



Information for Parents/Guardians

INTAKE 2020

Isca Academy, Earl Richards Road South, Exeter EX2 6AP

T: 01392 204082

www.iscaexeter.co.uk

A member of the Ted Wragg Multi-Academy Trust

Privacy Notice - How we use student information

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number, address and photograph)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information through an Individual Healthcare Plan (such as name, address, medical diagnosis/condition, family contact information, doctor, hospital contact information, description of medication and support needed)
- Special Educational Needs information through an EHCP (Education Health Care Plan) which is a legal document that describes a child or young person's special educational, health and social care needs.
- Safeguarding and Behaviour information
- School trip information
- Accidents and managing health and safety
- Exam and progress assessment information
- Provision of educational software in support of teaching and learning
- To enable the student to be provided with a school meal (such as information for online payments and about dietary and allergy needs)
- Library Software – so we can share resources with the students
- Meeting our statutory requirements for statutory returns and audit

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet our statutory obligations and audit requirements

The lawful basis on which we use this information

We collect and use student information for general purposes under:

- processing that is carried out in the course of the school's legitimate activities
- processing that is carried out for data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the census guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- processing that is carried out where it is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent. Examples of this are safeguarding the child.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data in accordance with our Records Management Policy, which can be found here:

- <https://www.tedwraggtrust.co.uk/policies/>

We store student data on the following systems:

- SIMS – Our school information management system
- Civica/HCSS – The Trust finance and budgeting system
- Groupcall/School Comms – parent communication and payment systems
- CPOMS – safeguarding and behaviour management system
- Educational Software – in support of teaching and learning
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs
- Library Software – to enable resources to be shared with students
- OSHENS – H&S Accident Reporting

Who we share student information with

We routinely share student information with:

- schools that a student attends after leaving us
- our local authority
- the Department for Education (DfE)
- the schools within the Ted Wragg Multi Academy Trust
- Educational software providers in support of teaching and learning
- Scomis - who support us with SIMS
- Our Auditors
- Our Catering Provider – information regarding allergies, specific medical conditions and dietary needs

Why we 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.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority 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 as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age of 16.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

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

The DfE may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department of Education has robust processes in place to ensure the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

Requesting access to personal data

Under data protection legislation, parents and students have the right to request access to information that we hold about them. To make a request for personal information, or to be given access to your child's educational record, contact the Headteacher at your school.

A data subject also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher at your school.

TAKING AND USING PHOTOGRAPHS & VIDEO RECORDINGS

To ensure we are meeting the current Data Protection requirements, we need to seek your consent to take and use photos / video recordings of your child.

We really value using photos / video recordings of students, to be able to showcase what they do in school and show what life at our school is like to others. Our school is a member of the Ted Wragg Multi Academy Trust, who will also be relying on this consent.

We would like your consent to take photos and video recordings of your child and use them in the ways described:

- on the school website
- on the school social media sites
- in printed material such as newsletters, leaflets, prospectus

- in internal displays
- in celebration videos
- on plasma screens

If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

If you change your mind at any time, you can let us know by emailing adminoffice@iscaexeter.co.uk

If you have any other questions, please contact school reception.

Attendance: Every Day Does Matter

Why does good attendance matter?

A good education can be the cornerstone for future life opportunities. Missing school can leave gaps in knowledge and understanding and also place the student at a disadvantage in both their educational development and potentially in their GCSE success.

Beyond qualifications, going to school every day is crucial for a number of reasons;

- It is the best place for students to learn.
- It is good preparation for college or work. Colleges and employers expect a history of good attendance.
- Parents will know where their children are and that they are safe.
- It is the Law.

The Law and attendance

The 1996 Education Act (s7) places a legal responsibility upon parents/carers to ensure that their child fully attends the school at which they are registered. This means that your child must attend school every day and on time (unless as parents/carers you can prove that the absence was with the authorisation of the school or that it was unavoidable).

If your child has unauthorised absences then the school can make a request to the Local Education Authority (through the Education Welfare Service) to instigate Parental Responsibility Measures. If you have Parental Responsibility, this could mean receiving any of the following;

- A Penalty Notice. Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £120, which is reduced to £60 if paid within the first 21 days. If a Penalty Notice goes unpaid after 28 days, then a Magistrates Summons will be issued. Also, if a Penalty Notice has already been issued within the previous 2 years then the Local Authority could proceed straight to Magistrates Summons.
- A Magistrates Summons that could lead to a criminal record, a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

What happens if my child has unauthorised absences?

Schools are required to notify the Local Education Authority if a student has unauthorised absences.

Unauthorised absences can be acquired when;

1. Leave has been requested, but the circumstances are such that the school is unable to authorise the leave (and the leave is still taken anyway).
2. Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday, buying uniform, looking after a sibling). Sometimes, there have been occasions when schools have been notified that the pupil is sick, but the school discovers or reasonably believes that the reason given for the absence is not genuine.
3. Any absence can be unauthorised by the Head Teacher. Only the Head Teacher can authorise any absence.
4. A child continually arrives late after the registration period has closed.

The Law and requests for Term Time absence

As of September 2013, an amendment to the Education (Pupil Registration)(England) Regulations 2006 came into force and greater clarity was introduced to the issue of schools authorising absence requests. These changes reinforced the Government's view that every minute of every school day is vital and that pupils should **only** be granted authorised absences by the school in 'exceptional circumstances'.

A family holiday is not considered by the Government to be an 'exceptional circumstance' and therefore may not be authorised by the school.

If you would like to request 'leave' to be considered for authorisation due to exceptional circumstances, please request, complete and return an S2 form to the school.

Should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated (see The Law and Attendance).

Encouraging Good Attendance at Isca Academy

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|---------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GREEN | above 96% | EXCELLENT ATTENDANCE WELL DONE Rewards!!! |
| YELLOW | at 96% | ATTENDANCE at TARGET level |
| AMBER | below 96% | UNSATISFACTORY ATTENDANCE School will <ul style="list-style-type: none">• Send letters of concern.• Discuss concerns with Parents/Carers.• Offer appropriate support.• No longer automatically authorise absences.• Invite Parents to a meeting.• Possibly make a referral to the Education Welfare Service (EWS) IF ABSENCES ARE BEING UNAUTHORISED THEN URGENT IMPROVEMENT IS REQUIRED. |
| RED | below 90% | PERSISTENT ABSENTEE Considered by the Government to be a Persistent Absentee (PA). The Government considers these children to be at risk of the potential for negative impact on future life opportunities. School will closely monitor attendance and refer to the EWS if no immediate and sustained improvement. The EWS will investigate absences and consider if Legal Interventions are necessary and appropriate. |

Isca Academy will also refer all unauthorised term time absences to the EWS for the consideration of a Penalty Notice.

Every day does matter

A 96% attendance rate is the minimum expectation for our school (unless absences are unavoidable and/or authorised by the school).

An attendance rate of 95% means that over a year, the student has missed 10 days of school. Over the course of a student's 11 years of compulsory school that could mean 110 missed days of education (half a year!).

How parents/carers can help

As a parent there are a number of ways that you can support your child's education. These can include;

- Ensuring that your child attends school every day and on time.
 - Arriving at school with the correct equipment and in a fit state to learn (for example, not hungry or tired).
 - Arranging medical appointments wherever possible outside of school hours.
 - Notifying the school at the earliest opportunity if your child is going to be absent and why.
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Counselling Support

Here at Isca Academy we offer students the opportunity to see a counsellor if they feel they need it. Counselling is open to any student who wants someone to listen to them and support them through difficulties or changes that they may be facing. Some students may also be concerned about their own behaviour or how others are behaving towards them.

The School Counsellor is a member of the BACP (British Association of Counsellors and Psychotherapists) and works within their ethical guidelines. This means that young people are offered confidentiality unless there is a need to involve others (safeguarding), when their permission will be asked for. This is normally if there is a risk of significant harm to them or to someone else.

The Counsellor always checks whether the young person wishes to come to counselling and encourages them to talk to their families about coming along. Where a child is not yet considered 'Gillick-competent' (also known as 'Fraser-competent') we need your permission as well as the young person's agreement about counselling support. Being Gillick-competent means that a young person has the capacity to understand and make their own decisions, including the consequences of those decisions.

Please read the information below and sign/date the consent slip below. You may withdraw your consent at any time in the future, should you change your mind. Please notify Isca Academy of any change in writing.

I understand that:

- **Counselling support is given only with a student's permission**
- **The counsellor works to BACP ethical guidelines and confidentiality is assured unless there is an issue of significant harm**
- **Students are encouraged to talk to their families about their counselling if they choose to**
- **Where students are not Gillick-competent they will not receive counselling support if parents do not wish them to**
- **Where students are considered Gillick-competent they will be offered counselling support without parental consent**

Ready to Learn

You may be aware that Isca Academy has a Ready to Learn behaviour system in place. Essentially the system aims:

- to provide **clarity to staff and students** about acceptable behaviour and the consequences of misbehaviour:
- to encourage students to **take responsibility** for their own actions:
- to **eliminate disruptive behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the school, and no learning time is wasted;
- to enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behaviour interruptions as barriers to learning.

The Ready to Learn approach covers all aspects of school life, both within and outside of the classroom. It involves sanctions being given through a central school system, which is carefully monitored by the Behaviour Management Team and the Academy Leadership Team, both to identify early any students who may need support with their behaviour, and to ensure sanctions are applied fairly and consistently across the school. It involves all students operating under a one-warning system and being given a 24 hour period in isolation, including a same day one hour detention after school, should they fail to correct their disruptive behaviour following the warning being issued.

We obviously appreciate that some students have additional needs which make it more difficult for them to regulate some aspects of their behaviour. These children need our complete support. The strategy, therefore, includes a 'tariff system' personalised for individual students and a full three-step intervention and support programme if the student has multiple incidents of poor behaviour resulting in time in isolation.

The Ready to Learn system works in parallel with and in equal importance to our rewards system which is designed to create a positive 'can do' attitude in all aspects of school life, and to reward our students for their fantastic work, attitude and effort.

If you would like more information on the systems, please do not hesitate to contact the school or look at the policy on the school website.

Mobile Telephone Policy

See it, hear it, take it!

- During the school day (8.00am – 5pm) mobile phones are not allowed to be used in the school building or on the school grounds. You may have your phone with you. However, it must not be seen or heard or it will be confiscated. We would, therefore, suggest that you either leave it at home, or keep it in your bag (turned off/or on silent) from the moment you enter the school building. As mobile phones are not allowed during the school day, this means that headphones will not be needed and therefore should not be worn.
- The only exception to this is in lessons when teachers have the discretion to allow students to use their mobile phones to aid learning. This must be directed by the teacher only. This exception applies to the one occasion only, not every lesson with that teacher/in that subject. If phones are allowed, the teacher will display a 'Mobile Phone Zone' sign which will indicate that phones are allowed to be used and what the phones are allowed to be used for.
- If a mobile phone is confiscated, the phone will be taken to Reception. The student will be able to collect their phone at the end of the school day. If a student's phone is confiscated for a second time,

then the student and their parent will need to collect the phone from the Headteacher at a mutually convenient time. Subsequent confiscations will result in sanctions that are more permanent and the phone being confiscated for a significantly longer period.

- If students need to complete independent study, they should use the IT suites or the library, which are open at break time and lunchtime.
- Mobile phones must not be used to contact parents/carers during the school day; any student using their phone at school will have their phone confiscated. If there is an emergency, students should speak to a member of staff at Reception to use the school phone, or to ask permission to use their own phone whilst at Reception.
- The school takes no responsibility for any damage to, or loss of, a mobile phone at any point.

Why are mobile phones not permitted in school?

- To ensure that students are kept safe whilst in school.
 - To ensure that students are 100% focused on their learning and making excellent progress without any distractions.
 - To stop the inappropriate use of mobile phones in school.
 - To reduce the amount of time students spend on social media and smartphones, which has been proven to have a detrimental impact.
 - To promote face to face communication and social interaction between the students.
 - To reduce instances of online bullying in school.
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In case of EMERGENCY ...

We appreciate that there may be occasions when you need to contact your child during the school day. Please do not 'phone or text them directly, but contact school reception and we will pass a message on. If your child needs to contact you during the school day, they should go to the school reception, where they will be able to call you.

If your child becomes unwell during the school day, a member of school staff will call you to discuss the situation and arrange for your child to be collected or sent home if this is necessary.

Student Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

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

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

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

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

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

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

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

- I will only use my personal hand held / external devices (mobile phones/USB devices etc) in school if I have permission I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed)

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

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

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

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

All other policies are available on the Isca Academy website via the 'About Us' tab

School Uniform

We are aware of how much expense is involved in the purchase of school uniform. We also understand how important it is that the uniform washes well and is not open to interpretation. We sell our uniform at cost price and ensure that quality is a priority.

A uniform price list is available on the school website: www.iscaexeter.co.uk

We hope to be able to open the in-school school uniform shop during the summer holidays and information will be sent to you about this when we are in a position to do so. You will be notified of which House your child is allocated to by the end of June, so that you will know which colour uniform you will need to buy.

Uniform may also be ordered online via the following link: <https://www.pbuniform-online.co.uk/iscaacademy>

Isca Academy Uniform:

- **Charcoal grey** school style trousers* – these may be purchased from any supplier; however, our exact standards must be maintained; therefore they must not be 'skinny', made from jean or chino material and should be similar in style and appearance to those supplied by us.
- Tartan skirt*, purchased from the school uniform shop
- Grey jumper with coloured piping around the 'V' neck and a coloured 'Isca' logo that signifies their House, purchased from the school uniform shop.
- Grey clip on tie with a thin stripe in their House colour, purchased from the school uniform shop.
- White cotton shirt (suitable to be worn with a clip-on tie not a polo shirt, the shirt will need a top button to accommodate the clip-on tie) – widely available from local retailers
- Black socks
- Plain black school shoes (shoes should be completely black with no coloured logos/ashes)

**From 1st May to the end of the summer term only, students may wear tailored charcoal grey school shorts as an alternative to trousers or skirts.*

PE kit:

- Black polo shirt with coloured logo and panel – purchased from the school uniform shop
- Black shorts
- Long black socks **
- Shin pads
- Mouth guard**

**These items are available from the uniform shop, but may also be purchased elsewhere.

Students who are **persistently** in incorrect uniform will be dealt with through the school sanctions policy.

Students will also need to bring some basic equipment with them each day to school:

- a pencil case

- black ink 'biro' pens
- HB pencils
- a ruler
- an eraser
- a pencil sharpener
- a protractor and pair of compasses (for Maths)
- a scientific calculator
- a bag large enough to hold an A4 folder

With the exception of the bag, students may purchase the above items during term-time through the resources shop in the Library.