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| Information for Parents / Guardians |
| September 2022 |

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# School Uniform

A uniform price list is available on the school website: www.iscaexeter.co.uk, uniform can be ordered online through SCOPay or direct with the school supplier Price and Buckland 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 exacting standards must be maintained; therefore they must not be ‘skinny’, nor made from jean or chino material.
* Tartan skirt\*, purchased from the school uniform shop, this should be worn with the logo visible when requested.
* Year 10 + 11 (KS4) – grey jacket with Isca logo, purchased from the school uniform shop.
* Year 7, 8 + 9 (KS3) – 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 or black opaque tights.
* Plain black school shoes (shoes should be completely black with no coloured logos/flashes; boots are not permitted).

\*From Easter 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 thigh length shorts or black skort or black jogging bottoms or sports leggings
* Black weather proof PE jacket - purchased from the school uniform shop
* Long black socks \*\*
* Shin pads
* Mouth guard\*\*
* Optional layers for additional warmth include a PE sweatshirt or PE mid-layer top both with the school logo which are available from the school uniform shop.

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

Other information:

* Students are permitted to wear one plain stud in the ears only: no other jewellery is permitted besides a wrist watch.
* Extreme of offensive hairstyles/hair colours are not acceptable at school and no bright colours (such as reds, blues, or purples) in all or part of the hair.
* Make up can be worn but must be discrete.
* Nail extensions are not permitted, nails should be kept to a sensible length so that students can participate safely in practical subjects. Nail varnish should not be worn.
* Name labelling of all uniform is strongly encouraged.
* A strong bag is essential and should be big enough to carry an A4 folder

Students are expected to take pride in their appearance, those who are persistently in incorrect uniform will receive an appropriate sanction.

## Basic Equipment

Students will also need to ensure they have some basic equipment with in school every day:

* 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.

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| **KS3 Uniform** | **KS4 Uniform** |
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# 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 and develop both academically and personally.
* 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. A child has arrived late, after the close of registration, with no justifiable reason. The registration period officially closes at 09:30.

## **Holidays and avoidable absences in term time**

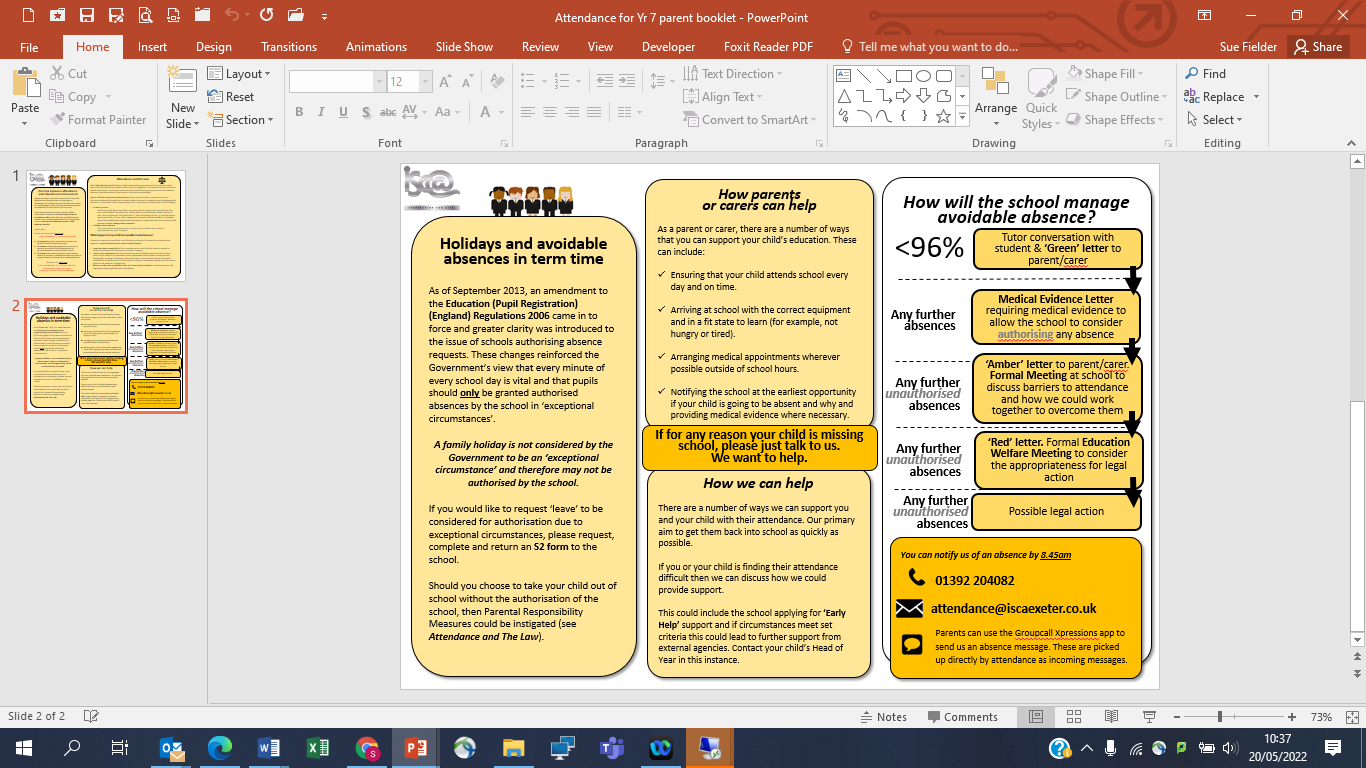
As of September 2013, an amendment to the Education (Pupil Registration) (England) Regulations 2006 came in to force and greater clarity was introduced to the issue of schools authorising absence requests. These changes reinforced the Government’s view that every minute of every school day is vital and 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. Only the Headteacher can authorise absence.

If you would like a ‘leave’ request 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**



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

## **Every Day Does Matter**

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

**An attendance rate of 96% means that over one school year, the student has missed 1.5 weeks or 35 lessons of school. Over the course of a student’s 11 years of compulsory school that could mean 16.5 weeks or 83 missed days of education (almost 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 by 08:45 if your child is going to be absent and why by email [attendance@iscaexeter.co.uk](mailto:attendance@iscaexeter.co.uk) or calling 01392 204082 option 2 for student attendance.

If you require support with attendance, please contact our Attendance and Welfare Support Co-ordinator on 01392 204042 or [swrightson@iscaexeter.co.uk](mailto:swrightson@iscaexeter.co.uk)

# 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. 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.

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| 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

Isca Academy students have **SPARK**

They are:

**S**afe

**P**repared

**A**ctively engaged

**R**espectful and

**K**ind

Students who do not follow these simple expectations are not showing they are ready to learn and will receive an appropriate sanction through our behaviour systems.

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

This 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 Inclusion 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 Reset, including a same day fifteen minute detention after school, should they fail to correct their disruptive behaviour following the reminder 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 an adjustment personalised for individual students. Students failing Reset or for serious incidents will have a 24 hour period in Internal Exclusion including an hour detention after school.

The behaviour 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 section on the school website](https://iscaexeter.co.uk/about-us/policies/).

# Taking and Using Photographs and 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](mailto:adminoffice@iscaexeter.co.uk) If you have any other questions, please contact school reception.

# 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 that 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.

## 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, students must not contact you directly to arrange collection.

# Acceptable Use Policy Agreement

## School Policy

The school has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support learning.

The computers and IT equipment are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all.

You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Any monitoring of student activity is to ensure compliance with this policy and to ensure the e-safety

of all students. The processing or collecting of any data is covered in the Privacy Notice and Data

Protection Policy found on our website.

### Safe

* I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
* I know that my use of school computers, devices and internet access will be monitored and filtered to protect me and I will comply with the schools acceptable use policy.
* I am aware that people online aren’t always who they say they are and that I must always talk to an adult before meeting any online contacts.

### Private

* I will keep my passwords private.
* I will never use someone else’s log in name or password to access any school systems or services.
* I will always ensure I have completely logged out of a PC before leaving it unattended.
* I will think before I share personal information and/or seek advice from an adult.
* I will not share other people’s personal data without their permission.

### Responsibility for school equipment

* I will not attempt to install any software or hardware on School PCs or infrastructure.
* I will only change the settings on the computer if a member of staff has allowed me to.
* I will only use my personal device/mobile phone in school if I have permission from a member of staff.
* I will not eat or drink in any of the IT rooms.
* I will not use a staff member’s computer including any attached equipment unless I have explicit permission to do so.
* I will not misuse my printing privileges and will only print school related work documents.

### Responsibility for data and internet access

* I will not access or change other people’s files, accounts or information.
* I will only upload appropriate pictures or videos of others online and when I have permission.
* I will always check that any information I use online is reliable and accurate.
* I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I’m not sure if something is allowed then I will ask a member of staff.
* I know that using the school’s ICT systems for personal purposes or gain is not allowed.
* I understand that the school’s internet filter is there to protect me, and I will not try to bypass it.
* I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices

### Responsibility for email

* I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend and appreciate that other users might have different views from my own.
* I understand that the use of strong language, swearing or aggressive behaviour and sending of inappropriate content is not tolerated.
* I understand that I should only open attachments on emails if they come from someone I already know and trust. Attachments can contain viruses or other programs that could damage files and software on my computer.
* I understand that if I receive an email containing material of a violent, dangerous, racist, or inappropriate content I will always report such messages to a member of staff.
* I understand that bulk emailing or spamming is not permitted, I will ask a member of staff if emails to groups of students or staff are required.

### Kind

* I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
* I will not upload or add any images, video, sounds or text that could upset, threaten the safety of, or offend any member of the school community.
* I will always think before I upload text, photos or videos as content can become public and impossible to delete.
* I will not use technology to disrupt or be unkind to people.

### Legal

* I know it can be a criminal offence to access other people’s accounts or send threatening and offensive messages.
* I will respect other people’s information and copyright by giving a reference and asking permission before using images or text from online sources.
* I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

### Report

* If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
* I will speak to an adult I trust if something happens either to me or another student which makes me feel worried, scared or uncomfortable.
* I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
* If IT equipment has been damaged or is faulty I will report this to a member of staff.

### Sanctions

If I do not follow these principles of acceptable use, then:

* I understand access to school IT systems, including email, may be withdrawn.
* I understand the school may issue further sanctions in line with the school behaviour policy.
* I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them.

All other policies are [available on the school website](https://iscaexeter.co.uk/about-us/policies/) under the ‘about us’ tab.

# 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.
* 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 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

## 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 or parent pack, please contact Mrs A Moxey, Assistant Headteacher (Business and Operations) at [amoxey@iscaexeter.co.uk](mailto:amoxey@iscaexeter.co.uk).