



ST EDWARD'S
CHURCH *of* ENGLAND ACADEMY

TRANSITION INFORMATION

Taking you step-by-step through starting school





Jodie Hassan,
Headteacher, says:

It's great news that you
have chosen our school for
your child. We are excited
that you and your child
are joining the St Edward's
Academy community.

Welcome

Welcome to St Edward's Academy, I look forward to getting to know you and your child over the next 7 years. We pride ourselves on knowing our students and their families, we know this is essential for your child to thrive and flourish while studying with us.

We need some
information from you.

To enable a smooth transition into our school for your child, we need to collect some key information from you. Please follow the steps in this booklet and detach the completed forms to be handed back into the school. This ensures we have the most accurate information for your child.

Answering your questions.

On page 11, you will find key information. Pages 12-13 contain answers to Frequently Asked Questions. Once you have detached the perforated forms and returned these to school, please keep the rest of the booklet as it has essential information for the transition process. If you have any questions that are not answered here, please contact the school office on 01708 730462 or email infor@steds.org.uk and we will be happy to help.

St Edward's Academy
London Road, Romford, Essex, RM7 9NX
Office Tel: 01708 730462
Email: info@steds.org.uk
Website: www.steds.org.uk



Step 1

STEP 1: Pupil Admission Form
St Edward's Academy

Student's Personal Details (Please attach photocopy of child's birth certificate or passport)	
Family/Last Name:	Date of Birth: Gender at birth: <input type="checkbox"/> Male <input type="checkbox"/> Female
Legal First Name:	Preferred name (if different):
Address:	
Postcode:	
First Language:	
Details of Primary School(s) or Secondary School if applicable:	
Instrument studied and level of proficiency:	
Previous Modern Foreign Languages Studied:	

Parent/Carer Details	
Parent/Carer Full Name:	Parent/Carer Full Name:
Parent/Carer Salutation:	Parent/Carer Salutation:
Relationship To Student:	Relationship To Student:
Address:	
Postcode:	
Occupation:	Occupation:
Work Phone:	Work Phone:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:

Daytime Emergency Contacts	
You must provide two working contact numbers. The school should be informed if these numbers change.	
Main Contact Full Name:	Main Contact Full Name:
Home Phone:	
Mobile Phone:	
Relationship to Student:	

Please tear here

Other Information

Number of Brother(s):	Number of Sister(s):
Names of brothers/sisters currently attending St Edward's Church of England Academy:	
Full names and relationship to child of any other adults who may contact the school regarding the student:	
Full names and relationship to child of any adult who should be denied access:	

Is the student currently eligible for free school meals? Please delete as appropriate.

☐ Yes ☐ No

Has the student been eligible for free school meals in the past 6 years?
Please delete as appropriate.

☐ Yes ☐ No

Involvement of Education Welfare Services. Please delete as appropriate.

☐ Yes ☐ No

Involvement of Social Services:

☐ Yes ☐ No

If yes, name of Social Worker:

St Edward's Church of England Academy is proud of our record in securing university places for our students after Sixth Form.

A parent/ carer or significant adult in my child's family has attended University.

☐ Yes ☐ No

Medical Information

Doctor's Name:	Doctor's Name:
Surgery name and address:	

Medical Infaormation:

Asthma

☐ Yes ☐ No

Epilepsy

☐ Yes ☐ No

Nut/ Food Allergies

☐ Yes ☐ No

Diabetes

☐ Yes ☐ No

Sickle Cell

☐ Yes ☐ No

Please Specify:

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Life in all its fullness

Step 1

Step 1

STEP 1: Pupil Admission Form

St Edward's Academy

• Other Allergies (i.e Bee Stings, Grass)

☐ Yes ☐ No

Please Specify:

Details of any other medical condition:

Please provide details of any regular prescribed medication:

Parent/Carer Signature:	Date:
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Ethnicity Questionnaire

Please answer the questions below. This form seeks information about your child's ethnic background. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not necessarily the same as nationality or country of birth. If your ethnic background is not listed you may wish to write it in alongside 'Any Other Ethnic Group' at the bottom of the list.

1. Are you:

☐ The parent or carer of the student named above

☐ The student named above

2. Please tick one box only to indicate the ethnic background of the student named above.

Asian or Asian British

Afghan

☐ (OAFG)

Pakistani

☐ (APKN)

Vietnamese

☐ (OVIE)

Indian

☐ (AIND)

Bangladeshi

☐ (ABAN)

Any other Asian background (please state)

☐ (AOTH)

Black or Black British

Caribbean

☐ (BCRB)

Congolese

☐ (BCON)

Nigerian

☐ (BNGN)

Somali

☐ (BSOM)

Other Black African

☐ (BAOF)

Angolan

☐ (BANN)

Ghanaian

☐ (BGHA)

Sierra Leonian

☐ (BSLN)

Sudanese

☐ (BSUD)

Any other black background (please state)

☐ (BOTH)

Chinese

Chinese

☐ (CHNE)

Please tear here

Mixed

White and Black Caribbean☐ (ABAN) (MWBC)

White and Black African☐ (MWBA)

White and Asian☐ (MWAS)

Any other mixed background (please state) ☐ (MOTH)

White

Albanian☐ (WALB)

English☐ (WENG)

Greek / Greek Cypriot☐ (WGRE)

Gypsy / Roma☐ (WROM)

Irish☐ (WIRI)

Kurdish☐ (OKRD)

Scottish☐ (WSCO)

Traveller or Irish Heritage☐ (WIRT)

Turkish☐ (WTUK)

Turkish Cypriot☐ (WTUC)

Welsh☐ (WWEL)

White Eastern European☐ (WEEU)

White Western European☐ (WWEU)

White Other (please state) ☐ (WOTW)

Other

Latin / South American / Central American ☐ (OLAM)

Any other ethnic group ☐ (OOEG)

If you do not wish the school to record an ethnic background for your child please tick this box ☐ (REFU)

Home languages
Is English your first or additional language? <input type="checkbox"/> Yes <input type="checkbox"/> No
First language spoken at home?
Is English your first language?

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

This information is available at request by contacting the GDPR Lead at info@steds.org.uk.

Office use only	
Date application received	
Date processed	
Date processed	

Student's Name:

St Edward's Academy expects that students and Parents/Carers take their responsibilities outlined in the Home/School Agreement seriously. The Home/School Agreement is indicative of the necessary partnership between the School, Parents/Carers and students. The Agreement incorporates the School's Aims, Values, Ethos and key policies and procedures including Behaviour, the use of Social Media, Uniform, Medical Needs and Communication with Parents/Carers.

Student Responsibilities - I agree to:

- Attend school every day and avoid taking time off unnecessarily. I will arrive by 8:20am or before as the school day begins at 8:30am.
- Wear my full and correct uniform at all times in school. This includes my PE kit (for timetabled lessons and sporting events). I will treat my uniform with respect, including when I am travelling to and from school. I will follow the guidelines on jewellery, hair and make-up.
- Obey the rules of St Edward's at all times, including outside of school when wearing my uniform. I will face sanctions if I do not abide by the rules.
- Arrive to all my lessons on time and ready to learn. This includes bringing all my equipment to school every day (ie. my pencil case, calculator, books and Planner).
- Ensure I meet all lesson requirements and deadlines, especially when completing my homework.
- Treat all members of the school community with respect. This includes students, staff and visitors to the school. I will treat all members of public with respect whilst outside school and in uniform. My behaviour will reflect the high expectations of the School, my family and myself as an individual.
- Respect the property, privacy, family life and life choices of other people. I will not deliberately hurt or offend others by anything I say or do.
- Stay e-safe – I will not share my details online, be involved in cyber bullying or bring the School into disrepute through ICT or social media usage. I will not use any social media with apparent affiliation to the School. Mobile phones are not encouraged at St Edward's. If you do bring a mobile phone in it must be switched off and kept out of site.
- Share responsibility for the school environment. I will look after school property (the building, books and materials). I will help keep our school pleasant and free from litter. I will not eat outside the canteen or bring food (including gum) into school.
- Inform an appropriate adult if any issues are affecting my learning or well-being.

Student Signature:

Date:

Parent/Carer and Family Responsibilities - I/we agree to:

- Support the Christian Ethos of the School as manifested in the aims, values, standards and teaching of the School. These are epitomised by the Mission Statement - 'Life in all its Fullness'.
- See that my child attends school daily, on time (present at 8:20am or before for an 8:30am start). In case of absence, the School will be informed as soon as possible by telephone and an absence note will be provided explaining the precise reason for absence on return. Holidays will not be arranged during school time.
- Ensure my child wears full and correct uniform at all times, including PE kit (for timetabled lessons and sporting events). Uniform guidelines will also be adhered to when travelling to and from school. Ensure the guidelines on jewellery, hair and make-up are followed.
- Support the School's Behaviour Policy (available on the School website). Support the School's use of appropriate sanctions (including fixed-term suspension, seclusions and detentions).
- Ensure my child brings all necessary equipment (including the School Planner).
- Check and sign my child's Planner every week and regularly sign into my Parent/Carer log-in for 'Show My Homework' in order to keep informed about my child's homework and school issues. I will support homework completion.
- Attend all Parent/Carer events (i.e. Subject Days, Subject Evenings, Progress Days) and any other meetings called to discuss my child's progress.
- Monitor my child's use of social media and mobile phones. Ensure the School is a safe environment by supporting sanctions for the misuse of technology and social media including the school policy stating any mobile phones brought into school must be switched off and out of sight.
- Inform the School of any concerns or problems that might affect work, progress or behaviour immediately.
- Provide the School with up-to-date medical and contact details. This will include two telephone contact numbers that will be answered during the day.

Parent/Carer Signature:

Date:

Please tear here

STEP 3: ST EDWARD'S – A CASHLESS SCHOOL

St Edward's Academy

We use a secure website called ParentPay for payments of all school activities, including school lunches. 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 is of the highest internet security available.

You will have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, you can merge their accounts once logged in.

Making a payment is straightforward and you can pay several items at once. 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 the account you can make online payments straight away. Those parents unable to make online payments can pay cash by requesting this option in writing. The school finance office will then issue a barcoded letter for each item individually. PayPoint payments are recorded by ParentPay in the same way as online payments and may be seen in your payment history under your account setting.

ST EDWARD'S DINING HALL - CASHLESS CATERING & BIOMETRIC SYSTEM

Our dining hall is operated with tills using biometric fingertip recognition supplied by Nationwide Retail System Ltd helping us to provide fast, efficient and good quality service

The biometric system used in schools are based on fingerprint recognition technology. The system works by taking measurement of the fingerprint, but do not capture a complete image. The stored data cannot be used to recreate the print and once a member of the school community leaves their biometric data will be removed from the database.

This system incorporates the latest technology and eliminates the need to carry cash throughout the day and reduces the risk of cash being lost or stolen. There is no need to carry a payment card as the system will recognise your child at the tills once the registration is completed.

We have to have received the parents' / carers' written consent before we can collect students' details, so please sign the form below.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

Having read guidance provided to me by St Edward's Academy. I give consent to use information from the biometric recognition system.

Name of the student:

The biometric registration is taken and used by St Edward's Academy for use as part of an automated biometric recognition system.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/ Carer:

Date:

Step 3

Step 4 - 5

STEP 4: USE OF IMAGES

St Edward's Academy

St Edward's Academy uses positive images of students learning and taking part in school related activities to promote the School and share good news with parents and the wider community.

Please sign below to give your consent for photographs and videos to be taken of your child. Images will only be used for non-profit, educational purposes.

St Edward's Church of England Academy uses photographs and videos:

- Within schools on screens, notice boards and in school newsletters and prospectuses.
- Online on our school website or school social media pages.
- We sometimes send news articles and photographs of students to local news media and allow news organisations, (e.g. BBC, ITV or Sky news) to film within school. This is done only with the prior agreement of the Headteacher and is supervised by school staff at all times.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

I consent to the use of images of my child as outlined above:

Name of Child:

Parent/Carer Signature:

Parent/Carer Name:

Date:

STEP 5: MOBILE PHONES & MISUSE OF SOCIAL MEDIA

St Edward's Academy

Mobile phones must be switched off and out of sight at St Edward's Academy. I understand that I am not allowed to use a mobile phone or other electronic device on the school premises.

I will stay e-safe. I will not share my details online, be involved in cyber bullying or bring the school into disrepute through ICT or social media usage. I will not use any social media with apparent affiliation to the school.

Breaking this agreement will result in a sanction. This could be as serious as a fixed-term suspension or even permanent exclusion depending on the seriousness of the breach.

Name of student:

Signature of student:

In the presence of a family member, Parent / Carer Signature:

Date:

Please tear here

These Acceptable Usage of IT expectations are to promote positive and responsible network and internet behaviour.

Please read carefully and sign at the bottom to show you agree to these terms.

As a student at St Edward's Academy , I will adhere to these expectations

In school:

- I will only use school Internet and IT facilities for educational purposes which follow each teacher's instructions. This includes email, video, messaging, video-conferencing, social media, Internet, file-saving and printing.
- I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask a Computer Science teacher to install software if required.
- I will not share my network, Internet or any other school-related passwords.
- I will change my passwords when asked to.
- I will not look at or delete the work or files belonging to other people.
- I will not look for or look at unpleasant, rude or inappropriate websites on the school system. I will check with a teacher if I think a website might be unsuitable.
- I will treat all school IT equipment with respect and ensure any computer I use is left in the state that I found it.
- I am aware that everything I do on computers or other devices using the systems and platforms provided by the school (including emails) are monitored and logged, and that the school will contact my parents/carers if a teacher is concerned about my online safety or my behaviour when using IT.
- I will respect copyright when making use of images and videos in my school work. I will use and attribute 'Creative Commons' material (as taught in Computer Science lessons lessons).
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
- I will not bypass or look for ways to bypass the school filtering or proxy service.
- I understand that these rules are designed to keep me safe and that, if they are not followed, sanctions may be applied and my parent/carer will be contacted.

Outside School:

- I will make sure all my contact with other people is responsible. I will not cyber-bully pupils, teachers or any members of the school community.
- I will be responsible, appropriately dressed and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.
- I will not give out my personal details (such as my name, address, school, bank details or phone number) on the Internet or on social media.
- I will not meet people I've contacted on the Internet/social media. I will tell my parents immediately if anyone asks me to meet them.
- I will not upload or download any pictures, writing or films which might upset people online.
- I will report or block any offensive, racist, sexist, obscene, violent content I have come across while using internet or social media and report anyone who sends me, or shows me, inappropriate content.
- I will not write unpleasant, rude or untrue comments online about pupils, teachers or the School.
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material online outside of school, I will inform my parents immediately.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.

Name of student:	
Signature of student:	
I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at school.	
Parent / Carer Signature:	Date:

Key INFORMATION

WHAT ARE OUR SCHOOL TIMES?

The day begins at 8.30am, with students arriving by 8.20am. During the day, there are five hour-long lessons with 20 minutes for mid-morning break and 50 minutes for lunch. Students in Year 7 – 11 remain on the school site all day. The day finishes at 3.00pm, although many students remain in school as part of our out-of-hours learning programme.

Sixth Form

The formal school day runs between 8.30am and 3.00pm. All post-16 students are expected to arrive at school before 8.25am for registration. Sixth Form students are encouraged to remain at school for longer than the timetabled school day to receive advice and support from their teachers. A member of the Sixth Form leadership team is available until 6.00pm each evening.

UNIFORM

Boys

- White shirt (with collar for tie).
- Navy blue blazer with school badge (worn at all times).
- School tie (obtained from the school).
- Plain navy blue V-neck jumper/ cardigan (no logo, sweatshirts or hoodies).
- Dark grey or black school trousers (no jeans or leggings).
- Plain dark grey or black socks. No logos.
- Plain black office type shoes (no boots, plimsolls or trainers).

Girls

- White shirt (with collar for tie).
- Navy blue blazer with school badge (worn at all times).
- School tie (obtained from the school).
- Plain navy blue V-neck jumper/ cardigan (no logo, sweatshirts or hoodies).
- Navy blue pleated skirt. No shorter than 2" (5cm) above the knee or lower than the mid-calf OR Navy blue or black tailored school trousers.
- Plain navy, black or white socks. No logos.
- Plain black low-heeled shoes. (No boots, plimsolls or trainers).

Boys and girls

- Belt – Black with plain buckle (NOT decorative or large).
- Plain dark blue or black (NO logo, not leather, leather look or denim).

- Hats/Scarves – Black or navy blue scarves and pull on hats may be worn in winter – no logo (No baseball caps).
- Bags – Capable of carrying an A4 textbook, exercise book or folder (No handbags/'manbags')

P.E. KIT

Boys and girls kit is exactly the same and divided into indoor and outdoor.

Indoor

- Plain navy blue or black shorts - no logo.
- Light blue polo shirt with school logo*.
- White socks. No logos.
- Trainers with white soles for gym.
- Tracksuit bottoms or sports trousers from school supplier. Plain navy blue or black – no logo. Leggings are not permitted during lessons.

Outdoor

- Plain navy blue or black shorts – no logo.
- Navy blue school rugby top (boys only)*.
- Navy blue football socks.
- Trainers with white soles for gym.
- Outdoor football/astro/moulded boots (optional for girls).
- Navy blue sweatshirt with school logo*.
- Tracksuit bottoms or sports trousers from school supplier. Plain navy blue or black – no logo. Leggings are not permitted during lessons.

Optional items

Mouthguard/gumshield (As required for specific sports).

*only from Premier Schoolwear or Havering Schoolwear as below.

Premier Schoolwear

688-690 Becontree Avenue
Dagenham
RM8 3HD
Tel: 0208 592 0141
www.premierschoolwear.co.uk

Havering Schoolwear Ltd

160-162 Hornchurch Rd
Hornchurch
RM11 1QH
Tel: 01708 767 890
www.haveringschoolwear.co.uk

School Equipment Items you must bring to school every day:

- Lanyard & ID badge.
- Student Planner.
- In a clear pencil case: 2 Black pens 2 Pencils 2 Highlighters 1 Red pen.
- Reading book.
- Casio scientific calculator.
- 15cm Ruler.
- Eraser.
- Pencil Sharpener.

Labelling of personal possessions

Please ensure that all items of clothing and other personal possessions are clearly labelled with your child's name.

FOOD IN SCHOOL

The St Edward's 1710 Food Hub was designed by students, in all Year groups. The brand is aspirational and looks equally at home in the School or our Sixth Form Block. Our new brand concepts have been tried and tested with our students and developed with tighter budgets in mind and offer nine balanced items at 99p. A menu is detailed on our website, with nutrition and allergen information also available to download for parents of children with special diets.

School lunches are provided by Vertas Catering, who prepare nutritious and balanced meals cooked by professional staff.

Paying for school meals

We are a cashless school, and students pay for lunch by setting up their ParentPay account. If you already have one from primary school, this can easily be transferred across to secondary school. If you are eligible for free school meals, this will also transfer across if you are currently a Havering resident.

If you have any queries about this or want to see further details about the lunches on offer, please visit: www.steds.org.uk/about/catering/

Free school meals

Families in receipt of certain benefits may be eligible for free school meals. If you think your child may be eligible for free school meals, please ask for advice in confidence at the school office.

We encourage families to apply for free school meals, even if your child does not take them, as the funding the school receives in Pupil Premium enables us to provide more resources to educate the children of St Edward's.

Packed lunches

Students may alternatively wish to bring a packed lunch from home. In accordance with our healthy eating policy, these should not contain fizzy drinks, chocolate, sweets or very sugary items. Please do not bring nuts or nut-based products into school.

Also for health reasons, we do not permit 'sharing bags' of crisps or snacks.



Frequently asked QUESTIONS

ATTENDANCE

If a student is going to be absent from school, parents/carers should telephone the dedicated Student Absence Line 01708 771111. This is an answer machine dedicated to absence calls.

Please telephone as early as possible and before 9.00am. If the absence is longer than one day, daily calls should be made to report ongoing absence. If a student has a medical certificate and will be absent for a longer period, the medical certificate should be provided and addressed to the Attendance Coordinator, Main School Office.

Schools have a safeguarding duty to investigate any unexplained absences.

Holidays in term time

The Headteacher cannot and will not authorise absences purely for a family holiday. Term dates are published in advance, and these can be viewed on the school website so that holidays can be planned accordingly.

There is a discretionary power held by the Headteacher to authorise absence in 'exceptional circumstances'. If parents/carers feel they have an exceptional circumstance, permission must be sought from the Headteacher prior to making any arrangements or taking any absence. Parent/carers should be aware that this is a request and not an entitlement.

A family holiday is not considered to be an 'exceptional circumstance'.

Please note: The Headteacher will not authorise an absence if it is believed it is to the detriment of a child's education (e.g. when pupils are taking their GCSE or A Level exams). If a request is authorised, parents/carers are required to ensure their child catches up on any missed schoolwork. This is the responsibility of parents/carers, and the school is not obliged to provide work to complete.

Any unauthorised absence will be recorded on the student's attendance record. Parents/carers should be aware that this may result in legal proceedings against them, either through a Penalty Notice Fine or the Magistrates' Court.

If you wish to discuss matters prior to submitting a request, please email attendance@steds.org.uk to speak to our Attendance Team.

MEDICINE IN SCHOOL

We strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines.

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document.

The school will endeavour to keep every student safe and comfortable whilst at school. If a student requires the use of their medication the school will inform parents or carers as appropriate.

MOBILE PHONES

Mobile phones must be turned off and out of sight while on the school premises. This simple rule means students never use their mobile phone during the school day, so they can focus entirely on their studies and being with their friends. It also gives parents and carers the comfort in knowing their child still has their mobile phone while they are travelling to and from school.

If parents/carers need to get into contact with their child during the school day, or vice versa, the staff in reception and student services are happy to organise messages or a phone call home.

HAIRSTYLES, MAKE-UP AND JEWELLERY

Hair should be of a natural shade (no extreme hairstyles or colours). Hair ties should be plain navy or black. Headscarves should be plain navy or black. No patterned headscarves.

Jewellery: Only a small cross or religious symbol may be worn. No other jewellery including earrings (even with plasters) or any other body piercings are permitted.

No make-up, false eyelashes, fake tan, nail varnish, false nails or visible tattoos are permitted throughout the school.

HELPING TO SUPPORT CHILDREN'S LEARNING AT HOME

Online Learning Platform- Satchel One "Show My Homework"

We use an online learning platform called Satchel One Show My Homework (SMHW). Both students and parents/carers have their own log-in details to access this platform and we encourage you to monitor your child's completion of their online learning and homework.

If you do not have your log-in details, please contact us at info@steds.org.uk and we will send you the details. This is an important platform for communication and we encourage parents/carers to access this platform at least once a week.

INTERNET SAFETY

Schools have a statutory duty to monitor their digital environment in order to identify any potential threats to pupil's welfare and wellbeing. Monitoring is carried out by an external provider, combining intelligent detection software, expert human behaviour analysis and dynamic threat libraries to identify a range of safeguarding risks.

All school owned devices will be continuously monitored for safeguarding risks. If pupils and staff use a school owned device outside of school, the device will continue to be monitored when it is both online and offline.

ISSUES CONCERNING CHILDREN'S WELFARE

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

CLUBS AND ACTIVITIES

We have a wide range of extra-curricular clubs. Students are given a timetable for their planner in the first term showing when the different clubs are taking place. Out-of-hours learning opportunities range from ICT to Music to Art and Drama.

Our extensive range of sports clubs include opportunities to develop skills in a variety of sports including:

Football	Basketball
Cricket	Trampolining
Tennis	Badminton
Table Tennis	Netball
Volleyball	Athletics
Rugby	Handball

Additional classes, especially for students preparing for exams, take place during Half Term breaks and the Easter holidays. Parents/carers can find full details on our website under Curriculum/ Out of Hours Learning.

SPECIAL EDUCATIONAL NEEDS

We believe that partnership working with the parents/carers is a benefit to all learners who attend St Edward's Academy.

For parents/carers of children with SEND, this partnership is fundamental to our work. Where a student is receiving support, we talk to parents/carers regularly to agree clear outcomes and review progress towards them through using the graduated approach outlined previously. We discuss with parents/carers the activities employed with students and the support programme offered.

We identify the responsibilities of the school, the individual student and the parent/carer. In addition to scheduled parents' evenings, we meet parents/carers of students with EHC Plans at least three times each year. The focus of these meetings is to review the progress that individual students are making. Progress is reviewed with prior attainment in mind. The assessment of progress is measured in relation to the targets set through the Pupil Passport and those identified through the annual review.

Our full SEN policy can be found on our website under School/Policies and Documents.

CHARGING POLICY

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which is kept under regular review.

Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will not be made.
- Charges will be made.

For more information, please read our Charging and Remissions Policy on our website under School/Policies and Documents.

EMERGENCY ARRANGEMENTS

We will, of course, endeavour to keep the school open at all times. In the unusual event that the school should need to close (for example, severe weather conditions which makes opening the school dangerous or unreasonably difficult, or national events such as the pandemic), we will send a text via your mobile phone.

It is vitally important that we have the up-to-date contact details of those with parental responsibility and close contacts on file.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances, parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.



Working with PARENTS

COMMUNICATION WITH PARENTS

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

REPORTS ON YOUR CHILD'S PROGRESS

School reports outlining progress and attitude to learning are sent home once a term with a more details HOPE report sent in the summer term. Parent consultations occur once a year with the timing dependent on the Year group.

Parents will be notified of dates and arrangements for consultations.

NEWS

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website. You can also find out more by following the St Edward's Academy Facebook page.

AT HOME

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

CONTACTING PARENTS

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

SEEK PERMISSION

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving full consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

POLICIES

WHY DO WE NEED POLICIES?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying
- Behaviour
- Child Protection
- First Aid
- Health and Safety
- Safeguarding
- SEND

A full list of our policies can be found on our website under School/Policies and Documents.



Our Mission STATEMENT

'Life in all its Fullness'

The St Edward's Way – Our Vision and Ethos

The vision and ethos of St Edward's Academy is hinged around the ambition that all members of our community should live 'Life in all its fullness'. This is achieved through our HOPE values.

Aims

At St Edward's Church of England Academy, it is our primary aim that every member of our community feels valued and respected, and that each person is treated fairly and well, within a climate of mutual trust and respect.

St Edward's Academy is founded on Christian values, and we exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Our Mission

To ensure that every student leaves St Edward's as the best that they can be: confident, articulate and culturally aware. We will make sure that we know every child, have the highest expectations of them and are there to support and guide them on the pathway from childhood to self-realisation as a young adult. Students feel safe, valued and accepted.



ST EDWARD'S
CHURCH of ENGLAND ACADEMY

St Edward's Academy

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