



TRINITY
ACADEMY
LIBERTAS PER CULTUM

Parent Handbook

Taking you step-by-step through starting school

Libertas per Cultum – 'Freedom through Education'



Welcome to Trinity Academy

Antony Faccinello (MA Oxon PGCE), Principal, says...

Welcome to Trinity Academy. I am delighted that your child will be joining us at our school. We will work closely with you so that your son or daughter enjoys success in their secondary journey and fulfils their full potential.

FLOURISHING SCHOOL

We are a flourishing mixed, non-selective secondary school and sixth form based in Brixton, London, admitting students from the ages of 11 to 18.

BEST OF BOTH WORLDS

Trinity Academy - as part of the outstanding Future Academies Trust - brings together the best of all worlds in offering a high quality of education more usually found in independent schools: we are large enough to offer the fullest range of academic subjects and co-curricular activities yet small enough to know every student as an individual.

WE NEED SOME INFORMATION FROM YOU

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

ANSWERING YOUR QUESTIONS

On page 29 is Key Information and pages 30-34 have answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 3126 4993 and we will be happy to help!

POLICIES AND TERM DATES

On page 35 are details of some important policies you need to know about and term dates.

STEP 1: TRINITY ACADEMY APPLICATION FORM

Trinity Academy

STEP 1

Please ensure you complete ALL sections on this form in **CAPITAL** letters and in **BLACK INK**.
If this information changes, please inform the school office immediately.

STUDENT INFORMATION

STUDENT DETAILS (In cases of parents living separately but with a shared care arrangement, the child's principal address must be used.) [1-4]

Legal Surname: _____

Legal Forename: _____ Middle Name(s): _____

Preferred First Name: _____

Gender: ☐ Male ☐ Female Date of Birth (Day/Month/Year): / /

Address: _____

Postcode:

Student Mobile Phone No: _____

PARENT/GUARDIAN DETAILS (1st Priority Contact: This person must have the same address as the student) [5]

Parent/Guardian Name: Mr/Mrs/Ms/Miss/Dr _____

Relationship to Student: _____

Does the student live with this person? ☐ Yes ☐ No (Please give details of address below)

Address (if different from student): _____

Home Phone No. _____ Mobile Phone No. _____

Email Address: _____

PARENT/GUARDIAN DETAILS (2nd Priority Contact) [5]

Parent/Guardian Name: Mr/Mrs/Ms/Miss/Dr _____

Relationship to Student: _____

Does the student live with this person? ☐ Yes ☐ No (Please give details of address below)

Address (if different from student): _____

Home Phone No. _____ Mobile Phone No. _____

Email Address: _____

Please tear here

EMERGENCY CONTACT DETAILS

[5]

Please provide the details of **two** adults (18 years and over) who have agreed to take responsibility of the student in the event of the Academy not being able to contact the parents/guardians.

Emergency Contact Number 1

Name:

Surname:

Relationship to Student:

Phone Number:

Emergency Contact Number 2

Name:

Surname:

Relationship to Student:

Phone Number:

FAMILY LINKS

[5]

Name(s) of brothers/sisters who will be attending the Academy as of September 2023:

Form Group:

Name(s) of any other relatives who will be attending the Academy as of September 2023:

Form Group:

DIETARY: FREE SCHOOL MEALS ENTITLEMENT

[6]

We believe that it is important for anyone who thinks they have an entitlement to free school meals to apply for this support. To apply for Free School Meals, please refer to page 21 of this admission pack.

Are you currently receiving Free School Meals (eligible until aged 16)

☐ Yes

☐ No

MEDICAL: DIETARY REQUIREMENTS

[7]

Please specify any dietary requirements that your child has below. Any allergies or medical conditions should be listed on the Healthcare Plan enclosed with this form.

☐ Artificial colouring

☐ Gluten Free

☐ Halal

☐ Kosher Food

☐ No Dairy

☐ No Nuts

☐ No Pork

☐ No Seafood

☐ Vegetarian

☐ Other

If Other, please specify allergen:

Paramedical Support:

Does the student require Occupational Therapy?

☐ Yes

☐ No (Please give details below)

Does the student require Physiotherapy?

☐ Yes

☐ No (Please give details below)

Does the student require Speech Therapy?

☐ Yes

☐ No (Please give details below)

If you have answered Yes to any of the options above, please give specific details below:

STEP 1

STEP 1

ETHNIC AND CULTURAL INFORMATION

[8]

We are required by the Department for Education to request from Parents/ Guardians the **Ethnicity** and **Religion** of all students. It is required for statistical purposes. Please tick **one** box only.

White

☐ British

☐ Irish

☐ Traveller of Irish Heritage

☐ White Eastern European

☐ White Western European

☐ White Other

Asian or Black Asian

☐ Afghan

☐ Bangladeshi

☐ Chinese

☐ Indian

☐ Pakistani

☐ Any other Asian background

Other Ethnic Group

☐ Albanian

☐ Arab

☐ Egyptian

☐ Gypsy

☐ Gypsy/Roma

☐ Iranian

☐ Iraqi

☐ Kosovan

☐ Kurdish

☐ Latin/South/Central American

☐ Lebanese

☐ Libyan

☐ Moroccan

☐ Portuguese

☐ Roma

☐ Yemeni

☐ Other ethnic group

☐ Prefer not to say

Mixed

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background

Black or Black British

☐ Angolan

☐ Caribbean

☐ Congolese

☐ Ghanaian

☐ Nigerian

☐ Sierra Leonean

☐ Somali

☐ Sudanese

☐ Other Black African

☐ Any other Black background

RELIGION

[8]

☐ Buddhist

☐ Jewish

☐ Other religion

☐ Christian

☐ Muslim

☐ No religion

☐ Hindu

☐ Sikh

☐ Prefer not to say

If you have selected *Other religion* please specify here:

NATIONAL IDENTITY

[8]

☐ Welsh

☐ Irish

☐ Prefer not to say

☐ English

☐ British

If you have selected *Other* please specify here:

☐ Scottish

☐ Other

| | | |
|--|--|-----|
| LANGUAGE | | [8] |
| What is the student’s first language? | | |
| What language is spoken at home? | | |
| Does the student require additional English Language support? | | |
| What is the student’s country of birth? | | |
| Has the student lived abroad? Which country? | | |
| Dates of residence abroad: | | |
| Date of arrival to the UK: | | |
| Did the student attend school whilst living abroad? | | |
| Asylum Status: <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Refugee | Traveller Status: Please provide details: | |
| ADDITIONAL INFORMATION | | |
| Service Children in Education | | |
| Is either parent/guardian, a member of the British HM Armed Services, Ministry of Defence (MOD) personnel and MOD-sponsored organisations stationed overseas? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Youth Support Services Agreement | | |
| Do you consent to your child's information being passed to third party companies contracted by Future Academies and Governing Bodies to offer Careers Information, Advice, and Guidance? This is to provide your child with unbiased, information and support throughout their education <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| SCHOOL HISTORY | | |
| [11] | | |
| Previous School: | | |
| School Address: | | |
| Dates attended (Month/Year): | | |
| Reason for Leaving: | | |
| Previous School: | | |
| School Address: | | |
| Dates attended (Month/Year): | | |
| Reason for Leaving: | | |
| Previous School: | | |
| School Address: | | |
| Dates attended (Month/Year): | | |
| Reason for Leaving: | | |
| PARENT ENGAGEMENT | | |
| We consider it important that parents be involved in the strategic development of the school. To that end, we hold regular Parent Governors elections, which you will be informed of via email. This task is carried out in the public’s interest. You have the right to object to this and can contact the school’s administration team to do this. | | |
| CONTACTS WITH EDUCATIONAL AGENCIES AND OTHER AGENCIES | | |
| If you answer yes to any of the following questions, where appropriate, please provide any important details such as the name of the contact. Please continue on a separate page if necessary. | | |

STEP 1

STEP 1

Please tear here

| | |
|---|--|
| Has the student got an EHCP (Statement of Special Education Needs)? | |
| Please inform us of any special provisions the student may need? Is your child on the SEN register at their primary school? | |
| Is your child currently a Looked After Child? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has your child previously been a Looked After Child? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your child adopted? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please outline details of any additional support your child has received in primary school: <ul style="list-style-type: none">• Academic support• Speech and language support• Social and emotional support | |
| Has the student had contact with an Educational Psychologist? | |
| Has the student had contact with an Educational Welfare Officer? | |
| Has the student had contact with a Social Worker | |
| Has the student had contact with CAMHS (child & adolescent mental health)? | |

| | |
|---|--|
| DECLARATION | |
| DECLARATION AND SIGNATURE OF PARENT / GUARDIAN | |
| Please ensure that you sign below, the Academy cannot update your details unless you do so. | |
| Name of parent/guardian: _____ | |
| I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief. | |
| Signed by parent/guardian: _____ Date: _____ | |
| All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |
| DECLARATION AND SIGNATURE OF STUDENT | |
| This section is only to be signed by students over the age of 13. | |
| Name of student: _____ | |
| I certify that the information given on this form is true to the best of my knowledge and belief. | |
| Signed by student: _____ Date: _____ | |
| All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |

The purpose of this form is for you to record any medical conditions that your child has, that the Academy should be aware of. This includes medical conditions that could affect your child’s health whilst attending school. For example, any respiratory conditions such as asthma, serious life-threatening conditions, such as diabetes, epilepsy or any allergies.

The information that you provide on this form will be used as your child’s healthcare plan. This will help Academy staff to ensure their well-being is supported while at the Academy.

STUDENT INFORMATION

STUDENT DETAILS

Legal Surname:

Legal Forename:

Middle Name(s):

Gender:

Male

Female

Date of Birth (Day/Month/Year):

/

/

Address:

Postcode:

MEDICAL CONTACT DETAILS

Doctors Name:

Doctors No:

Doctors Address:

Postcode:

STUDENT MEDICAL INFORMATION

Medical Conditions

Allergies

Dietary Requirements

STEP 2

| Medical Condition | Medicine | Dose | When | How is it Administered? |
|-------------------|----------|------|------|-------------------------|
| | | | | |
| | | | | |
| | | | | |

Does treatment of the medical condition affect behaviour or concentration?

Are there any side effects of taking the prescribed medication?

Is there any ongoing treatment that is not being administered in school?
If so, what are they?

Please provide storage instructions for all medication:

ROUTINE MONITORING

What monitoring is required?

Some medical conditions will require monitoring to help manage the child/young person’s condition.

Please tear here

| |
|---|
| When does it need to be done? |
| |
| Is any equipment required? |
| |
| How is it done? |
| |
| Is there a target? If so, what is the target? |
| |
| EMERGENCY SITUATIONS |
| What is considered an emergency situation? |
| |
| What are the symptoms? |
| |
| What are the triggers? |
| |
| What action must be taken? |
| |
| Are there any follow up actions (e.g. tests or rest) that are required? |
| |

STEP 2

STEP 2

| | |
|--|--|
| IMPACT ON CHILDS LEARNING | |
| How does the child's medical condition affect learning? e.g. memory, processing speed etc. | |
| | |
| Does the child require any further assessment of their learning? | |
| | |
| PHYSICAL ACTIVITY | |
| Are there any physical restrictions caused by the medical condition(s) | |
| Is there any extra care needed for physical activity? | |
| Actions before exercise | |
| Actions during exercise | |
| Actions after exercise | |
| TRIPS AND ACTIVITIES OUTSIDE OF SCHOOL | |
| What care needs to take place? | |
| | |
| When does it need to take place? | |
| | |
| If needed, is there somewhere for care to take place? | |
| | |
| Who will look after medicine and equipment? | |
| | |

Please tear here

Trinity Academy

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Trinity Academy

As a PUPIL at Trinity Academy, I will:

- Signed: _____ Date: _____

Please tear here

Parent Name (print): _____ Date: _____

Signed: _____ Date: _____

As an ACADEMY, we will:

- 1. Ensure that every pupil has the opportunities, support and guidance to achieve their full potential.
- 2. Provide an excellent standard of teaching in every subject. Staff will check the work completed on a regular basis and give feedback on areas for improvement.
- 3. Provide a curriculum that builds academic knowledge and understanding.
- 4. Provide opportunities for pupils to experience a wide range of activities to raise their aspirations about higher education, the world of work and wider interests.
- 5. Set home learning regularly.
- 6. Communicate regularly about progress, concerns and successes.
- 7. Provide a safe and secure environment where pupils can be happy and successful.



Principal
Antony Faccinello MA (Oxon) PGCE

STEP 3

STEP 4

At Trinity Academy, we place knowledge and the pursuit of excellence at the heart of all that we do. We have the highest expectations of our students, and persevere in guiding them to achieve their fullest potential. We believe that knowledge should be joyful and empowering, and we strive to foster in our students an insatiable curiosity for life. We believe that knowledge is an emancipatory force, granting our students the freedom to achieve their academic and social potential. This ethos is embodied in our Trust values (Knowledge, Aspiration, and Respect) and in our school motto,

Libertas per Cultum (freedom through education)

Freedom to choose:

We aim to instil knowledge to allow our young people to make good choices in life. Our carefully-designed and rigorous knowledge-rich curriculum gives our students access to the best that has been known and thought, putting them on a level playing field with their independently-educated peers. Our passionate teaching staff are experts in their fields, inspiring students through their own deep understanding of, and dedication to, their subject. This allows our students freedom of aspiration: to enter into adult life with all options at their fingertips.

Freedom to think well:

We think with words, and therefore depth and breadth of word-knowledge are vital tools in life. Our curriculum places emphasis on developing rich, sophisticated language and vocabulary to ensure that our students become engaged thinkers. We provide all students with access to high-quality, classic texts, and we strive to nurture their curiosity about language through the teaching of English, Latin, Grammar, and Modern Foreign Languages.

Freedom from prejudice:

In the current world climate, we encourage our students to be guided by principles of respect, integrity and fairness. Our school culture of collaboration and respect helps to foster kindness, compassion, and co-operation in our students. Moreover, the focus on developing knowledge and a conceptual understanding of the world helps to give our students a wider world view, building up their resilience and ability to make fair judgements and thus enabling them to live as fully-enfranchised citizens.

Freedom to live:

Our combination of knowledge-rich curriculum, high expectations and vibrant educational enrichment programme is designed with the livelihood and best interests of our students at its core. We do not discriminate, but instead have the highest aspirations for all students irrespective of their backgrounds or obstacles. We therefore strive to pitch lessons at a sufficiently challenging level so that the more able students are never bored, while we simultaneously provide the support our less-able students need to make steady progress and strive for the same outcomes. We provide access to a wide variety of enriching extracurricular opportunities, both cultural and work-related. Additionally, we provide a supportive pastoral care system that helps our students to develop into emotionally mature, respectful and confident young people. All of our young people, we hope, will go on to develop within and beyond the academic sphere into well-rounded and knowledgeable individuals with the ability to go forth into the world and lead purposeful, happy lives.

| Declaration and Signature of Parent/Carer | |
|---|-------------|
| Please ensure that you sign below; the Academy cannot update your details unless you do so. | |
| I declare that I have read, understand and agree to abide by the Trinity Academy Code of Conduct for Pupils, Academy rules and the associated Academy policies. | |
| | |
| Child’s full name: | |
| Parent’s full name: | |
| Parent’s signature: | Date: |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |

STEP 4

STEP 5

Dear Parent/Guardian and Student,

Occasionally, we may take photographs or film footage of the pupils at Trinity Academy. We believe it is of great importance to celebrate pupil achievement and progress. This helps us to encourage positive aspects of learning and to share pupil work. These images of pupils enjoying activities help children celebrate work in an exciting and immediate way. We may use these images, for the following:

- Internal school display boards
- To highlight records of achievement
- Printed publications (i.e. newsletters)
- School website
- School social media sites, such as Facebook and Twitter

Conditions of Use

We will not re-use any photographs or film footage more than two years after the pupil has left the Academy, unless you notify us otherwise. We will not use the personal details or full names (which means first name and surname) of any pupil in a photograph or film footage on our website, newsletters or any other printed publication except for yearbooks. If we use images of individual pupils, we will not use the name of that pupil in the accompanying text or photo caption outside of the school building, unless we have your agreement. Videos are for teacher training purposes only and will not be shared externally.

From time to time, our school may be visited by the media who will take photographs or film footage of an event. These images may appear in local or national newspapers, news websites or on televised news programmes. On this occasion, we will notify you separately and seek further consent.

To comply with the General Data Protection Regulation 2016 and the Data Protection Act 2018, we need your permission to use a photograph or film footage of your child at Trinity Academy. Any instances of photography or film footage at Trinity Academy will only take place with the approval of the Principal and under staff supervision.

Please contact the school if you would like to request access to images taken of your child, or if you would like further confirmation on how these images are being used. You may request for the image to be removed from our school website, social media or future versions of printed materials.

Please indicate your consent, **by completing the form on the next page**. You may withdraw your consent at any time by writing to the Academy.

Yours sincerely,



Principal
Antony Faccinello

Please tear here

I have read and understood the conditions of use, as outlined in this form.

I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

☐ I GIVE CONSENT for photographs of (Student name) to be used by the Academy.

- Media (i.e. Newspapers, TV, Radio),
- School displays (i.e. posters, noticeboards, screens)
- School magazine
- School prospectus
- School social media sites (i.e. Facebook, Instagram & Twitter)
- School website

☐ I DO NOT give consent for photographs of (Student name) to be used by the Academy.

| | |
|---|-------------|
| Parent Name: _____ | |
| Parent Signature: _____ | Date: _____ |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |
| The section below is only to be signed by students over the age of 13. | |
| Student Name: _____ | |
| Student Signature _____ | Date: _____ |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |

STEP 5

STEP 6

Dear Parent/Guardian and Student,

The Academy is very keen to maximise the benefits of being located in such a great area. We have an abundance of local attractions including great parks and museums. There are times when students also need to use the local area to visit businesses, conduct surveys, undertake art work or support charities. Many staff and parents find it tedious having to fill in forms for every excursion outside of the Academy gates. Therefore, we would like all parents to sign the attached slip enabling us to take students out into the local area without specifically informing you. Any excursions that will not entail a specific letter home will only be under the following conditions:

- All visits (including residential trips) will take place within the school day
- Not using public transport
- Fully supervised at all times by Academy staff

Please sign and date the consent form if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please ensure that you have completed the medication form if there is any medical condition which may affect your child during the trip.

The Academy will send you information about each trip or activity before it takes place.

You can, if you wish, tell the Academy that you do not want your child to take part in any particular school trip or activity.

Please complete the consent form overleaf. If all parents’ consent, I hope we will be able to offer the students a wider range of experiences outside of the school that enhances their learning and enjoyment. You can withdraw your consent at any time by writing to the Academy.

Yours sincerely,



Principal
Antony Faccinello

Please tear here

STEP 6: CONSENT FOR TRIPS AND OFF-SITE ACTIVITIES

Trinity Academy

I have read and understood the conditions of use, as outlined in this form.

I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

☐ I GIVE CONSENT for (Student name) to take part in outside visits and to be given first aid or urgent medical treatment during any school trip or activity, according to the conditions in this letter.

☐ I DO NOT give consent for (Student name) to take part in outside visits and to be given first aid or urgent medical treatment during any school trip or activity, according to the conditions in this letter

| | |
|---|-------|
| Parent Name: | |
| Parent Signature: | Date: |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |
| The section below is only to be signed by students over the age of 13. | |
| Student Name: | |
| Student Signature | Date: |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |

STEP 6

STEP 7

STEP 7: CONSENT FOR THE USE OF BIOMETRIC DATA

Trinity Academy

I have read and understood the conditions of use, as outlined in this form.

I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

☐ I GIVE CONSENT to the biometric data of (Student name) to be used by the Academy as part of an automated biometric recognition system.

☐ I DO NOT give consent to the biometric data of (Student name) to be used by the Academy as part of an automated biometric recognition system.

| | |
|--|-------|
| Parent Name: | |
| Parent Signature: | Date: |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. | |
| The section below is only to be signed by students over the age of 13. | |
| Student Name: | |
| Student Signature | Date: |
| I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the UK General Data Protection Regulation (UK GDPR) 2016 and the Data Protection Act 2018. | |

Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. They can promote effective learning by providing context, stimulating discussion and promoting creativity.

Please read and discuss these e-Safety rules with your child and complete the form at the bottom of this page. If you have any concerns or would like further clarification, please contact the Academy.

This is how we stay safe when we use technology:

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told/allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult, if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult, if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

We have discussed the Acceptable Use Agreement and (Student’s name) agrees to follow the e-Safety rules as stated in this letter, to support the safe use of IT at the Academy.

Parent Name:
Parent Signature: **Date:**

I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

The section below is only to be signed by students over the age of 13.

Student Name:
Student Signature **Date:**

I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

STEP 8

STEP 9

If your child is eligible for free school meals, they’ll remain eligible until they finish the phase of schooling (primary or secondary). Therefore, if your child is currently receiving free school meals at primary school you will need to apply again for your child to receive this benefit in year 7. We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Free school meals are available for pupils whose parents or guardians receive certain benefits. We are committed to building shared prosperity by providing your child with the best education and support opportunities. Free school meals are available to families who receive certain benefits, this entitles students to a free school lunch. With the introduction of universal credit, some of the eligibility criteria has changed. This letter explains the changes and how they might affect you.

Who is eligible?

Children whose parents receive the following may be entitled to free school meals:

- Income Support (IS)
- Universal Credit if you apply on or after 1 April 2018. **Your household earned income must be less than £7,400 a year (after tax and not including any benefits you get).**
- Income-Based Jobseeker’s Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit provided they are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190 as assessed by Her Majesty’s Revenue and Customs.
- The guarantee element of state pension credit.
- If your child is eligible for and getting free school meals on 31 March 2018, they will remain eligible until 31 March 2022 regardless if your income changes.

School age students who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or carer) can also get free school meals. Students under the compulsory school age who are in full time education may also be able to get free school meals — this mostly applies to new legislation related to pre-school or early years.

Registering for free meals could also raise an extra £900 for your child’s secondary school, to fund valuable support like extra tuition, additional teaching staff or after-school activities. For this reason, we would encourage you to apply if you think you are eligible. This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

Details of parent/carers with qualifying benefit – COMPLETE IN BLOCK LETTERS

| Details | Parent/Guardian | | | |
|---|-----------------|----|------|--|
| Parent/Guardian First Name | | | | |
| Parent/Guardian Last Name (as it appears on your benefit letter) | | | | |
| Date of Birth | DD | MM | YYYY | |

Please tear here

| | |
|--|---------------------|
| National Insurance Number* | _____ |
| National Asylum Support Service (NASS) Number* | ____ / ____ / _____ |
| Mobile Number | |

Details of child/children requiring free school meals

| Child’s Name | Child’s Last Name | Child’s Date of Birth | | |
|--------------|-------------------|-----------------------|-----|---------|
| | | D D | M M | Y Y Y Y |
| | | D D | M M | Y Y Y Y |
| | | D D | M M | Y Y Y Y |

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Declaration and Signature of Parent/Carer

Please ensure that you sign below; the Academy cannot update your details unless you do so.

Parent Name:

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

Parent Signature: Date:

All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Thank you for completing this form and helping to make sure your child’s school is as well funded as possible.

We have tried to make this information as easy for you to understand as possible. However, if you find it difficult to understand you can ask your parents/guardians or another adult such as your teacher to help you. It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’

WHO WE ARE

You already know that your school is called Trinity Academy and that it is part of Future Academies Trust, our family of Academies. The Future Academies Trust is the organisation which is in charge of your personal information. This means that Future Academies is called the Data Controller.

THE CATEGORIES OF PUPIL INFORMATION THAT WE PROCESS INCLUDE:

- personal identifiers and contacts (name, unique pupil number, contact details and address)
- characteristics (ethnicity, language, and free school meal eligibility)
- safeguarding information (court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (results)
- behavioural information (exclusions and any relevant alternative provision put in place)
- information about free school meal and pupil premium eligibility
- information for catering management purposes (e.g. whether you have school meals and how often)
- information about biometric recognition systems such a cashless catering
- trips and activities
- pupil photographs (more details about this are in our photograph policy)

WHY WE COLLECT AND USE PUPIL INFORMATION

As part of Future Academies, at Trinity Academy we collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, local authorities and/or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate care for you; and
- assess the quality of our services
- to keep children safe (e.g. food allergies, emergency contact details)
- to keep you and environment safe (CCTV)
- to comply with the statutory duties place on the Academy by the DfE data collections

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a school but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or guardian instead. Usually, we will involve your parents even if you can make your own decision.

HOW WE COLLECT PUPIL INFORMATION

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you or your parents to provide it, whether there is a legal requirement on the Academy/Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided. We will also obtain information from your previous school, usually via secure file transfer from your previous school.

WHEN WE GIVE YOUR INFORMATION TO OTHERS

Once our pupils reach the age of 13, the law requires us to pass on certain information to the Local Authority or the provider of Youth Support Services in your area, who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the Local Authority or the provider of Youth Support Services in your area, by informing the Designated Safeguarding Officer at Trinity Academy. This right is transferred to the child once he/she reaches the age 16.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact: student's Head of Year.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

SHARING WITH THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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 pupils 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 Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils 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

STEP 10

STEP 10

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether 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 pupil information, organisations must comply with strict terms and conditions set by the DfE covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

- For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

OTHER TIMES WE MAY SHARE YOUR DATA

We will also normally give information about you to your parents or your main guardian. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-LA professionals
- School Nurse
- School Counsellor (e.g. Place2Be)
- CAMHS (Child and Adolescent Mental Health Service)
- Our safeguarding partners (if we have concerns about your safety)

The information disclosed to these people / services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you. Our disclosure of your personal data is lawful for the following reasons:

- Future Academies is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

Some of your details will be passed on to contractors. These can be organisations who organise after-school clubs, or organisations who provide software and services for us to manage the classes properly. We will ensure that your details are safe with these contractors and that they do not receive more details than necessary.

Please tear here

There are cameras inside and outside the school. This is to keep you and the school safe, and we ensure that their placement remains appropriate. The video is kept in the secure server for 30 days, and can only be accessed by the people allowed to do so. The video will only be disclosed in case of accident or investigation (for example, to the Police). When a new camera is installed, it is only after an assessment of its impact on your privacy.

It is in your interests for your personal information to be passed to these people or services. If we need consent to pass on your information we will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

HOW LONG WE KEEP YOUR INFORMATION

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can ask for a copy at Reception.

YOUR RIGHTS

- You have these rights:
- You can ask us for a copy of the information we have about you.
 - You can ask us to correct any information we have about you if you think it is wrong.
 - You can ask us to erase information about you (although we may have good reasons why we cannot do this).
 - You can ask us to limit what we are doing with your information.
 - You can object to what we are doing with your information.
 - You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy, you can ask for a copy by emailing info@futureacademies.org.

CONTACT US

If you are not happy with how we handle your personal data, you can complain about what we do with your personal information to the Data Protection Officer:

By email: info@futureacademies.org
By phone: 020 7802 1910
By post: Future Academies, Pimlico Primary, Lupus Street, London, SW1V 3AT

If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:
Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Key information

STEP 10

SCHOOL TIMES

Monday to Friday 8.35am – 3.10pm. GCSE study Support and co-curricular activities are available from 3.20pm – 5.00pm throughout the week.

ARRIVALS

All students should arrive by 8.25am, to be lined up in the playground by 8.30am. All students begin every day with Tutor Time from 8.40am to 9.00am. All students attend six fifty-minute lessons throughout the day. Some of these are taught as double lessons. Morning break is at 10.40am and lasts for 20 minutes.

Every day of the week students are able to participate in the co-curricular activities available. Students in Key Stage 4 also use this time to receive GCSE study support with their teachers.

TIMETABLE

| Trinity Academy Timetable | |
|---------------------------|---------------------------|
| Arrival and line-up | 8:25am–8:35am |
| Tutor Time | 8:40am–9:00am |
| Period 1 | 9:00am–9.50am |
| Period 2 | 9.50am–10:40am |
| Morning Break | 10:40am–11:00am (20 mins) |
| Period 3 | 11:00am–11:50pm |
| Period 4 | 11:50pm–12:40pm |
| Lunch Break | 12:40pm–1:30pm (50 mins) |
| Period 5 | 1:30pm–2:20pm |
| Period 6 | 2:20pm–3:10pm |
| Extended day | 3:20pm–5:00pm |

UNIFORM

Future Academies promotes excellence and aspiration in everything its students do. The uniform is designed to reinforce this spirit of excellence, encouraging students to take pride in belonging to the Trinity Academy community and enables students to act as ambassadors of the Academy. Consideration will be given to students that cannot wear certain items for SEND or medical reasons if a professional medical letter is provided.

*Items marked with 1 star must be purchased from our supplier, WearAbouts Norwood. 358 Norwood Road, London SE27 9AA Tel: 020 8244 7887. The rest of the items can be purchased from other shops. Students are expected to wear the correct uniform at all times (other than specified non-school uniform days) while:

- On the school premises.
- Travelling to and from school.
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required).

Students must wear:

GIRLS

- Navy blazer*.
- Navy trousers or knee length skirt.
- White shirt.
- Navy V necked jumper or cardigan (optional)*.
- Trinity Academy tie*.
- Navy or black socks or tights.
- Black leather school shoes.
- Trinity Academy bag*.
- Outdoor coats – smart in appearance, either Navy or black. No branding or logos and should be suitable for poor weather.

BOYS

- Navy blazer*.
- Navy trousers.
- White shirt.
- Navy V necked jumper (optional)*.
- Trinity Academy tie*.
- Navy or black socks.
- Black leather school shoes.
- Trinity Academy bag*.
- Outdoor coats – smart in appearance, either Navy or black. No branding or logos and should be suitable for poor weather.

P.E. - GIRLS AND BOYS

- Trinity Academy polo shirt*.
- Navy shorts*.
- White sports socks.
- Black trainers.
- Trinity Academy sports bag (optional).

FOOD IN SCHOOL

We operate a cashless catering system whereby students have an account which parents/carers pay into, in order to buy breakfast and lunch from the Dining Hall. We pride ourselves on our healthy eating policy and ensure the strictest of hygiene standards.

Impact Foods Group Ltd are our caterers. 95% of their food is made from hand and freshly prepared where possible in kitchens led by highly skilled chefs. They say: “we are proud to work within the School Food Standards and Food for Life guidance. We use a range of local suppliers from which all fish is MSC certified, all coffee is Fairtrade, all eggs and mayonnaise is free-range, 90% of fruit and vegetables are grown in the UK and the vast majority of our meat is Red Tractor accredited”.

FREE SCHOOL MEALS

If you are receiving certain state benefits, your child may be entitled to free school meals. To check your eligibility, please search for Free School Meals on the Lambeth Borough Council website www.lambeth.gov.uk, or ask in confidence at the Academy Office.

Please note that, if you are entitled to free school meals, we encourage you to apply even if your child does not wish to take them. The extra money we receive from the Government in Pupil Premium means we have more funding to invest in resources for the children.



Frequently asked questions

ATTENDANCE

Regular and punctual attendance at school is a prerequisite to students' personal wellbeing, academic achievement and career success. Ensuring excellent attendance is a team effort in which students, parents and the academy all have important roles to play.

STUDENTS ARE EXPECTED TO:

- Maintain 96% minimum attendance throughout the academic year.
- Attend the academy punctually (on site at 8:25am).
- Attend the academy appropriately prepared for the day ahead.

PARENTS/CARERS ARE EXPECTED TO:

- Ensure the regular attendance of their child at the academy, in accordance with their legal responsibilities.
- Ensure that children arrive at the academy punctually, prepared for the day ahead.
- Contact the academy on the first day of a child's absence.
- Avoid all unnecessary absences, such as holidays, during term time.

THE ACADEMY WILL:

- Keep regular and accurate records of attendance for all pupils.
- Contact parents as soon as possible when a pupil fails to attend without parental explanation.
- Promote good attendance and reduce absence.
- Promote good punctuality, both to school and to lessons.
- Provide a welcoming atmosphere and a safe learning environment in which children want to learn.
- Act early to address patterns of absence.
- Support parents to fulfil their legal duty of ensuring their children of compulsory school age attend regularly.
- Refer cases of persistent absence to the local authority's Education Welfare Officer.

UNPLANNED ABSENCE

If a child is absent from school for an unplanned reason (e.g. illness), the parent/carer must notify the school by 8.30am on the first day of the absence by telephoning the main academy switchboard and following the directions for absence reporting, or via email to the reception or info email addresses. These are monitored by office staff and information recorded on the central system.

The attendance officer will record absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The academy will not ask for medical evidence unnecessarily. If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this. Students with attendance of less than 90% will need to provide medical evidence.

PLANNED ABSENCE

Absence for the following reasons will be recorded as authorised, so long as a parent/carer informs the Attendance Officer in advance:

- Medical/dental appointments. (We encourage parents make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.)
- Religious observance (where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong).
- Traveller pupils travelling for occupational purposes.

LEAVE OF ABSENCE

Leave of absence for holidays or international travel is granted solely at the discretion of the Principal and will only be granted in 'exceptional circumstances'. Each leave request will be considered on its individual merits, taking into account the relevant circumstances and context. All applications must be received by the academy at least three weeks before the intended period of leave. Travel arrangements should not be made until the leave request has been authorised by the Principal. If leave is taken without prior authorisation, consideration will be given to issuing a Fixed Penalty Notice to each parent.

LATENESS AND PUNCTUALITY

The Academy Day starts at 8.35am. Students should be lined-up in the playground before this time, ready for a prompt start to learning. Any students arriving late after 8.35am should sign-in at reception and will receive a 20-minute Level 1 late detention. Consecutive lateness will incur incremental sanctions.

If a student persistently arrives at the academy late, consideration will be given to the issue of a Fixed Penalty Notice in the sum of £50.00, or a referral to the education welfare officer for prosecution.

MEDICATION

Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parental Agreement for a school to administer medicine form. No child will be given any prescription medicines without this completed and signed form.

STUDENTS UNDER 16

Students who are under 16 are not usually seen by GPs without their parents/carers knowledge and therefore the expectation is that parents are aware of any medication their child/ward is taking. Where the academy is aware that a pupil is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead at the Academy.

No child under 16 years of age will be given any medication without a doctor's prescription. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks supply of the medication may be provided to the school at one time, with the exception of inhalers and Epipens which will require a longer supply. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

PROTOCOLS

Medications will be stored in the Medical Room. The academy will have an emergency asthma inhaler and Epipen for anaphylaxis on site however, this can only be used in an emergency once the emergency asthma inhaler form has been completed and signed.

Any medications left over at the end of the course will be returned with the child at the end of the academic year.

Written records will be kept of any medication administered to children.

Pupils will never be prevented from accessing their medication. The academy cannot be held responsible for side effects that occur when medication is taken correctly.

MOBILE PHONES AND OTHER PROHIBITED ITEMS

Mobile phones are not allowed to be turned on while on the school premises. Inappropriate items will be removed or confiscated, and possession will result in the appropriate disciplinary sanction. Inappropriate items include:

- Non-academy bags.
- Hoodies or non-academy jumpers.
- Mobile phones or similar electronic items if seen.
- Food and drink including confectionary (except water).
- Aerosols or sprays.
- Laser pens.
- Fireworks or anything similar.
- Drugs, tobacco, or alcohol.
- Any item deemed to be a weapon.

Confiscated items (except illegal ones) will be returned on the final day of the term.

HAIRSTYLES, MAKE UP, ACCESSORIES AND JEWELLERY

No head gear to be worn (except for religious purposes, which must be navy blue or black). Religious head coverings must not cover any part of the face from forehead to neck. They must be worn in a way that ensures the school shirt and tie are visible at all times. Hair dyed in unnatural colours is not permitted in school. Hair styles must be sensible. Shaved patterns, designs, logos or words are not permitted. This includes eyebrows.

Navy or black hair ties must be used to tie back hair. No other hair accessories will be allowed.

JEWELLERY

No jewellery is allowed except a wristwatch (recommended) and a pair of plain, small stud earrings. If ears are pierced only small round gold or silver coloured stud earrings may be worn, one in each ear. One small gold or silver coloured chain with a single, plain object may be worn under garments for religious or secular reasons. Facial or body piercing is not permitted. Belts must be plain black, with a sensible buckle and no fashion accessories.

MAKE-UP

Pupils may not wear make-up or nail polish. Nail decorations or extensions are not permitted.



HOMEWORK

Homework is an essential part of being a successful learner. As such, in Years 7 and 8, we expect pupils to complete homework for an average of one hour per evening. Homework will be set in all subjects according to our homework timetable to ensure it is spread across the week. The time spent on homework then increases as pupils move into the older year groups. Further details about homework can be found on our website.

INTERNET SAFETY

We use appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.

We ensure that the school's ICT systems are secure and protected against viruses and malware, and these safety mechanisms are updated regularly. Access to potentially dangerous sites is blocked wherever possible.

ISSUES CONCERNING CHILDREN'S WELFARE

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

CLUBS AND ACTIVITIES

The extra-curricular activities offered at Trinity Academy enrich the lives of our students and complement their academic studies. Widening our pupils' horizons is fundamental to our ethos and all pupils in KS3 are expected to join at least one extra curricular activity a term.

The following clubs have run historically in the academy but are subject to change:

- | | | |
|----------------|------------------|--------------------|
| • Art | • Band rehearsal | • Basketball |
| • Board games | • Dance | • Drama |
| • Football | • Guitar | • Homework |
| • Mandarin | • Meditation | • Music practice |
| • Netball | • Steel pans | • Science |
| • Table tennis | • Pegasus opera | • Young Enterprise |
| • Film | | |

ENRICHMENT

Along with our knowledge-rich curriculum, Education Enrichment is one of the key pillars of Future Academies. We believe that a strong Education Enrichment programme is an essential part of giving our pupils both the knowledge and the skills to achieve excellence, regardless of their background or individual circumstances.

OPPORTUNITIES

To enable our pupils to fulfil their potential and make informed decisions about their future, we provide them with a wide range of opportunities for our pupils to learn about, interact with and experience the world beyond. Some examples planned for the future include:

- Visits to workplaces including top law firms, technology companies, investment banks etc.
- Workshops in schools delivered by top professional services firms and businesses.
- A broad programme of speakers.
- Careers fairs attended by colleges, apprenticeship providers and a broad range of employers.
- Work experience placements at leading organisations in the pupils' area of interest.
- Real-life visits to the very best universities including meeting students and getting a taste for university style lectures and seminars.

CORE SKILLS

We believe these are the core skills that we can give to our students which will put them in a position to excel in their future endeavours. For this reason, we offer a broad range of high quality programmes in which our pupils can develop and apply these attributes. Some examples include:

- Outward Bound trips to Wales.
- Duke of Edinburgh's Award.
- Mentoring.

CHARGING POLICY

Trinity Academy's aim is to make high quality education available to all its students, regardless of their ability to pay. To that end activities are provided free wherever possible.

No charge is made for activities that are a compulsory part of the curriculum or that take place during the school day.

Uniform and stationery supplies are sold at cost price, with no contribution towards staff time or overheads.

EXCEPTIONS

There may be a charge for individual or group music tuition if this is not part of the National Curriculum. Where activities are part of the curriculum or occur during the school day and school funding is limited, a contribution may be requested from parents. Where at least half of the time away from home is not normal academy time, where the trip involves an overnight stay or where the work undertaken is not an integral part of the examination course, the trip is classed as optional, and parents can be expected to meet the full cost of residential courses in academy time.

Extra-curricular trips may be charged and that charge is compulsory for any student attending. The cost to parents is only the actual cost of the trip to the school with no contribution towards staff time. Students who are eligible for Free School Meals and registered with the school as such will be entitled to a percentage discount of the cost of one trip per academic year. The number of such discounted places is limited to a specific percentage of the total number of students on the trip.

LOSS AND DAMAGE ACADEMY PROPERTY

Parents will be expected to meet the cost of repairing or replacing any Academy property damaged or destroyed by a student, or any fines to be paid by the Academy as a result of the actions of a student. A charge will also apply for loss or damage of Academy property (including books or equipment) placed under the care of the student.

REMISSIONS

The academy believes that all students should have the opportunity to gain fully from the experiences the academy has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Where parents are in receipt of certain benefits, the academy will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within academy hours.

Parents who find themselves in financial difficulties and who have students at the academy in receipt of Free School Meals may apply in confidence to the academy for financial support with optional activities. Remission of charges in part or in full will be authorised by the Principal in discussion with the Finance Department. Our full Charging and Remissions Policy can be found on our website under About/Policies.

SPECIAL EDUCATIONAL NEEDS

SEND at every Future Academies Academy school is a whole-academy focus; every teacher is a teacher of SEND. Our mission is to support the whole academy to ensure that all pupils are able to engage in their own educational success. Our aims for students with SEND are the same as the three central priorities for all Future Academies students: Knowledge, Aspiration and Respect.

At all our academies, we strive to ensure that:

- All students make outstanding progress in all their subjects to reach their end of year targets.
- Access is given for all to achieve educational excellence, seeking to continually improve levels of attainment and progress for all, and secure the highest levels of achievement appropriate to the individual learner.

Our goal is to ultimately bridge any false divides between SEND provision and wider provision across the academy. This may mean additional or specialist support in class, adjustments to the curriculum where appropriate, or a range of other interventions from our highly skilled Inclusion team. We see parents/carers as key to any success for these students and make frequent contact to hear the views of parents/carers, as well as to give feedback about students' progress.



Working with parents

EMERGENCY ARRANGEMENTS

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach the school and provide an adequate educational service.
- For children or staff to journey to and return from the school safely and without undue delay.

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.

MYCHILDATSCHOOL

We use the 'mychildatschool' app to keep parents informed about every aspect of their child's school day. Parents can log on to find out about what homework has been set, information about upcoming events, details about incidents and behaviour and anything relevant to their child's school experience. The app is also used to pay for meals, uniform items, trips and visits etc, as well as to book appointments for parents' evenings and consultations. You will be given details of how to log into the app and how to use it at the start of term.

NEWS

Our website is a great resource for keeping updated with events and news. You'll find regular updates there.

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.

THE HOME SCHOOL AGREEMENT

We believe it is essential to have strong links between home, school and the community. All children, parents and staff are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

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 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.

CONTACT NUMBERS

In the event of the school being unable to open or having to close during the day due to worsening weather or similar unforeseen circumstances, parents will be contacted by text message. 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.

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. We recognise that there will be isolated instances where families are cut off, even where the clear majority of children can get in. In such instances parents should inform the school of the circumstances of this exceptional situation.

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:

- Safeguarding
- Anti-bullying
- Behaviour
- Equality and Diversity
- Special Educational Needs
- Data Protection

A full list of our policies can be found on our website under About Us/Policies.

Term dates

AUTUMN TERM 2023

Monday 4th September – Friday 20th October

Holiday: Monday 23rd October – Friday 3rd November

Monday 6th November – Friday 22nd December

Holiday: Monday 25th December – Friday 5th January

SPRING TERM 2024

Monday 8th January – Friday 9th February

Holiday: Monday 12th February – Friday 16th February

Monday 19th February – Thursday 28th March

Holiday: Friday 29th March – Friday 12th April

(Easter Weekend 29th March – 1st April)

SUMMER TERM 2024

Monday 15th April – Friday 24th May

(May Day bank holidays 1st and 8th May)

Holiday: Monday 27th May – Friday 31st May

(May bank holiday 27th May)

Monday 3rd June – Friday 19th July

INSET DAYS

Friday 1st September 2023

Friday 17th November 2023



Our ethos, values and qualities

Knowledge is at the heart of everything we do at Trinity Academy, and we have the very highest expectations of our students and what they can achieve.

Our school motto is *Libertas per Cultum* (Freedom through Education). We strive to instil in our students:

- Freedom to choose, to be knowledgeable enough to make good choices in life.
- Freedom to think well – we think with words, therefore depth and breadth of knowledge are vital tools in life.
- Freedom from ignorance and prejudice through knowledge and conceptual understanding of the world.
- Freedom to lead a purposeful and fulfilling life.

We believe in the joy of knowledge, and in fostering in our students an insatiable curiosity in life. We teach our students the best that has been thought and said, giving them access to high-quality, classic texts, and lessons from subject experts. We strive to give our students a rigorously academic education that puts them on a level playing field with their independently educated peers. We believe in pitching lessons high so that our most able students are never bored, whilst supporting our less able students to make steady progress.



**TRINITY
ACADEMY**
LIBERTAS PER CULTUM

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