

Parent Handbook

Taking you step-by-step
through starting school





Welcome to Ian Mikardo High School

Aaron Mulhern,
Headteacher, says...

Its great news that your son are starting at our wonderful school. Thank you for selecting us!

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 27 is Key Information and pages 28–30 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 02089812413 and we will be happy to help!

Policies and term dates

On page 31 are details of some important policies you need to know about and term dates.

Welcome

Welcome to Ian Mikardo High School and I look forward to getting to know you and your child.

Student Details

Name:	
Date of Birth:	
Address:	
Mobile Telephone:	
Ethnicity:	
Nationality:	
Country of Birth:	
First Language:	
Religion (optional):	

Previous Education Provision Name:	
Last Attended (approximately):	

Parent / Carer Details

Primary Carer 1	
Name:	please circle or state Mother / Father / Other:
Home Telephone:	Mobile Telephone:
Home Address:	Work Address:
Email Address:	
I declare that I am the legal parent, guardian or carer of the above child and have Parental Responsibility (PR) Yes No	
Primary Carer 2	
Name:	please circle or state Mother / Father / Other:
Home Telephone:	Mobile Telephone:
Home Address:	Work Address:

Come with a past, leave with a future

Email Address:	
I declare that I am the legal parent, guardian or carer of the above child and have Parental Responsibility (PR)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Emergency Contact Details

In case of an emergency and if you are unavailable please provide us with the name and contact details for **TWO** emergency contacts

Emergency Contact 1	
Name:	
Relationship to Child:	
Home Telephone:	
Mobile Telephone:	
Work Telephone:	
Address:	

Emergency Contact 2	
Name:	
Relationship to Child:	
Home Telephone:	
Mobile Telephone:	
Work Telephone:	
Address:	

Medical Conditions and Allergies

Does your child have any medical conditions or allergies? Yes ☐ No ☐

Medical Condition / Allergy 1	
Type/Diagnosis:	
Medication:	
How Often Taken:	
Any Other Information:	e.g. care plan required?

Medical Condition / Allergy 2	
Type/Diagnosis:	
Medication:	
How Often Taken:	
Any Other Information:	e.g. care plan required?

Medical Condition / Allergy 3	
Type/Diagnosis:	
Medication:	
How Often Taken:	
Any Other Information:	e.g. care plan required?

Please tear here

Medical Condition / Allergy 3	
Type/Diagnosis:	
Medication:	
How Often Taken:	
Any Other Information:	e.g. care plan required?

Medical History

Any Previous Operations: Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please provide details	Any Previous Seizures: Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please provide details
Any Previous Serious Allergic Reaction: Yes <input type="checkbox"/> No <input type="checkbox"/>	Most Recent Vaccinations & Dates:

Aids and Adaptations

Does your child wear glasses?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child wear a hearing aid?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other aid or adaptations school should be aware of?:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Any other information e.g. dietary requirements?:

Student Medical Information and Consent

I give my consent for school to make the necessary contacts with the health professionals involved in the care of my child and will provide updated contact information when there are changes.

General Practice (GP)	
Name of Doctor:	Name of Practice:
Address:	Telephone:
Last Seen/check-up:	

Dentist	
Name of Dentist:	Name of Practice:
Address:	Telephone:
Last Seen/check-up:	

Opticians	
Name of Practitioner:	Name of Practice:
Address:	Telephone:
Last Seen/check-up:	

Please tear here

Opticians	
Name of Practitioner:	Name of Practice:
Address:	Telephone:
Last Seen/check-up:	

Student Professionals Information and Consent

I give my consent for school to make the necessary contacts with the professionals involved in the care of my child and will provide updated contact information when there are changes.

Social Services	
Name of Social Worker:	
Email Address:	
Telephone:	

Youth Offending Team / Service	
Name of YOT Worker:	
Email Address:	
Telephone:	

Child and Adolescent Mental Health Service (CAMHS)	
Name of CAMHS Worker:	
Email Address:	
Telephone:	

Other Professional 1	
Name of Service and/or Professional:	
Email Address:	
Telephone:	

Other Professional 2	
Name of Service and/or Professional:	
Email Address:	
Telephone:	

Parent/Carer Name:

Signed:	Date:
---------	-------

Family Income and Benefit Details

Please tick any of the benefits listed below that you receive. If you do not receive benefits please check this box

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run
- Universal Credit

Universal Credit If you are in receipt of Universal Credit , is your net earned family income over £7,400 per year? (Please place an X in the appropriate box). Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive. Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>

Child Tax Credit If you are in receipt of Child Tax Credit , is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box). Your joint gross income is your household income before taxes are taken into account. Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please check this box

Please tear here

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used by the school to access local authority services (free school meals and Pupil Premium). I agree to the school and local authority using this information to process my application for free school meals.

CONSENT FOR ADMINISTRATION of Non Prescription Medication

Name of Child: _____ Date of Birth: _____

I _____ give permission for the above named child to be administered with the following non-prescribed medicines (at the age appropriate dosage recommended on the packaging) and am aware that staff will contact me to establish if I have given any medication prior to school and to inform me of the next time-slot if more medication is required after school so that I can administer this accordingly.

• Paracetamol Yes ☐ No ☐

Students who are 11 and under can be given half a dose of paracetamol (250mg = 1/2 a tablet) every 4 hours (with a maximum of 4x 1/2 doses every 24 hours)

Students who are 12 years and over can be given one dose of Paracetamol (500mg=1 tablet) every 4 hours (with a maximum of 4x 1 dose every 24 hours)

Please sign: _____

• Antihistamine Yes ☐ No ☐

Non-sedating antihistamine, which is licensed for the relief of hay fever symptoms. A maximum dose of one 10mg tablet per 24 hours will be given to students who are 12 years and older if they have hay fever symptoms.

I understand that the antihistamine provided by school is an additional precaution to for unexpected flare up's of hay fever symptoms and will provide my child with antihistamines at home when hay fever symptoms can be predicted.

Please sign: _____

• Salbutamol Inhaler (Asthma) Yes ☐ No ☐

(Generic inhaler used only with a spacer when students **who have Asthma** do not have their prescribed inhaler to hand during an Asthma Emergency). I understand that the generic salbutamol inhaler is provided by school as an extra precaution to safeguard students with asthma and is not there to replace prescribed asthma medication.

Please sign: _____

Other non-prescription medication:

If I have other non-prescription medication that I would like the school staff to administer I will inform the school in writing stating the reason and name of the medication, the dosage, and frequency; how it is to be taken and stored. I will also supply the medication in its original packaging. I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Parent/Carer Name: _____

Signed: _____ Date: _____

Consent for Referral to School Health Service

The School Nurse will contact the appropriate person prior to first seeing the child in school

I _____ give my consent for school to make referrals to the School Health Nurse to meet with my child regarding and their health on the basis that this has been communicated with me. I understand that the School Health Nurse will make contact with me following the referral before meeting with my child.

Name of Young Person:	
Date of Birth:	
Gender	
Gender different to one given at birth:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone:	

Name of Parent/Carer:	
Mobile Telephone:	
Work Telephone:	
Address:	

Specific Health Concerns		
Area of Health concern	Comments about condition & treatment	Professionals involved in treatment
Growth		
Weight		
Hearing		
Vision		
Sleep		
Other Medical condition(s)		

Please tear here

Information to Take Home About Referral to the School Health Service

Ian Mikardo High School has a designated School Nurse provided by Tower Hamlets School Health & Wellbeing Service.

The named nurse may change but the school will notify parents of any changes so that introductions can be arranged. Please complete the referral to school health to clarify that parental consent for school nurse support has been given. The referral to the School Health Team should be sent once a student is admitted to the school. This copy will be kept in the school records.

Types of Health concerns that school health can assist with

Growth:

Yearly Height & Weight is done with all students to track their progress. Shoe size can also be monitored. If there are particular concerns regarding growth or weight please flag these up in the referral to the school health team.

Hearing:

All children should have been screened in reception unless parents opt-out. Children not in reception year will be automatically referred to audiology. If there are particular concerns regarding hearing please flag these up in the referral to the school health team.

Vision:

If the child is already under the care of a local optician or ophthalmologist we will not need to screen them. If there are particular concerns regarding vision please flag these up in the referral to the school health team.

Medical needs:

All children with emergency medication, regular medication or who require special care in school require a Healthcare Plan. The school nurse can meet with the child / family to formulate this. Pupils who have asthma only can use the asthma action plan.

School health team provide staff training (topics include asthma, allergy, eczema and epilepsy). This informs administering medication. Supervising staff should attend the Health Needs Training on an annual update.

Immunisations:

The School Immunisations team make separate arrangements with school for year 8 and year 9 immunisations. If your child has missed important immunisations please let the school health team know.

Other:

Please provide details on what your concern is. Urgent health needs should be addressed via A&E and the GP and School health can pick up on any follow up care and support.

Please provide any other relevant information e.g. child is new to country, medical or social care history.

School Health & Wellbeing Service

Parent/Carer Name:

Signed:

Date:

Information to Take Home About referral to the School Speech and Language Therapist

As part of the provision at Ian Mikardo High School, students may be offered a communication assessment when they start. This will be completed by a Speech and Language Therapist who works with the school's welfare department.

If your child is prioritised for an assessment, you will be contacted by the welfare staff who will introduce you to the Speech and Language Therapist, who will go through the parental consent forms with you and will explain what speech and language therapy is and how it could benefit your child.

What is involved in a Communication Assessment?

Speech and Language Therapist will meet you to find out your views and answer any questions you may have about the assessment.

The Speech and Language Therapist will observe the student – for example, in a lesson and at break time.

The student spends 1 or 2 lessons with the Speech and Language Therapist.

Students will be asked to complete some tasks e.g. following instructions, explaining the meanings of words, telling a story, listening out for information etc.

The Speech and Language Therapist will gather information from the teaching staff at school.

What happens afterwards?

- The assessment results will be shared with the staff in the school. This gives the staff important information on how best to support the students.
- You will be given feedback from the assessment, including information about the next steps for your child.
- You can ask to meet with the Speech and Language Therapist by contacting your child's tutor or by speaking with staff in the welfare team.

Please tear here

Student and Parent/ Carer Tutor Induction

Name of Child:	Date of Birth:
Name of Parent/Carer:	

Please circle the tutor group

Red(yr.7) Green(yr.8) Lilac(yr.9) Yellow(yr.10) Blue(yr.11) Orange(yr.12/13)

1. Travel – Please circle how the student will travel to and from school

a) Brought by parent/carer

b) Brought by Taxi Is an Escort required? Yes ☐ No ☐

c) Bicycle

d) Bus

e) Train

Is travel training required? Yes ☐ No ☐

2. Only 6th Formers have permission to leave the school building during the day

Students can ask for a sandwich if they don't want what is on the Lunch Menu. Sandwiches need to be ordered by 11.30 (End of Break)

3. Safe places / people

Within school there places and people who can help you to feel safe?

☐ Welfare staff (office) ☐ Tutor ☐ Garden ☐ Head Teacher (office)

4. Mobile phone expectations

Students should not be using their phones or other devices during lesson times even if they are outside of class. If phone use becomes an issue parents will be contacted and the phone may need to be handed in to staff during lessons/ the school day. If students still can't manage to use their phones appropriately parents will be asked to keep the phone/ device at home.

5. Smoking

Students are not to smoke in or around the school building and should not have materials for smoking in school or during offsite activities.

6. No Access

Students do not have access to staff offices or the main kitchen. If invited into an office by staff, students should leave when asked to. Students should only go into the staff room when accompanied by a member of staff administering medication or first aid.

7. Areas within the School

Students should not bang on the glass panels anywhere in the building. Student's should not kick doors and should not go into offices or remove equipment or furniture from offices or classrooms. **Damage to property may lead to your parent being charged for the repair or police involvement!**

8. Classroom / Lessons

Students are expected to go to their lessons and not to eat or drink during lesson times (that is what Breakfast, Break and Lunch are for) Students may need to leave the class to avoid outbursts or to calm down but are expected to go back to lesson as soon as they can. The **on call** staff will support students to return to class.

9. Health & Safety regulations

Students should not climb on furniture, the building or the fences. Students should no use equipment without staff supervision and are expected to follow health and safety instructions from staff. **Students should inform staff immediately of any dangerous things they see like a fire hazard, damaged equipment or if someone is injured.**

10. Sensitivity to the Neighbourhood

This is a residential area so students should respect the neighbours and the local area.

Students must not throw anything over the fence onto the train station or jump over the fence between school and station. **School will notify British Transport Police if this happens!**

11. Protective gear / aprons

Students should use the necessary safety and protective equipment and clothing provided when advised to and when being supervised by staff.

The school is not liable for damage to personal clothing / items when these are not used

12. School Visits

Students have Individual Risk Assessments and might travel separately from the group to school visits when this is necessary.

13. Curriculum Areas / Issues

Are there any subject areas where there might be specific issues? Yes ☐ No ☐

Please comment:

14. Any other comments

Please tear here

Student Signed:_____ Date:_____

Parent/Carer Signed:_____ Date:_____

Tutor Signed:_____ Date:_____

Consent for Parental Responsibility Data

Consent for Taking and Using Photographs

Student Name:

Date of Birth:

Student Name:

Date of Birth:

Please tick to consent for the student to be included in the following activities:

Supervised Internet access on school computers during lessons and social curriculum	
Sexual Health Education during PSHE lessons and workshops	
All forms of data exchange with all appropriate agencies (see all listed below)	
DATA CATEGORIES	
Medical	
Academic	
Engagement	
Attendance	
Behaviour	
Relationships	
AGENT GROUPS	
Health	
Education	
DWP/Benefits	
Housing	
Social care	
Law agencies	
Health	

At Ian Mikardo High School, we sometimes take photographs of students. We use these photos in the school's prospectus, on the school's website, for identification in our School Information & Management System and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you are not happy for us to do this, that is no problem – we will accommodate your preferences.

Please tick the relevant boxes below and return this form to school.

I am happy for the school to take photographs of my child. ☐

I am happy for photos of my child to be used on the school website. ☐

I am happy for photos of my child to be used in the school prospectus. ☐

I am happy for photos of my child to be used in internal displays. ☐

I am happy for photos of my child to be used, for identification, in our secure School Information and Management System ☐

I am happy for my son's image to be shared on the school's social media X page (formerly twitter). The page is administrated by as a private area and access to view the page is closely monitored. Images will not be made available publicly. ☐

I am **NOT** happy for the school to take or use photos of my child. ☐

If you change your mind at any time, you can let us know by emailing aaron.mulhern@ianmikardo.com, by calling the school on 0208 981 2413 or just popping in to the school office.

If you have any other questions, please get in touch.

Why are we asking for your consent again?

You may be aware that new data protection rules came into force from May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of students, to be able to highlight what students do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Parent/Carer Name:_____

Parent/Carer Name:_____

Signed:_____Date:_____

Signed:_____Date:_____

Please tear here

Consent for 1:1 Offsite Learning

Dear Parent/Carer,

At Ian Mikardo High School we do our utmost to include all our students in the learning process, regardless of where they may be emotionally. This means that we often aim to meet their needs off-site as an alternative to excluding them. This also has the added benefit of providing a good opportunity for our staff to connect with the student and talk about any difficulties they are having so we can provide the best possible support.

In order to do this, we make use of various community facilities and educational organisations. I have listed below the ones that we are most likely to use when providing offsite learning in the local area, within the home borough or in central London:

Museums

- Leisure Centres
- Parks
- Adventure Playgrounds
- Theatres
- Cinemas
- Libraries
- Outdoor Activity Centres
- Local School/ college facilities (accessed by prior arrangement)
- Local Businesses (Work Placements)
- Places of Interest (Buckingham Palace/ Covent Garden, Westfield)

We aim to carry out these activities in the safest manner, and with as much advanced notice as possible. However sometimes there are times when it is in everyone’s interests for a student to leave the school site quickly to reduce the escalation. To enable us to set up these offsite activities at short notice, I am asking you to sign a consent form for our files.

Aaron Mulhern
Head Teacher

Student Name: _____ Date of Birth: _____

Yes I **give permission** for the above named child to be educated offsite as and when needed

Parent/Carer Name: _____

Signed: _____ Date: _____

Consent for school Trips and Offsite Activities

Dear Parents / Carers,

Please sign and date the form if you are happy for your child to;

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

Please note the following important information before signing this form:

The trips and activities within the school day

- Residential trips which take place during term time, holidays or at weekends.
- Specialist activities (**additional consent will be requested per trip**)
- All off-site sporting fixtures outside the school day (i.e.: tickets for sporting events)

The school will inform you about each trip or activity before it takes place. You can tell the school if you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be required from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities as these activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

OFF-SITE MEDICAL INFORMATION

Name of medication:

What is the medication for?:

Dose:

How and when should this medication be given?:

☐ with food ☐ with water ☐ before food ☐ after food

What happens if the medication is not taken?:

Student Name: _____ Date of Birth: _____

Parent/Carer Name: _____

Signed: _____ Date: _____

Please tear here



Generic Safety Plan

Traveling on foot, by school car, use of Hire car, Minibus, Coach or any form of Public Transport

Hazard significant hazards which may result in serious harm	Who could be affected	Control Measures existing controls & procedures or where more information can be found	Any Further Action Actions needed if the risks are not adequately controlled	Comments (Is an ERA needed?)
Traffic incident (accident) <ul style="list-style-type: none">risk of injury or death Inappropriate behaviour around roads or train stations <ul style="list-style-type: none">risk of injury or death Leaving the group or vehicle <ul style="list-style-type: none">Psychological/ physical harm if separated from appropriate adults Inappropriate behaviour around vehicles (when traveling on ferries) <ul style="list-style-type: none">Falling from heightFalling from moving vehicleBeing crushed by vehicle Inappropriate behaviour around water <ul style="list-style-type: none">Injury/ shock/ drowning	<ul style="list-style-type: none">PupilsStaffMembers of the public	<ul style="list-style-type: none">Appropriate staff to student ratio (supervision levels)All drivers hold appropriate licenses & are insured on the vehicles, which are registered, maintained and roadworthyOnly drives touch controlsSeat belts to be worn at all times in all vehiclesNo climbing on any vehiclesDrop off/Pick up plans made between adultsEVOLVE to be completed by trip leader (Activity Specific Risk Assessment including event, location, transport, activity type & staffing ratio)	<ul style="list-style-type: none">Where risks are identified following a trip, Individual Student Risk Assessments to be updated by staffAdditional safety briefing for specific students and staff prior to travel If there are Residual Risks relating to type of transport then specific protocols need to be developed: <ul style="list-style-type: none">Car protocolsMinibus protocolCoach protocolPublic Transport protocolFerry Protocol	

Student Signed: _____

Date: _____

Parent/Carer Signed: _____

Date: _____

Staff Signed: _____

Date: _____

The Safety Plan is based on guidance from *There and Back Again* (The Outdoor Education Handbook) and *EVOLVE* (Online trip planning and risk management tool for off-site activities). The ERA (Enhanced Risk Assessment) is carried out by SLT

Data Protection, Security and Social Media Agreement (Student)

We hope you will enjoy using the school's computers to support your learning in all your lessons. Please sign this agreement to let us know that you understand your responsibilities when you use the school's computers and Internet.

I, _____ agree that:

I will use the school's computers and access the Internet in school only for educational purposes related to my school studies. I will not use the computers to buy or sell goods.

- I will never tell anyone else my password, and never use someone else's logon name or password.
- I will always get permission from a member of staff before I download anything, and won't install or store programmes on the computer without consent from staff.
- I won't use a removable device like a CD or USB flash drive on the computers without consent.
- I will not use, or attempt to use, social media like Facebook, snap chat or Instagram when in school.
- If I use social media outside of school, I will not post messages that could be offensive to students or staff at the school.
- I will not attempt to access Internet sites or music that contain material that is inappropriate for school (Music or images related to illegal things, drugs or gang activity)
- I will not attempt to access areas of the school's computer system beyond the access given me by the school.
- I will not attempt to access staff computers (desktops/laptops).
- I understand that staff are able to look at my files and communications to make sure that I am using the system responsibly.
- I understand that if I damage the operation of the school's computers or computer system, use the Internet inappropriately, or attempt to hack into the system outside my access, I may be no longer be able to use the school's computers and police might be involved.
- I will never eat or drink near ICT equipment.

I confirm that I have read and understand the above:

Student Signed: _____ Date: _____

Parent/Carer Signed: _____ Date: _____

Please tear here

Mobile Phone Contract (Student)

Mobile phone contract between _____ and Ian Mikardo High School

This is to confirm that I understand that the use of mobile phones, PSPs and tablets is restricted in school.

I understand that if I bring any of this equipment to school:

I cannot use it during lessons.

- I cannot use it to play loud music in school.
- If I use my phone, PSP or tablet inappropriately, I must hand it in to the School Office and collect it at the end of the day.
- If I refuse to hand in my phone, PSP or tablet, the school will phone my parent or carer who will be asked to come to school immediately to collect the equipment.
- If I continue to use my phone, PSP or tablet inappropriately, my parent or carer will be asked to ensure that I do not bring them to school or might be asked to collect it.
- It is my responsibility to look after my mobile phone, PSP and/or tablet in school. Should any of these devices go missing, the school will not be held responsible.

Student Signed: _____ Date: _____

Parent/Carer Signed: _____ Date: _____

School Staff Signed: _____ Date: _____

Fire Alarm Contract (Student)

Fire alarm contract between _____ and Ian Mikardo High School

This is to confirm that I understand that it is never appropriate to set off the school's fire alarm unless I believe that there is a fire in the school. This causes disruption and expense to the school.

I also understand that:

- It is a criminal offence to interfere with fire equipment.
- This means that if I set off the fire alarm when there is no fire, I would be charged with criminal damage.
- A false alarm alerts an external security company and the Fire Service, and costs the school £250.
- This means that if I deliberately set off the fire alarm when there is no fire, I would have to pay this £250 charge.
- I will take care in future not to set off a false fire alarm.

Student Signed: _____ Date: _____

Parent/Carer Signed: _____ Date: _____

School Staff Signed: _____ Date: _____

Aaron Mulhern
Head Teacher

Thank you for completing the School Induction Pack

How the information in this pack will be used

The information you provide in this form will be used by the school to:

- Keep in touch with you and others involved in caring for your child
- Help you manage your child's attendance
- Keep in touch with relevant professionals
- Work with you and others to help meet your child's medical needs
- Support your child to be safe and responsible in school and when out in the community
- Arrange safe school activities for your child inside school and out in the community
- Access pupil premium funding from the government (once benefits are confirmed)
- Access free school meals

You only need to complete the induction pack once, If there are changes in the contact information, health or financial circumstances during the school year please keep us updated by contacting the School Office, Tutor's or the Welfare Department.

We are committed to ensuring that the personal and sensitive information that we hold about you and our students is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We look forward to working with you in the year ahead! Remember that you can contact the Welfare department directly or via the School Office if you have any questions.

Information to be Taken Home about Working with Safer Schools Officer

Safer Schools Officer

All secondary schools have an allocated Safer Schools Officer (SSO) .

Ian Mikardo High school's SSO is PC Reece Tucker who is based at Bow Police Station.

The role of SSO is designed to:-

- Develop positive relationships between young people and the Police.
- Work alongside the school and parents in early intervention, preventing young people becoming either victims or perpetrators of crime.
- Liaise with partners and other policing departments to deter young people becoming involved with any negative influences that might be within the local area
- Encourage young people to use their leisure time wisely.

Please tear here

To be taken home: For students and parents to read Privacy Notice (How we use student information)

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

- Personal information (such as name, unique student number and address, DoB, ULN, UPN, PEP)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Relevant Medical Information (such as, Sensory impairment, dietary restrictions, prescribed medication, diagnosed medical conditions)
- Special Educational Needs Information (such as, Educational psychology reports, Occupational therapy reports, Statement of Educational Need, Speech and Language therapy reports, EHC Plan)
- Social, Emotional and Behavioural information (such as, behaviour monitoring reports, CAMHS reports, Social Care reports, Police reports, Social Development reports)
- Attendance information (such as, sessions attended, number of absences and absence reasons, Exclusions)
- Assessment information (such as, Initial Academic Assessments, formative and summative assessment, Annual Review reports, Examination entries, UCI)
- Post 16 Learning information (such as, Academic performance, Academic and personal reference, FE destinations)
- Child in need information (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Looked after children information (such as episodes of being looked after, important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

We use the student data:

to support student learning

- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to compile anonymised student data reports
- to effectively communicate with parents/carers

The lawful basis on which we collect and use this information

Data collection is covered by the Education Act 1996 and further details can be found in the census guideline documents on the following website: <https://www.gov.uk/education/datacollection-and-censuses-for-schools>

We use student information under Article 6 Points: 1a, 1c, 1d, 1e, for general purposes and Article 9 Point 2a from the GDPR- from 25th May 2018 for special category data processing. Further details can be found on the website: <https://www.itgovernance.co.uk/data-protectiondpa-and-eu-data-protection-regulation>

Data collection requirements:

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

Storing student data

We hold student data in accordance with our Data Retention Policy.

Collecting student information

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

Who we share student information with

We routinely share student information with:

- schools that the students's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Attwood Academy Trust
- Medical Professionals
- Funding Agencies (only in anonymised form)

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

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

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. For further details go to: <http://www.legislation.gov.uk/ukxi/2013/2094/made>

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

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

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

post-16 education and training providers

- youth support services
- careers advisers

For more information **about services for young people, please visit our local authority website.**

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.

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

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

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

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

The Department 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 student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the 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>

Requesting access to your personal data

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

aaron.mulhern@ianmikardo.com

You also have the right to:

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

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

Contact

If you would like to discuss anything in this privacy notice, please contact **Asad Muzammal, Data Protection Officer.** info@EduAction.org.uk

Key Information

Times of the school day

The school day runs from 9.00am to 3.00pm.

12 sessions

Lessons and social learning times are broken up into 12 sessions which make up the school day. The whole staff team meets at the start and end of the day to share information and set priorities. After the daily de-brief Tutors contact parents to discuss relevant issues and feedback on student progress. This helps to unite the student's home and school worlds.

Travel

Both the school and Tower Hamlets Borough Council provide travel training to foster independence in students. This means that a member of staff, or a Council travel trainer, will meet a student at home and walk or cycle with him to school, and escort a child home or to the station. Some students travel by taxi paid for by their local authority, either because they lack the skills to travel independently, or because of the distance involved.

If you need support with any issues relating to transport, please let us know and we will help.

By public transport:

Bromley-by-Bow tube station (on the District and Hammersmith and City lines) is a 2-minute walk from the school. Turn left out of the station, walk down the steps towards Talwin Street.

Our closest DLR station is Devons Road, a 5-minute walk from the school. Turn right out of the station and walk down Devons Road (B140). Turn left into Devons Road then right into Talwin Street.

Car parking

If you plan to travel by car, please let us know before you arrive.

Disabled access

The school is fully accessible to wheelchair users.

Clothes and other personal belongings

There is no uniform requirement at IMHS, as uniforms can create a barrier to positive engagement with education, as well as being an extra expense for families. We encourage students to feel free to express themselves through what they choose to wear.

However, we suggest that students wear sensible, comfortable clothing, suitable for activities such as those held outdoors. All items should be labelled with the name of the student. Please note that we cannot be held responsible for damage to or loss of students' clothes, jewellery items or other personal possessions.

Prohibited items at Ian Mikardo High School are:

- Knives or weapons.
- Any corrosive substance (e.g. acid).
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- E-cigarettes.
- Fireworks.
- Pornographic images.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).

Food in school

Breakfasts and lunches are provided free of charge and consist of healthy and nutritious options, and we take part in the National School Breakfast Programme. It is important for pupils to start the day with a nutritious breakfast. Evidence shows that providing a healthy breakfast at the start of the school day can contribute to improved readiness to learn, increased concentration, and improved wellbeing and behaviour. For this reason, we discourage fizzy, sugary drinks or those containing caffeine. Drinks brought into school should be in unbreakable containers.

There is always a wide range of foods for students to choose from including fruit and vegetables, salads, cereals or a full English breakfast in the morning. All food provided in school is halal.

Special diets

If your child has any special dietary requirements, allergies or intolerances, please provide full details on the form included in this booklet.

Mobile phones

Mobile phones are allowed in school, but unless permitted by the class teacher, should be turned off during lessons. The only other specific restriction on mobile phone usage is to prohibit the video or sound recording of other students or staff. We ask all students to sign a Responsible Use Agreement, and will, if necessary, confiscate the phone for the duration of the school day where it is felt that it is being used inappropriately or disrupting other students' learning.

We regularly remind the students of the potential harmful impact that misuse of social media can have on both themselves and others. In the event that parents or students need to contact each other during the school day, either party may use the school's landline phone.

Frequently asked questions

Attendance/absence

Attendance is a crucial part of school life. High school attendance helps prepare students for adulthood and gives them access to the full range of activities on offer at school. Our Out-of-Borough Parent Engagement Officer monitors daily attendance and liaises with parents and carers to help address obstacles to attendance. The school receives support from an Attendance and Welfare Advisor (AWA) who has fortnightly meetings with the Parent Engagement Worker to ensure that the school is meeting the students' support needs around attendance and that poor attendance patterns are challenged.

Students at Ian Mikardo High School have struggled to engage with mainstream education and when they arrive here, they may have an entrenched history of non-attendance and exclusion. Most come to us as non-attenders, from a part-time placement or were educated in isolation, almost all have no experience of regular attendance within a group setting.

We expect our students to attend school, but it is also central to our ethos that we treat them as individuals, and we recognise that there are many factors in their lives that make their attendance difficult. For this reason we do not punish non-attendance. Instead, we work on removing the barriers that are inhibiting attendance. We do this by addressing the reasons behind any individual's failure to attend school and ensuring that we deliver a creative curriculum in a safe and stimulating environment.

If your child is unwell or unable to attend school for any reason, parents should ring and report them absent by 9.00am.

Medicines in school

Any medication brought into school must be declared and handed into the school office for safekeeping until required. Full details of the medicine, including dosage, frequency of administration, expiry date etc must be provided, and all items must be in their original packaging as provided by the prescriber/pharmacy.

Our medical tracker system is used to record all details of students' medical needs, including any accidents or injuries sustained at school.

School Police Officer

Ian Mikardo High School has a long standing and positive working relationship with our Safer Schools Police Officer.

The presence in school of a Police Officer is designed to demonstrate that the police service is approachable and should not be seen as intimidating or threatening. Our police officer is there as a supportive and positive influence, helping our students to understand that they have a voice, are listened to and respected as much as any other member of the community.

The Officer is also an educator who helps our students understand the process of law, the consequences of their actions, and their responsibilities. He/she is not there in a judgemental role, but to reassure students that the police are approachable and a force for everyone's good.



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 if it were dangerous or unreasonably difficult:

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

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, phone call or email. 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. 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.

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.

Communication with parents

At Ian Mikardo, we are very proactive in our communications with parents and carers. Tutors and key workers keep in regular contact with families to pass on information regarding any problems, to celebrate successes and achievements, and to listen to any concerns parents may have.

Signposting

If an issue cannot be adequately addressed in school, we are able to signpost families to appropriate support agencies. These may be matters such as behavioural problems, finances, housing, health, safety and welfare, or anything else which may negatively impact on the students' wellbeing. In addition, our regular coffee mornings give parents and carers the opportunity to come together for mutual peer support, to hear speakers from a range of specialisms and to seek advice. Our focus is on complete support not only for our students, but for their families, too. We aim to empower families by offering help and advice in any way possible.

In the event that you have a question or wish to discuss anything at all regarding your child, your first port of call is their Form Tutor or Key Worker, who will then make every effort to address the issue effectively and appropriately.

Frequently asked questions



Behaviour

High expectations

At Ian Mikardo everything we do is based on building mutually respectful relationships with our students. Unlike most educational establishments, we do not have a system of rewards and sanctions; however, we have consistently high expectations in relation to the academic achievements and behaviour of our students. We recognise that student behaviour is a form of communication and needs to be responded to and supported rather than reacted to using discipline.

How we manage behaviour

Conflict resolution is the verbal process in which all parties are brought together. This process is not to judge who is right or wrong but a platform for people to explain their actions and understand its impact on other people. This may include role play or re-enacting an incident. Staff are expected to participate and engage with it as a way of modelling the process. The purpose of this is not for children to apologise but to feel listened to. The repeated use of this process will help students develop empathy and take responsibility for their own behaviour.

Physical restraint

Although guidelines by the DfE allow physical restraint, at Ian Mikardo High School we do not use physical force as we believe this conflicts with the school's ethos which revolves around mutually respectful relationships. Displays of power would damage these relationships and be at odds with the safe and productive environment we create. This does not mean that staff never physically intervene. There are occasions when it is necessary that staff may block or stand in between students and guide them away from the area or in exceptional circumstances use the powers in Section 93 Education and Inspectors Act 2006.

Anti-Bullying Policy

At Ian Mikardo High School we actively promote a culture of awareness, tolerance and inclusion. We encourage students to welcome difference, embrace diversity and strive to provide them with a safe and supportive environment that is free from intimidation.

We regard all forms of bullying as unacceptable and should all be treated with the same significance and challenged. Bullying can involve ageism, racism, sexism, homophobia, disability, gender, gender identity, religion, lack of faith and other issues relating to identity or difference. It can happen in the school, off-site or online.

Staff are vigilant and because the school is an open community, we ensure that students feel physically safe and comfortable to report and discuss any bullying including cyberbullying. We work with both perpetrators and victims and use conflict resolution, education, training and police involvement where appropriate.

We also recognise that students' attitudes and aggression can be rooted in cultural and social influences, such as computer games and music videos, as well as shared comments or images via social media platforms such as Instagram, Snapchat and YouTube. These can inform our student's expectations of masculinity and how they interact with women, as well as with each other. We challenge gender-based stereotypes and encourage students to build relationships based on mutual respect.

Policies and term dates

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

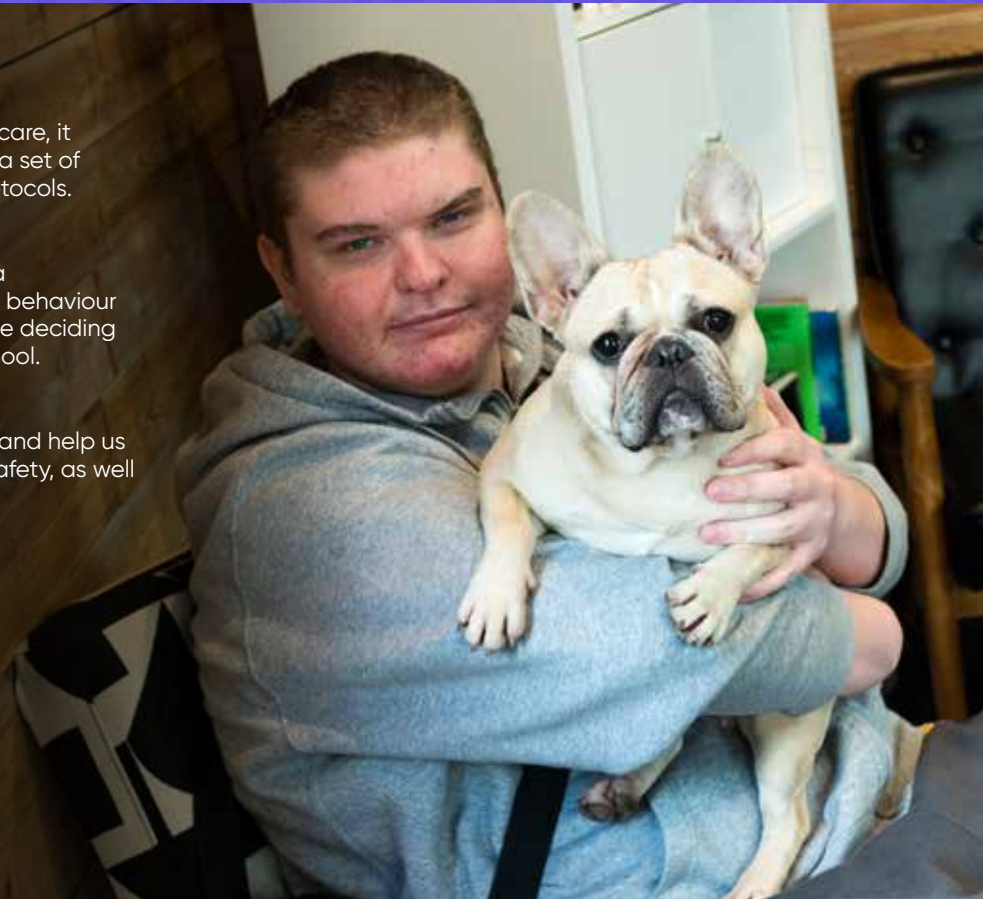
Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At IMHS we believe policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability.

Some of our key policies are:

- Equality.
- Accessibility.
- SEN.
- Safeguarding and child protection.
- Behaviour and anti-bullying.



Term dates

Autumn term 2023

Term 1: Friday 1 September 2023 – Friday 20 October 2023

INSET Day: Friday 1 September

Half Term: Monday 23 October 2023 – Friday 27 October 2023

Term 2: Monday 23 October 2023 – Friday 27 October 2023

Christmas break: Monday 25 December 2023 – Wednesday 3rd January 2024

Spring term 2024

Term: Thursday 4 January 2024 – Friday 9 February 2024

INSET Days: Thursday 4 & Friday 5 January

Half term: Monday 12 February 2024 – Friday 16 February 2024

Term 4: Monday 19 February 2023 – Thursday 28 March 2024

Easter break: Friday 29 March 2024 – Friday 12 April 2024

Summer term 2024

Term 5: Monday 15 April 2024 – Friday 24 May 2024

Half term: Monday 27 May 2024 – Friday 31 May 2024

Term 6: Monday 3 June 2024 – Tuesday 23 July 2024

INSET Day: Tuesday 23 July

Eid dates

Start of Ramadan: 10 March 2024 (Normal School Day)

Eid Al-Fitr: 10 April

Eid Al-Adha: 17 June



Ilan Mikardo High School
60 William Guy Gardens
Talwin Street, London, E3 3LF

Head Teacher:
Aaron Mulhern

Telephone: 020 8981 2413
Email: admin@ianmikardo.com
Website: www.ianmikardo.com