuesday   | 20 <sup>th</sup> | December                                     | Autumn Term ends                                |
|      | Wednesday | 21 <sup>st</sup> | December – Monday, 4 <sup>th</sup> January   | <i>Christmas Holidays</i>                       |
| 2023 |           |                  |  |   |
|      | Thursday  | 5 <sup>th</sup>  | January                                      | Spring Term begins                              |
|      | Monday    | 13 <sup>th</sup> | February – Friday, 17 <sup>th</sup> February | Half term holiday                               |
|      | Friday    | 31 <sup>st</sup> | March  | Spring Term Ends                                |
|      | Monday    | 3 <sup>rd</sup>  | April – Friday, 14 <sup>th</sup> April       | Easter Holidays                                 |
|      | Tuesday   | 17 <sup>th</sup> | April  | Summer term begins                              |
|      | Friday    | 28 <sup>th</sup> | April  | Staff Training Day                              |
|      | Monday    | 1 <sup>st</sup>  | May  | Spring Bank Holiday                             |
|      | Monday    | 29 <sup>th</sup> | May - Friday, 2 <sup>nd</sup> June           | Half term Holiday                               |
|      | Friday    | 21 <sup>st</sup> | July   | Summer Term Ends                                |
|      | Monday    | 24 <sup>th</sup> | July   | Summer holidays begin                           |

**Times of the school day** *\*correct at the time of publishing*

|              |   |              |                                      |
|--------------|---|--------------|--------------------------------------|
| <b>8.50</b>  | - | <b>9.10</b>  | <b>Registration</b>                  |
| <b>9.10</b>  | - | <b>10:10</b> | <b>Period 1</b>                      |
| <b>10.10</b> | - | <b>11.10</b> | <b>Period 2</b>                      |
| <b>11.10</b> |   | <b>11.30</b> | <b>Break</b>                         |
| <b>11.30</b> | - | <b>12.30</b> | <b>Period 3</b>                      |
| <b>12.30</b> | - | <b>13.20</b> | <b>Period 4 – Year 7</b>             |
| <b>12.30</b> |   | <b>13.30</b> | <b>Period 4 – Years 8, 9, 10, 11</b> |
| <b>13.20</b> | - | <b>14.00</b> | <b>Lunch - Year 7</b>                |
| <b>13.30</b> | - | <b>14.00</b> | <b>Lunch – Years 8, 9, 10, 11</b>    |
| <b>14.00</b> | - | <b>15.00</b> | <b>Period 5</b>                      |

## **PE Kit Requirements**

I would like to take this opportunity to advise you of the PE kit requirements and our 'taking part' policy and ask that parents/carers support the school by ensuring that these policies are adhered to.

The full PE kit list is detailed below. The PE kit required may vary depending on the activity. Some activities such as rugby, football and hockey will require protective items of clothing and these extra items will also need to be supplied so that pupils can engage safely in PE.

- EPA Tracksuit
- EPA long sleeve reversible top
- EPA short sleeve polo top
- EPA blue shorts
- EPA long socks
- White trainer socks
- Football boots (for Rugby and other activities that take place on the field)
- Trainers (suitable trainers for indoor activity)
- Gum shield (must be worn for Rugby and Hockey)
- Shin Pads (must be worn for Football and Hockey)
- House Top (required for Inter House competition)

At the start of each half term, all pupils are informed of the kit required for activities during that half term.

### **The 'taking part policy'**

The PE department operates a kit policy. All pupils are expected to bring their PE kit to every lesson even when they are not participating due to illness or minor injury. This allows pupils to take a more active role in the lesson either as an umpire or a coach. It also promotes full integration within the lesson and prevents pupils from feeling like outsiders when they do not have their kit. In the case of extreme injury i.e. a broken leg requiring crutches, pupils will not be expected to change into their kit.

If a pupil has lost their kit or is waiting for a new kit then we will be able to lend kit for that particular lesson but a note must be provided first.

If a pupil simply forgets their kit or does not bring it in, they will face a sanction and be expected to borrow kit which will enable them to take part. Any refusal to borrow or take part will be treated as 'refusal to follow instructions' and a further sanction will be received.

### **PE Kit Labelling**

It is important that all PE kit is clearly labelled with your child's name. It is not uncommon for PE kit to get mixed up in the changing rooms. By clearly labelling all kit will ensure that if left behind in the changing room or lost will enable us to get the kit back to the rightful owner. I must stress that labelling PE kit with a marker pen is not an effective way of identifying belonging.



## SCHOOL UNIFORM LIST

PLEASE NOTE: all uniform in the first table can only be purchased from our authorised supplier:  
**HAVERING SCHOOLWEAR**, 160-162 Hornchurch Road, Hornchurch, RM11 1QH.

### Compulsory School Uniform items

|                    |   |
|--------------------|---|
| BLAZER             | Navy Blue blazer with school emblem embroidered on pocket.                  |
| TIE                | Navy Blue (clip-on) embroidered with school emblem and house colour stripe. |
| JUMPER             | Navy Blue V-necked embroidered with school emblem.                          |
| HOUSE T-SHIRT      | EPA Design in House colour  |
| PE SHORTS          | Popcorn Shorts (EPA design – two pairs recommended)                         |
| PE POLO SHIRT      | Dry-Tech Polo Shirt (EPA design)  |
| RUGBY/HOCKEY SHIRT | EPA design  |
| RUGBY/HOCKEY SOCKS | EPA design  |
| PE TRACKSUIT       | EPA design  |

### Other Compulsory Uniform

|                 |   |
|-----------------|---|
| OUTDOOR COAT    | Black outdoor coat only   |
| TROUSERS (Boys) | Black Trousers (traditional style only)   |
| SKIRT (Girls)   | Navy Blue box-pleat skirt.  |
| SHIRT           | Plain white (button up to neck)   |
| SOCKS           | (Boys) Dark coloured socks<br>(Girls) White knee-length socks, no bows or frills / plain black tights |
| SHOES           | <b>PLAIN BLACK SHOES</b> – NO TRAINERS, PLIMSOLLS or BOOTS allowed                                    |
| PE Kit          | PE Bag<br>Football Boots<br>Training Shoes<br>White Ankle Socks<br>Gum Shield<br>Shin Pads<br>Towel   |

### Other Optional items for Physical Education

|              |   |
|--------------|---|
| TRAINING TOP | EPA Design ONLY – (supplied by Havering Schoolwear) |
|--------------|---|

NOTE: (Girls) Hair ribbons and accessories – minimal, Navy Blue or Black ONLY

**ALL UNIFORM TO BE MARKED WITH YOUR CHILD'S NAME**

## Bus routes to Emerson Park Academy

|                    |         |   |
|--------------------|---------|---|
| <b>Bus No: 656</b> | 07.40am | departs Tesco, Gallows Corner, via Straight Road, Farringdon Avenue, Gooshays Drive and Gubbins Lane to |
|                    | 07.56am | Harold Wood Station then via  |
|                    |         | Squirrels Heath Road to   |
|                    | 08.20am | Ardleigh Green Spencers Arms  |
|                    | 08.26am | Parkstone Avenue and into School grounds  |

|                    |         |   |
|--------------------|---------|---|
| <b>Bus No: 650</b> | 08.05am | departs Romford, North Street Bus Garage via Mercury Gardens to |
|                    | 08.09am | Romford Market (St.Edwards Way)                                 |
|                    | 08.13am | Romford Station Victoria Road                                   |
|                    | 08.22am | Gidea Park Station  |
|                    |         | Then via the Drill Roundabout along Slewins Lane                |
|                    | 08.30am | Parkstone Avenue and into School grounds                        |

In addition to these, bus service 193 also serves the end of Parkstone Avenue/Wingletye Lane at the top of Wych Elm Road. This service covers the following route:

Queens Hospital, Romford Market, Romford Station Upper Brentwood Road, Osbourne Road, Hornchurch Road (at Harrow Lodge Park) Hornchurch High Street to 'Ask' Restaurant, Hornchurch Station (Underground), Racecourse Estate, Hacton Lane, Wingletye Lane and then on to the County Park Estate.

## Importance of attendance and punctuality at Emerson Park Academy

Emerson Park Academy values the importance of high attendance and good punctuality and I am writing to you to explain why we take this approach and some of the parameters that we work to.

High attendance maximises pupil educational opportunities and contributes significantly to pupil achievement, progress and overall attainment at school.

The Department for Education research has proven that poor attendance and punctuality disadvantages academic progress resulting in pupils not reaching the grades of which they are capable.

### Attendance

We ask that from day one you help us impress upon your child that every session, day or lesson missed equals lost learning time and minutes lost per days soon add up. The table below highlights this:

| Percentage of attendance during a school year | Days absent | Approx weeks absent | Approx lessons missed |
|---|-------------|---------------------|-----------------------|
| 96%   | 7 days      | 1.5 weeks           | 35 lessons            |
| 90%   | 19 days     | 4 weeks             | 95 lessons            |
| 80%   | 38 days     | 8 weeks             | 190 lessons           |
| 70%   | 57 days     | 11.5 weeks          | 285 lessons           |

Pupils that have attendance levels below 80% over their five years at Emerson Park Academy will have missed an entire year of learning opportunities! Therefore each academic year, every pupil is set an attendance target of 96% and above.

We work very closely with our local authority appointed Educational Welfare Officers (EWO), who regularly monitor our registers and have the power to pursue regular non-attendance through to court prosecution in extreme cases. Therefore and we categorise our pupils' attendance into three groups:

| Percentage of Attendance   |            |            |                                      |
|--|------------|------------|--------------------------------------|
| <b>Above</b>   | <b>96%</b> | <b>-</b>   | <b>Excellent</b>                     |
| Pupils with attendance above 96% have had less than 7 days absence in the year   |            |            |                                      |
| <b>90</b>  | <b>-</b>   | <b>95%</b> | <b>Below Target / Low Attendance</b> |
| Pupils with attendance within this range will have had considerable time off (up to 4 weeks) and this will impact upon their progress.           |            |            |                                      |
| <b>Below</b>   | <b>90%</b> | <b>-</b>   | <b>Persistent Absence</b>            |
| Pupils with attendance below 90% are deemed to be persistently absent from school and will be referred to the Local Authority Attendance Service |            |            |                                      |

## Reasons for absence

You have a legal responsibility to ensure your child attends school every day.

By law, only the school can approve absences, not parents. It is therefore the school's responsibility to judge whether the explanation given for any absence is satisfactory, and may, at times, require medical evidence to justify frequent or extensive absences.

Parentally condoned unauthorised absence is a serious problem and the school will involve the EWO at an early stage if necessary.

## Punctuality to school

Punctuality is just as important as attendance. Pupils must arrive on school site before 8:45am, so that they can be at registration for 8:50am. Parents will receive a text each time your child is late. Pupils arriving late twice or more in one week will also be subject to sanctions. Any pupil arriving after 9:25am will receive an unauthorised absence and will be subject to sanctions on the same day.

Persistent late arrival will have an impact on attendance and pupils who fall into this category will be referred to the EWO.

## Punctuality to lesson

Being on time for lessons is equally as important. Arriving late to lessons is disruptive. The pupil will miss lesson aims and objectives which are provided at the start of the lesson and it also has a negative impact on the learning of other pupils.

| Minutes late per day/ days lost over the year |  |  |
|---|--|--|
| 5 mins late every day =<br>3 days lost        | 10 mins late every day =<br>10 days lost | 20 mins late every date =<br>19 days lost (90% attendance) |

We would like to thank you in advance for your support.

# Emerson Park Academy



## **Privacy Notice for parents/carers – use of your child’s personal data**

This notice explains what personal data (information) we hold about staff and students, how we collect, use and may share this information. We are required to give you this information under data protection law.

Emerson Park Academy collects uses and is responsible for certain personal information about staff and students. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

Our Data Protection Officer is Catherine Amponsah

THE PERSONAL INFORMATION WE COLLECT AND USE:

### **Student Information collected and used by Emerson Park Academy**

In the course of providing education we collect and use the following student personal information:

- Personal identifiers (such as name, photograph, unique pupil number, contact details and addresses including those of parents or carers)
- Personal characteristics (such as language, nationality, country of birth, and free school meal eligibility)
- Special category characteristics
  - Ethnicity
  - Special educational needs (SEND) information (including the needs and ranking)
  - Safeguarding information (such as court orders and professional involvement)
  - Relevant medical information (such as doctors, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Behavioural information (such as exclusions and any alternative provision put in place)
- Recorded CCTV images for safety, security and crime prevention purposes

We also obtain additional personal information with your consent as follows:

- To support educational trips and other extra-curricular activities
- To provide catering and free school meal management
- To enable identity management/authentication (Biometrics)

### **Why we collect student personal information**

We collect and use student personal information to:

- Support student learning
- Monitor and report on student attainment and progress
- Provide appropriate pastoral care and support services
- Keep students safe (food allergies, emergency contact details)
- Safeguard students and young people
- Support students at risk of permanent exclusion
- Support the in-year admissions process
- Meet the statutory duties placed upon us by the DfE data collections
- Comply with the law regarding data sharing
- Moderate teacher assessment judgements
- Assess the quality of our services
- Support or improve educational provision
- Provide references for Further and Higher education or after students leave

### **How we collect student information**

We collect student information via:

- Registration forms at the students initial start.
- Common Transfer Files (CTF's) from previous schools
- Annual data collection sheets

Student data is essential for the schools' operational use. Whilst the majority of student information provided is mandatory, some may be requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice.

### **Lawful Basis**

Under the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing student information are:

- Public Task (to provide Education)
- Legal Obligation (reporting to parents and the DfE)
- Fulfilling a Contract (supporting alternative provision)
- Vital Interests (emergency medical attention)

### **How we store student data**

We store student data securely under a combination of software and hardware controls and retain it in accordance with our Data Retention Policy which is compliant with the statutory requirements of the Department for Education (DfE) and other government agencies. For more information on our Data Retention Policy and how we keep this data safe, please refer to our website.

### **Who we share student information with**

- Department for Education (DfE)
- Youth Support Services including Local Authority teams working to improve outcomes for children and young people

- Schools, colleges or universities that students attend after leaving us
- Local authority representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance
- Partner organisations which may include Police, school nurses, doctors and mental health workers.
- Other schools and academies to enable the moderation of pupil assessment outcomes, to support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision
- Third-party providers of information services (such as ParentPay) where consent has been given.
- Contracted providers of services (such as school photographers and catering providers) where consent has been given.

### **Why we regularly share student information**

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

### **Department for Education**

The Department for Education (DfE) collects personal data from educational establishments and local authorities via various statutory data collections. We are required to share information about our students with the DfE either directly, or via our local authority for the purpose of data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

### **Youth Support Services**

Once our students reach the age of 13, we also pass student information to our local authority (London Borough of Havering) 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 such as careers advisers or other youth support services.

The information shared is limited to the students name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age of 16.

### **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.

### Requesting access to personal data

Under data protection legislation, parents or carers and students have the right to make a ‘**subject access request**’ to gain access to personal information we hold about them. Parents/Carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. To make a request for your personal information, or be given access to your child’s educational record, contact the academy’s Data Protection Controller or Data Protection Officer.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to processing data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purposes of Direct Marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts.

### Who to Contact and Where to go for Further Information

Please contact the Data Protection Controller or Data Protection Officer to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

| <u>Data Protection Controller</u>                                     | <u>Data Protection Officer</u> |
|---|--------------------------------|
| Catherine Amponsah<br>Business Manager<br>info@emersonparkacademy.org |                                |

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information about how the Department for Education uses your information: To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE’s data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>



## **Claiming Free School Meals – Are you entitled?**

Free school meals may be provided for your child/children if you are currently in receipt of any of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- Guaranteed Element of State Pension Credit
- Child Tax Credit (but NOT Working Tax Credit) and have annual income of less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **Pupil Premium**

The Government has also introduced the Pupil Premium and is using the number of children registered as eligible for free school meals as one of the basis for allocating funding to schools. There is therefore a benefit to the school and ultimately your child in registering your eligibility even if you do not want your child/children to have free meals.

Every year we publish a Pupil Premium Statement on our website, which details how the pupil premium has been used to enhance our pupils' education. Please visit the school website [www.emersonparkacademy.org/pupil\\_premium](http://www.emersonparkacademy.org/pupil_premium) to see how we use it.

### **How to apply**

Online: Visit [www.havering.gov.uk/Pages/Services/Free-School-Meals.aspx](http://www.havering.gov.uk/Pages/Services/Free-School-Meals.aspx)  
Over the telephone: Apply by calling 01708 433929.

### **Eligibility Checking Service**

You can have your eligibility checked immediately if you agree to the borough using the Eligibility Checking Service – a Government system which will advise Havering if you are eligible or not. Your agreement to the use of this system means that by using the information you provide your eligibility can be checked for this application and on an on-going basis to ensure that your eligibility has not changed.

There will be no need to apply annually to renew your free school meals as it will be possible to recheck your eligibility periodically using the Eligibility Checking Service.

Havering will not be given full details of the benefits you currently receive only whether they qualify you for free school meals. All data is completely confidential.

## CASHLESS PAYMENT SYSTEM

Emerson Park Academy operates an electronic payment system to pay for all school activities, including the catering provision.

This is done using an online secure website called ParentPay, or through local stores where you see the PayPoint logo.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used utilises the highest internet security available. Some of you may already be using this facility if you have a child at primary school.

You will be assigned a secure online account, activated using a unique set of activation codes. You will be prompted to create your own secure User Name and Password for future logins. If you have more than one child at this school, or have children at another school, you will be able to merge their accounts once you have logged in.

Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments immediately. Those parents without internet access or who prefer not use ParentPay will be able to pay in cash at local convenience stores displaying the Paypoint logo. If you choose this option, you will need to contact the school where you will be given additional information on how to use this facility.

The cashless catering service operates using a biometric recognition system supplied by Nationwide Retail Systems Ltd. This allows us to provide a more efficient, faster and ultimately better quality of service. In addition, you will have visibility of how your child is spending the funds you allocate for catering purchases.

If your child is registered for Free School Meals, the daily allowance will be allocated to their account. You will also have the ability to 'top-up' this allowance if you choose to. May I take this opportunity to remind you that the school also receives additional funding for all pupils who have registered for Free School Meals. If you are eligible and not currently registered you can register online at:

<https://www.havering.gov.uk/Pages/Services/Free-School-Meals.aspx> or by calling 01708 433929.

Any amount of money can be paid into your ParentPay account where food and drink purchases will be deducted on a daily basis. There will be a daily 'spend limit' set of £4.00 per pupil. This may be increased or decreased for an individual pupil by making a written request to the school Finance Office.

The biometric system installed is widely used in other schools and is based on fingerprint recognition technology. The system works by taking measurements of key features of the fingerprint and does not capture a complete fingerprint image. Any biometric data will be removed from the system database should your child leave the school community. Prior to collecting any biometric data, we require, we require the signed consent of the parent/carer.

The new system incorporates the latest technology and eliminates the need to carry cash throughout the day, reducing the risk of cash being lost or stolen. Furthermore, there is no need to carry a payment card which may be lost or stolen as the system will recognise your child's

biometric data the tills, this is by far, the most efficient and secure method of operating a cashless system at the school.

Payments for all events and services (i.e. trips, music tuition, revision guides etc) will also be made using the online ParentPay facility or at a PayPoint provider. More information on how this operates will be communicated in a separate letter.