



**GENERAL INFORMATION AND
GUIDANCE NOTES TO SUPPORT
COMPLETION OF THE
STUDENT INFORMATION FORM**

**PLEASE READ ALL PAGES CONTAINED IN THIS DOCUMENT
BEFORE COMPLETING THE STUDENT INFORMATION FORM**

PARENTS/CARERS

- **PLEASE COMPLETE SECTIONS 1 – 12 OF THE STUDENT INFORMATION FORM**
- **COMPLETE AND SIGN THE PARENTAL CONSENTS**
- **COMPLETE AND SIGN THE MEDICAL CONSENT**

PARENTS/CARERS AND STUDENTS

- **PLEASE READ AND SIGN THE ONLINE-SAFETY POLICY**
- **PLEASE READ AND SIGN THE HOME-ACADEMY AGREEMENT**

Guidance to support the completion of sections 3 and 4:

PARENTAL RESPONSIBILITY AND CONTACT INFORMATION

This form asks you to state the names and addresses of all parents (see below for definition). In the case of a parent who does not live at the student's permanent address, they are entitled to request the disclosure of information about the student and the Academy will provide the information after satisfying themselves that they are the student's parent. If you do not provide the contact details here, the Academy may deal directly with the non-resident parent if they subsequently make a request. However, before that, you will be informed about the request so you have sufficient time to seek your own legal advice on this should you wish to do so.

DEFINITION OF PARENT AND PARENTAL RESPONSIBILITY GUIDANCE

The following is intended as helpful guidance for schools but should not be treated as a complete and authoritative statement of the law and is taken from DfE Circular 0092/2000.

DEFINITION OF "PARENT"

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

PARENTAL RESPONSIBILITY

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

People other than a child's natural parent can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- adopting a child.

The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the "parent" of a child.

**PLEASE READ THE FOLLOWING PAGES AND COMPLETE THE
CONSENT FORM ON PAGE 5 OF THE STUDENT INFORMATION FORM**

PARENT/CARER CONSENT SECTION

The following section of this form details areas within the Academy that we require the consent of parents/carers. Please read the sections carefully and then complete and sign page 5 of the Student Information Form. Please note all policies are correct at time of print. Updates to these policies can be found on the Academy website.

COMMUNICATION

At Holyrood Academy we will use parents/carers email addresses to communicate general information about Academy life as well as information regarding your child. As most people now have email addresses we find this to be the most efficient way to communicate with parents/carers. Please note permission can be withdrawn at any time by contacting the Academy.

ACADEMY POLICY ON PUBLISHING STUDENTS' PHOTOGRAPHS AND NAMING OF CHILDREN IN THE MEDIA

Your child's image will be used for our pupil record files.

PHOTOGRAPHS AND VIDEO IMAGES CONSENT

Your consent or that of your child, if they are aged 16 or over, is required for the school and the trust to use their image for purposes other than those connected to their education, safety or the operation of the school.

For example, as you will have seen, we celebrate the success of our pupils in sporting, academic or cultural activities by sharing the information, including photographs, on our websites, in the local press, on our social media platforms (including Facebook, Twitter and Instagram) and in school and trust publications such as our newsletters. Local newspapers often publish articles on their websites as well as in the printed newspaper. Images may be published alongside the pupil's first name.

If you do not give consent we will be unable to use your child's photograph/image in this way.

We also promote the school and its activities using photographs and images of our pupils in the press, on social media, in school and trust publications, on school displays and, on our websites.

Our use of images means that some photos and video may appear in different formats, for example a printed newsletter may also be accessible online.

We are therefore seeking your consent to use your child's image in the manner and locations described above.

You may withdraw your consent at any time prior to the publication of images by giving the school notice in writing to **office@holyrood.uat.ac** marked for the attention of the Data Manager. Images may continue to be used after pupils have left the school.

Please note if you consent to your child's image being used, you are also are consenting for their image to be used not only on the schools website, publications and social media, but also the Trust's (Uffculme Academy Trust).

CASHLESS CATERING BIOMETRIC SCAN

The Academy uses a biometric registration process for cashless catering within the Academy's dining area. The biometric system works by identifying students from an image of their thumb, which is converted to a numerical code when set up.

The main benefits of the system is that it reduces times at the till; other individuals cannot access your child's catering account and students do not have to carry around cash.

Under the Freedom of Information Act 2012, we are required to have parental consent for children under the age of 18. **If you do not wish your child to use the biometric facility, please contact the academy and a pin number will be issued.**

POSSESSION OF MOBILE PHONES, ETC

At Holyrood Academy we recognise that mobile phones, including smart phones, are an important part of everyday life.

[Extract from the Rewards, Relationships and Behaviour Policy – updated September 2022](#)

Mobile phones

If students bring their mobile phone to school it must be turned off and in their bags. If a staff member sees a student using their mobile phone in school, for any reason, the staff member will confiscate the item and place it in upper site reception. Refusal to follow this instruction will lead to internal exclusion until the device is handed in. Students who frequently break this rule will be required to hand their phone in at reception each day.

ACADEMY TRIPS AND OTHER OFF-SITE ACTIVITIES

By signing the consent form you are agreeing to your son/daughter participating in standard activities off the Academy site, but within the County or neighbouring area, for example, environmental studies, swimming and sporting fixtures, joint activities with other schools/organisations, for the period of your child's time at Holyrood Academy.

I understand that:

- Such activities will normally take place within the Academy/working day, but that if, occasionally, they are likely to extend beyond this adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any external activities beyond those outlined above and which could involve commitment to extended journeys or times, additional expense or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit, I understand that my child may be given first aid or urgent medical treatment during any Academy trip or activity.

- My child will be under an obligation to follow all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal Academy/organisation discipline procedures during the visit/activity.
- I must inform the Academy/organisation of any changes to the medical and emergency contact details which have already been supplied.
- All young people are covered by the Academy's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the Academy premises or equipment or attributable to negligence by the Academy or one of their employees.
- The Academy has a Travel Insurance Policy for off-site activities, which also includes personal accident cover. Detailed information of the policy can be obtained on request from the Academy and I understand that if I require additional cover over and above that within the Academy Policy I will be responsible for arranging that.

**PLEASE READ THE BELOW AND COMPLETE THE MEDICAL FORM ON
PAGE 6 OF THE STUDENT INFORMATION FORM**

HOLYROOD ACADEMY – MEDICAL INFORMATION

MUST BE SIGNED AND RETURNED EVEN IF THERE IS NO KNOWN MEDICAL INFORMATION

REQUEST FOR ACADEMY TO ADMINISTER MEDICATION

We will in emergency situations give your child painkillers in the academy if we have your permission and a boxed supply of the medicine.

To be able to take advantage of this service we ask that you complete the permission section and return it to academy with a **box** of painkillers, paracetamol only, in an envelope **clearly marked with your son/daughter's name and tutor group**. Please do not send bottles or pots.

The reply slip and tablets will be stored securely in the First Aid Room. Tablets will be dispensed at the discretion of the Medical Assistant who will keep a record and send a note home if your child has needed pain relief in Academy time. Should there be any concerns, the Medical Assistant will contact you.

If your child is on a course of medication from your Doctor for a limited period of time and which has to be administered during the day please contact the First Aid Room via the main Academy number 01460 260100, as a special form needs to be completed.

All medicines will be returned to you at the end of the academic year when we ask you to come into the academy and collect any medicine that is left. **If you do not collect it we will dispose of it safely.**

ASTHMA REGISTER

If your child is an asthma sufferer, please complete the permission section so we can update our Asthma Register.

If your son/daughter suffers from Asthma they should carry an inhaler with them **at all times**, including when they are out of school on trips and visits. We will also keep spare inhalers should you wish us to, just complete the permission section and return it to the academy with the spare inhaler in an envelope **clearly marked with your son/daughter's name and tutor group**.

GENERAL ADDITIONAL INFORMATION

My Child at School (MCAS)

Since January 2022, The Academy has been using a new management system called Bromcom. One of the great advantages with Bromcom is that they have a parent app called My Child at School (MCAS).

This app enables parents to see academic information about their child in real time, as well as key academic dates, attendance information as well as personal details the school holds for you and your child. Please note that if you need to change the details for contacts without parental responsibility you need to contact the Academy. We are planning to roll out the modules available over time.

The following information will be available immediately

- AM & PM attendance data
- Your child's classes
- Exam information
- Positive behaviour events
- School calendar and upcoming events

In addition to receiving emails and texts, you will receive notifications via the app and we will also post out school announcements via the app.

In the summer, we will also be switching to Bromcom for online payments. This will mean that you will be able to top up your child's account, pay for trips and resources.

The Academy is 'cashless', including our caterers, and therefore we will be requiring parents to pay for trips, resources such as revision guides and topping up lunch account via the MCAS account.

In September you will receive a Redemption Invitation Code via email, once that is received please follow the instructions to set up your account.

Once your account is set up you can download the My Child at School (MCAS) app which is a red square with a child figure in white.

It will ask you to create and confirm a 5 figure pin of your choice. Choose log in with username and password. You can then log in using the school id (12579), username (from bullet point 1) and password (previously set up by you). If you have problems setting up the account please email finance@holyrood.uat.ac providing your name as well as your child's.

RELATIONSHIP AND SEX EDUCATION (R & SE) PROGRAMME

At Holyrood we aim to provide our students with an age appropriate Relationship & Sex Education programme that is tailored to their physical and emotional maturity. Parents have the right to withdraw their children from all or part of the R & SE provided, except for those parts included in the statutory National Curriculum for Science. Should parents/carers notify us (via reception) that they wish to take such a step, they will be invited to talk it through with a year leader at the Academy. If they decide this is a necessary step, the Academy will provide information for other sources of support to enable the parent/carer to meet their responsibility in providing alternative R & SE.

FREE SCHOOL MEALS

Students attending Holyrood Academy, whose parents/carers receive certain benefits, may be entitled to free school meals. At secondary schools it is the responsibility of the parents/carers to apply for Free School Meals for their children by completing an application form online via <https://services.somerset.gov.uk/application-for-free-school-meals>

Somerset County Council will process applications and communicate directly with the applicant. For further information, please contact the Academy.

TRANSPORT

If your child attends a school which is more than 3 miles (age 8 and upwards) distance from your home, your child may be entitled to free transport to school unless the school is one which students from your area would not normally attend and the LA would, but for your choice, have offered a place at a school nearer to your home address.

USE OF INTERNET FACILITIES

The Academy uses a wide range of IT equipment and internet-based resources to enhance learning and understanding in all of the Academy's curriculum areas.

All students at Holyrood have access to IT equipment, the internet and an education e-mail service. These are protected by a filtering system provided specifically for schools in the South West of England. We have procedures that should enable your son/daughter to use the facilities safely and securely.

A copy of the Online Safety Policy for students is in the Student Information form and must be signed. Each member of staff must also agree to follow an Online Safety Policy. These policies set out rules that must be adhered to for the protection of all users.

If you would like more information about safety on the internet you may find this site helpful: <http://www.iwf.org.uk/> - The Internet Watch Foundation website. If you need any further help or advice please contact the Academy telephone number 01460 260100.

USE OF ACADEMY TEXT MESSAGING

At Holyrood Academy we use a system which enables us to send SMS text messages to parents/carers for individual students and/or groups of students.

This means that notifications of a student's absence where parents/carers have not informed the Academy are sent by text message. We also use this system to remind parents/carers of such things as INSET days, cancellation of clubs, closures etc.

As most people have mobile telephones these days we feel this is a much more efficient communication link between the Academy and home. It does not, however, mean that we replace the current methods of contact i.e. emails, letters, personal telephone calls but that the SMS text messaging system works alongside these, if and when appropriate, and only in non-urgent situations.

We also ask that if you change your mobile telephone number you inform us immediately.

DATA PROTECTION AND SHARING INFORMATION

Holyrood Academy aims to ensure all personal data collected about the pupils and parents is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). We have a legal duty to share certain information with third parties. Details can be found in our Privacy policies, copies of which can be found on our Academy website (<https://holyrood.uat.ac/school-policies>)

- Data Protection
- Privacy Notices (Parents)
- Privacy Notices (Students)

Please note under ICO rules students over the age of 13 years have the right to provide their own consent for matters related to safeguarding, wellbeing and educational records. Where students have determined they would like to provide their own consent we will inform parents/carers that they have done so.