Emerson Park Academy



INFORMATION
FOR PARENTS/CARERS
2026-2027

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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.

School Uniform/Standards of Appearance

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 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.

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 (www.haveringschoolwear.co.uk). For your convenience, during term time only you will be able to have items delivered to Emerson Park Academy. At the checkout, click on 'click and collect' and in the notes section before you complete the order, write 'deliver to Emerson Park Academy', your child's name and form group. Delivery will take place within 5 working days.

Compulsory branded 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
RUGBY/HOCKEY SHIRT	Blue/white long sleeve rugby shirt embroidered with school emblem

Other compulsory non-branded uniform items

TROUSERS (Boys)	Black Trousers (traditional style only)
TROUSERS (Girls)	Black Trousers (traditional style only) Not flares or leggings
SKIRT (Girls)	Navy Blue box-pleat skirt

SHIRT	Plain white (button up to neck)
SOCKS	(Boys) Dark coloured socks (Girls) White knee-length socks, no bows or frills / plain black tights
SHOES	**Plain black leather shoes with an enclosed toe.** For further information please see below and refer to the 'Footwear Guide' located on our website for images of the types of footwear allowed and not permitted in school.
PE POLO SHIRT	Dry-Tech Polo Shirt – Royal Blue (EPA branded design optional)
RUGBY/HOCKEY SOCKS	Royal Blue, long sports socks (EPA branded design optional)
PE TRACKSUIT	Navy Blue (EPA design optional)
HOUSE T-SHIRT	House colour t-shirt (EPA branded design optional) This will be given to Year 7 pupils when they join
PE SHORTS	Navy Blue popcorn shorts (EPA branded design optional) Two pairs recommended
PE Kit	PE Bag Football Boots Training Shoes White Socks Gum Shield Shin Pads

All uniform to be marked with your child's name

The school blazer must be worn at all times going to and from lessons.

In the rare circumstances that your child is not present in the correct uniform, a note from yourself to your child's form tutor helps to keep everyone informed.

Shoes – Plain black leather shoes with an enclosed toe.
Unacceptable footwear includes:

- All types of trainers
- Any sports logo on footwear
- Converse type shoes
- Plimsoll-like shoes
- Designer shoes/trainers e.g. Prada

Should your child come to school in unacceptable footwear they will be expected to borrow a pair of school shoes for the day.

Outdoor coat - Black coat with a small logo/minimal print. Coats must be worn over your child's blazer. Hoodies and Dri-Fit tops are not permitted.

Jewellery - The only jewellery permitted is a watch. Any piercings must be carried out at the start of the summer holidays and removed before the start of the new term.

If your child is wearing or carrying non-permitted items, they will be confiscated.

Acrylic/painted nails are not allowed. Please ensure acrylic/painted nails are removed before returning to school after any holiday period.

Make-up should be discrete (no false lashes or high brows).

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. pink, blue, purple, pillar box red, green etc.)
- Tram lines/logos patterns or cuts to hair or eyebrows
- Large Flowers/Diamante Head Bands, etc.

Hair ribbons and accessories – minimal, Navy Blue or Black only.

Airpods/Headphones are not permitted.

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 contact the school and ask to speak to your child's Head of Year.

Equipment

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
- coloured pencils
- scientific calculator

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 consent 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 Go4schools 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 – Please email info@emersonparkacademy.org .

Mobile Phone Policy

At Emerson Park Academy, we are a formal phone-free school. This means that mobile phones are not used during the school day.

We implement this policy to create the best possible learning environment for all students. Research shows that mobile phones can distract from learning, negatively impact mental health, disrupt sleep, and lower academic performance. Our aim is to ensure students remain focused, feel supported, and fully engage in school life.

Our Phone Pouch System

To support our phone-free environment, we use a **lockable phone pouch system**.

- Students may bring their mobile phone to school.
- Upon arrival at form time, students place their phone into their pouch under staff supervision.
- The pouch remains with the student throughout the school day.

- At the end of the school day, students unlock their pouch using designated unlocking stations near the school exit.

Senior staff conduct occasional spot checks to ensure the system is being followed correctly. If a student is found with their phone outside of the pouch, the sanction will be isolation for the day, along with a 1-hour detention

There is **no cost** for the pouch unless it is lost or deliberately damaged. The cost for a new one is £15.

Communication Before and After School

Students are permitted to:

- Carry their phone to and from school.
- Use their phone before school and after school hours.

If an emergency arises during the school day, staff are able to unlock the pouch.

Why We Maintain a Phone-Free Environment

A phone-free school day:

- Improves focus and concentration in lessons
- Supports higher academic achievement
- Encourages positive face-to-face social interaction
- Reduces opportunities for cyberbullying
- Promotes better mental health and overall wellbeing

By removing the distraction of notifications and social media during school hours, students are more present, engaged, and able to build stronger relationships within our school community.

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

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 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.

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 X (formerly 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. **We are a nut free school.**

Applications for Free School Meals (FSM) should be made via **Free school meals | School support | London Borough of Havering**. 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.

Emerson Park Academy

Attendance - things you should know

Be Punctual!

Pupils are allowed on site from 8:05am and should arrive promptly to Form for 8:40am. If you arrive after 9:10am will receive an *unauthorised morning absence, resulting in an on the day detention of 30 minutes. You will be late period 1 and miss key messages during form time/assemblies.

Your Parent can be fined for repeat unauthorised lateness!



Attendance Rewards

We reward our students every month as well as each term for their excellent attendance, e.g. PRIDE points, certificates

Reward trips are directly linked to attendance.

Personal Growth, Respect, Independence, Determination, Equity



Dedicated Attendance contacts details

Parents should Phone our absence line **01708 463065** each morning, for every day that you are absent
or Email **attendance@emersonparkacademy.org**

If your Parent does not report you absent it will be recorded as unauthorised



Reasons for a students absence

There are only <u>two</u> authorised reasons for you to be absent:

- You are too unwell to attend school (medical evidence is required on 4th day)
- Your Parent has sought advance permission from the school for you to be absent



Medical appointments

- Non-urgent/routine appointments must be scheduled outside of school hours
- Parent must inform the school in advance and provide proof of urgent appointments for an authorised medical absence

You should be absent for the minimal amount of time possible/return to school



Holidays - NOT permitted

We do not authorise holidays or absences taken for recreation purposes during term time.

<u>Absences will be unauthorised</u>.

Changes to Penalty Fines for Unauthorised Absence came into effect August 2024



Support - Speak to Us

If you need support in general or have any concerns around things affecting your attendance and/or punctuality please speak up.
Speak to your Form Tutor, Head of Year, class teachers or our Attendance Officer.



Attendance, Punctuality and Absence

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.

The Academy regularly promote good attendance and work continuously to reduce absences, including persistent absence and will act early to address patterns of absence and poor punctuality to school and to lessons. We know that missing school for just a few days a year can damage pupils' chances of gaining good GCSEs.

The Academy must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations and work in line with the statutory Department for Education guidance regarding attendance.

Our Attendance Policy is available via the Academy website.

Our Staff

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

<u>Your Child's Attendance & Punctuality</u>

- Pupils should arrive on site no earlier than 8.05am and no later than 8:35am and remain on site throughout the day.
- Your child is expected to go to their Form room each morning for Registration starting at 8:40am.
- Your child's attendance will be 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.
- You can view your child's attendance and punctuality at any time using GO4Schools.
- Your child will be awarded pride points each month for attendance between 96-100% and pupils with a high level of attendance will be recognised during our termly awards assemblies.
- You will be notified on the same day by text message, if your child does not register for school or if your child arrives late to school.
- The Academy will write to you if your child's attendance or punctuality becomes a concern
- The Academy will refer pupils to the Havering Attendance Service where attendance falls below 90% or punctuality has not improved.

Reporting an Absence

Our dedicated Absence line is **01708 463065**
or Email **attendance@emersonparkacademy.org**

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.
Please state your child's Name, Year/Form and their symptoms .

It is the Academy's responsibility to record each absence as either Authorised or Unauthorised taking into considering 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.

Reasons for absence

There are only two reasons for absence:

(a) A pupil is too unwell to attend
(b) You have advance permission from the school for your child to be absent

You a have a legal responsibility to ensure your child attends school every day that the school is open to its pupils.

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 support your child's absences.

The Department for Education considers pupils with attendance 90% or below to be a persistent absentee (missing 10% of their schooling). Pupils with attendance 50% or below are severe persistent absentees.

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

Requests for Leave in Exceptional Circumstances should be submitted well in advance and will be considered on a case by case based to determine if they are considered to be exceptional circumstances. Parent/carers will be required to provide satisfactory evidence to support their written request for exceptional term time leave (evidence that can demonstrate that the request is not in fact a holiday/recreational absence).
Absences are granted at the Head Teachers 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 HOLIDAYS DURING TERM TIME.

Your Role as Parent/Carer/in the role of Parent (as defined by Education Act 1996)

- To support the Academy's high expectations for Attendance and Punctuality and speak to your child about the importance.
- Meet your legal duty to ensure your child receives an education and attends school regularly.
- Recognise that every day missed means lost learning time, missed opportunities and gaps in your child's knowledge.
- Appreciate that pupils that go on to achieve the highest attainment compared to those with lowest attainment have higher rates of attendance.
- Take an interest in and regularly view your child's attendance and punctuality via the GO4School app.
- Prevent your child from attending school due to a parent condoned absence such as; taking term time family holidays, family celebrations, routine appointments, when they are fit enough to attend school.
- Notify the school whenever your child is too ill to attend/will arrive late. **Please always use the absence line 01708 463065 rather than calling our school Reception or email attendance@emersonparkacademy.org** *Please be reminded that you are asking the school to authorise your child's absence. You will be asked to provide medical evidence for 4 or more consecutive days of absence.*
- Support your child's attendance and education by taking routing medical and dental appointments outside of school hours.
- Inform us in advance and provide proof of appointments whenever it is absolutely necessary to attend emergency and hospital appointments. *Your child should be absent for the minimal amount of time possible/return to school whenever possible.* Provide confirmation of appointments to ensure your child receives an authorised medical absence.
- Speak to us as early as possible if you believe your child is experiencing difficulties/facing barriers to attending school.
- Help your child to be organised. Having uniforms (inc shoes and socks), school bags and lunch arrangements ready the night before can all prevent poor punctuality or even absence.
- Understand that Penalty notices can be issued to a child/young person's parents, step parents and/or any adult residing in the family home that has day to day care of the child/young person.

Our Role

- To take every opportunity to promote the Academy's high expectations for every pupil to achieve a high level of attendance and impeccable punctuality.
- Make clear our expectations and challenge parents.
- Make clear our expectations to our pupils and explain the links between attendance, achievement and their future plans.

- To work in line the with the latest Department for Education statutory guidance for attendance.
- Complete our obligation to record morning and afternoon attendance for each pupil.
- Recognise the links between poor attendance and punctuality and report any potential safeguarding risks.
- Monitor our pupils' attendance and punctuality and notify Parents when this is at both a satisfactory level and an unsatisfactory level.
- To assess if your child is too unwell to remain at school. *Pupils are asked to refrain from contacting parents themselves and should report to the Medical Office.*
- To agree/disagree with the reason(s) provided for absence and code attendance and punctuality accordingly.
- Work closely with our parents to understand any barriers our pupils may be facing and help find solutions/put support in place.
- Take a whole school approach to attendance and punctuality so that all staff can offer support.
- Refer pupils to the Havering Attendance Service.
- Regularly analyse our attendance and punctuality data to look for trends and patterns to target our actions in driving down persistent absence rates.
- Compare the Academy to local and national attendance and punctuality figures.
- Continue to strive for attendance and punctuality improvements for individuals and at a whole school level.
- Thank our parents/carers for their continued support.

Punctuality

Pupils are expected to arrive on time each morning. Our morning registration starts promptly at 8:40am 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.

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.

Punctuality to school - sanctions

Punctuality is just as important as attendance. Parents will receive a text each time their child is late in the morning. Pupils arriving late twice or more in one week will be subject to sanctions. Any pupil arriving after 9:10am without a medical note or confirmed reason will receive an unauthorised absence, and will also be subject to an and on the day 30-minute detention.

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

Punctuality to lesson

Being on time for lessons is equally as important. Arriving late to lesson(s) 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. Your child's Head of Year will monitor this and sanction if necessary.

Cycling to School

If your child intends to cycle to school please read our Cycling to School Contract and Code of Conduct on our website. A cycle helmet (which meets current Safety Regulations) must be worn when cycling and pupils are encouraged to wear high visibility vests. Cycles must be placed in the cycle shed in the front playground.

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, and will be collected at the start of each term. This is a reduced rate as the Academy subsidises instrumental tuition.

Lessons currently offered are

• **Guitar and Bass Guitar**	• **Vocal**
• **Flute**	• **Keyboard**
• **Saxophone**	• **Piano**
• **Drum**	• **DJing**

LAMDA 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 8. 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, already attends a drama club or stage school, or needs to improve their confidence and resilience in basic speaking. 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 an exam that takes place in June. Pupils will be encouraged to learn their lines at home, giving more time in school sessions for performance and technical skills.

Students sitting grades 1 to 5 will pay £100 for ten lessons a term. Students sitting grades 6 to 8 will pay £140 for thirteen lessons per term, and will be collected at the start of each term. Examination costs are collected nearer the time of the exam, and again, vary depending on the grade your child had been entered for.

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.

All students will be assessed before being entered into a grade to ensure they are receiving the best possible tuition.

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 and plans.

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

Further details will be sent regarding signing up to peripatetic lessons and LAMDA.

Havering
LONDON BOROUGH

Please note: The below dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies. You are strongly advised to check with your child's school before making any holiday or other commitments.

School Term and Holiday Dates - September 2026 to July 2027

In addition to the below, schools allocate five non-pupil days out of the school days indicated

September 2026

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2027

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Autumn term: Wednesday 2 September 2026 to Friday 18 December 2026 = 73 school days
Spring term: Monday 4 January 2027 to Friday 25 March 2027 = 54 school days
Summer term: Monday 12 April 2027 to Thursday 22 July 2027 = 68 school days

Staff training/non-pupil days
Bank Holidays
School Holidays

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

08:40	**-**	**09:05**	**Registration**
09:05	**-**	**09:10**	**Change over ***
09:10	**-**	**10:10**	**Period 1**
10.10	**-**	**10.15**	**Change over ***
10.15	**-**	**11:15**	**Period 2**
11:15	**-**	**11.35**	**Break**
11:35	**-**	**12:35**	**Period 3**
12:35	**-**	**12:40**	**Change over ***
12:40	**-**	**13:40**	**Period 4**
13:25	**-**	**14:10**	**Year 7 Lunch**
13:35	**-**	**14:10**	**Year 8 Lunch**
13.40	**-**	**14:10**	**Year 9, 10, and 11 Lunch**
14:10	**-**	**15:10**	**Period 5**

***Students will be able to access to the school toilets during change over time, break and lunch**

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.

- Tracksuit
- EPA long sleeve reversible top
- Short sleeve blue polo top
- Blue shorts
- Long blue 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.

Bus Routes to Emerson Park Academy

Bus No: 656 07:43am & 07:45am Departs Tesco, Gallows Corner, via Straight Road, Farringdon Avenue, Gooshays Drive and Gubbins Lane to
Harold Wood Station then via
Squirrels Heath Road to
Ardleigh Green Spencers Arms
Parkstone Avenue and into School grounds

Bus No: 650 07:46am, 07:48am Departs Romford, North Street Bus Garage via Mercury
07:50am & 07:52am Gardens to Romford Market (St.Edwards Way)
Romford Station Victoria Road
Gidea Park Station
Then via the Drill Roundabout along Slewins Lane
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.

Further information regarding bus routes can be located on the Transport for London Website at the following sites:

650 bus route - Transport for London (tfl.gov.uk)

656 bus route - Transport for London (tfl.gov.uk)

Wych Elm Road Parking Restrictions

Please be aware that parking restrictions are in place on Wych Elm Road between 8:20am to 9:15am, and 3:00pm to 3:30pm.

Please see the Havering website for further details:
School parking enforcement - The school street scheme | Parking tickets and traffic fines | London Borough of Havering

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.

<u>Department for Education</u>

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.

<u>Youth Support Services</u>

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 student's 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.

Data Protection Controller	Data Protection Officer
Catherine Amponsah Business Manager 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 to see how we use it.

How to apply

Online: Visit Free school meals | School support | London Borough of Havering
Over the telephone: Apply by calling 01708 434343.

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.

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.

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 you 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:
Free school meals | School support | London Borough of Havering or by calling 01708 434343.

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 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 at 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. More information on how this operates will be communicated in a separate letter.

EPA BEHAVIOUR POLICY

REWARDS

PRIDE Points can be awarded by all staff for daily achievements by pupils both inside and outside of lesson and, where warranted, should be awarded on a regular basis.

P – Personal Development
Excellent classwork, Excellent Homework, Outstanding Effort

R – Respect
Excellent Teamwork, Classroom participation

I – Independence
Significant improvement Good week at school, contribution to school life

D – Determination
100% Attendance, Perseverance & commitment

E – Equity
Contribution to school life, Helpful to staff/pupil

SANCTIONS

Entry and Being Ready for learning:

- Equipment ready-None -1 BP
- Late to lesson up to 3 minutes-
- L Mark given
- Late to lesson over 3 minutes without a teachers note-
- Truancy to lesson detention given

During Lesson:

- Not Engaged
- Not working hard
- Disrupting others
- Eating or chewing
- **3 verbal warnings given**

During Lesson:

- Persistent behaviours as above
- **Detention given: 30 minutes**

During Lesson:

•Persistent behaviours as above
•Needing Relocation
Follow Departments relocation procedure-Parental contact made
Detention given: 60 minutes given

On-Call Used

- Only Subject leader, HOF/HOY or SLT can call on-call
- Persistent behaviour or one-off event in lesson
- **Isolation-1 day given with parental meeting/call.**

EPA CLASSROOM NON-NEGOTIABLES

Non-Negotiable	Teacher Expectation	Pupil Expectation
Entry & Exit Routines	• Greet pupils at the door; check uniform and jewellery, and monitor corridors. • Take the register within 10 minutes. Log lateness. • Allow time for pupils to pack up calmly and check the classroom is tidy. • Insist pupils stand behind their chairs. • Wait for the bell before releasing pupils in an orderly fashion.	• Arrive on time and enter calmly. • Be in full uniform, ready to learn. • Move straight to assigned seats without delay. • Pack up calmly and ensure their workspace is tidy. • Stand behind chairs silently, ready to leave. • Exit in an orderly and respectful manner.
Do Now	• Display starter activity on the board before pupils enter. • Monitor engagement and ensure pupils settle quickly.	• Begin the starter task straight away, independently and silently.
Behaviour and Conduct	• Follow the behaviour policy consistently. • Maintain a zero-tolerance approach to mobile phones. • Use calm, consistent, and professional language to address behaviour.	• Follow all instructions first time. • Respect the learning environment and others in the room. • Mobile phone in pouches. • Accept consequences calmly and respectfully.
Teaching and Learning	• Model excellent teaching practices, including clear explanations, scaffolding, and consistent subject-specific language. • Plan lessons thoroughly with high expectations for pupil engagement. • Share the bigger picture with pupils. • Check for understanding regularly, using AfL strategies.	• Engage fully in lessons and take responsibility for learning. • Ask questions and contribute to discussions when appropriate. • Be ready to respond to assessment checks and demonstrate understanding.
Classroom Talk & Communication	• Insist on a calm and focused environment. • Model precise and academic vocabulary, encouraging its use in pupil responses. • Use positive, clear and consistent language when giving instructions.	• Listen actively and respond respectfully. • Use appropriate language in class discussions. • Wait for their turn to speak, contributing constructively.

Growing a Culture of Respect at EPA

Here at Emerson Park Academy, we value respect and recognise the need to strive for the very best in our community. We will endeavour to create a culture of respect that permeates through every aspect of school life. In order to achieve this, we will demonstrate:

⇒ Respect for Our Education

- Arrive on time and well equipped for lessons (*with correct kit where required*).
- Listen to and follow instructions.
- Work to the best of our ability.
- Remain in lesson by using designated break times to visit the toilet and take care of other matters when necessary.

⇒ Respect for Each Other - There are 'No Outsiders' at Emerson Park Academy

- Treat each other the way we would want to be treated .
- Speak appropriately.
- Avoid encouraging fights, gossiping and spreading rumours.
- Respect the personal space of those around us (*No touch policy*).

⇒ Respect for Our Academy's Rules

- Mobile devices (*including air pods and headphones*) must be kept out of sight throughout the school day.
- Wear the Academy's full uniform with pride *(with shirts tucked in and smart school shoes).*
- The following are not permitted:
  - Jewellery (*with the exception of a wrist watch*)
  - False/painted nails
  - Excessive make-up (*including false eyelashes*)
  - Trainers
  - Hoodies
  - Rolled up skirts

⇒ Respect for Our Environment

- Look after the Academy's premises and property.
- Keep our environment calm by walking on the left in corridors and lining up quietly outside of classrooms.
- Keep away from 'Out of Bounds' areas.
- Avoid chewing gum in school as it causes damage to carpets and floors.

THE UK'S NO.1 SCHOOL LOCKER.

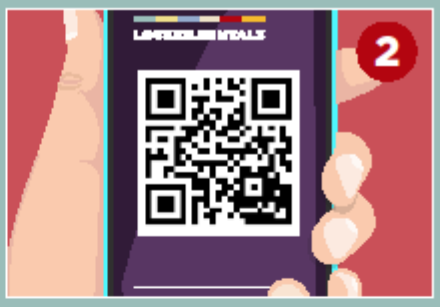
Secure

LOCKER.RENTALS



2 SIMPLE WAYS TO RENT YOUR LOCKER.





Visit www.locker.rentals **Scan this QR Code**

Once on the web app do the following:

- Enter your **LOCATION**
- Choose your **PREFERRED LOCKER AREA** from the drop down menu (if available)
- Click on **CHECK AVAILABILITY**
- Where prompted enter your details and read and agree to the terms and conditions
- Click on **RENT LOCKER** and follow the instructions for entering your payment details
- You will then be emailed a locker code and the number of your locker compartment.

How to Access your Locker:

- Go to the locker number detailed on your confirmation email
- Enter the **4 digit code** detailed on your confirmation email and open the lock
- Should you forget your code it can reissued by visiting **www.locker.rentals** and clicking on the re-issue my locker code link.