



Parent & Carer Handbook

Contents

Skinner's Academy Ethos and Values	3
Attendance.....	4
Behaviour & Wellbeing	5
EduLink	6
Parent Support.....	7
Curriculum	9
Teaching & Learning Principles	9
Library	10
Reading	10
Term Dates	12
Uniform	13
Catering & ParentPay.....	15
Free School Meals.....	16
Home Academy Agreement.....	17
Photo & Video Consent	19
Privacy Notice.....	21
Data Information.....	22

ETHOS AND VALUES

“Be the Best You Can Be”

At Skinners’ Academy, we believe in the unique potential of every student. Our students strive to grow academically, emotionally, and socially, while embracing individuality and celebrating diversity. We encourage all students to pursue excellence in their own way, to develop confidence in who they are, and to contribute positively to our inclusive school community.

Be Curious

We nurture a spirit of curiosity by encouraging students to ask questions, explore new ideas, and develop a lifelong love of learning. Curiosity drives innovation and critical thinking, helping learners connect with the world around them in meaningful and engaging ways.

Be Kind

Kindness is at the heart of a respectful and inclusive school community. We promote empathy, compassion, and understanding, recognising that every action, no matter how small, has the power to uplift others and strengthen relationships.

Be Brave

We support students in developing the courage to take risks, speak up, and face challenges with resilience. Being brave means embracing failure as part of learning, standing up for what’s right, and believing in one’s ability to grow and make a difference.

ATTENDANCE

Attendance Essentials

- Pupils must arrive at the Academy by **8.30am** for line up at **8.35am** and a prompt start to tutor time at **8.40am**, in full Academy uniform, with all necessary equipment, and ready to learn. Pupils who are late will be given a detention.
- If a pupil is ill, the parent/carer must telephone the Academy on 020 8800 7411, wait for the prompt and press 1 to leave a message for our Attendance Officer. This call must be made before **8.30am** and must be made on **every day of absence**. Alternatively, parents may email through the Edulink app to the Attendance Team.
- You must ensure that wherever possible medical and dental appointments are made after the end of the school day or during the school holidays. Where this isn't possible, the appointment card must be shown to reception at least 2 days in advance, or the parent/carer must phone to discuss with the Attendance Officer. In the case of medical/dental appointments the parent/carer should provide their child with a signed note with details of the time they need to leave their lesson and the school site so that the teacher allows the student to leave class. It is the pupil's responsibility to make sure that they have left class and are ready to leave the building on time for their appointment. Time cannot be taken out of school for non-essential appointments.
- Pupils must not take holidays in term time. Parents/carers may be fined by the Local Authority if they remove their child from school to go on holiday during school time.

More detailed information about attendance is available in the Academy's Attendance Policy which can be found on our website at www.skimmersacademy.org.uk or is available in paper form via our reception.

Why Is Excellent Attendance and Punctuality So Important?

Excellent attendance and punctuality at the Academy are vital to help you achieve the best possible start in life. Pupils who frequently miss school often fall behind with their academic work which impacts on their progress. There is a strong link between good school attendance and achieving good results.

Did you know that:

- A child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- At least 1 million children take at least one half-day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence

Why is punctuality such a good thing?

Being on time...

- gets your day off to a good start and puts you in a positive frame of mind, so that you can make the most of your learning opportunities
- sets positive patterns for the future
- leads to a good attendance record and means you do not miss any morning notices

- leads to better achievement because you attend the entirety of your classes
- helps you develop a sense of responsibility for yourself and towards others and is a sign of good character
- is respectful to your teacher and to your class.

Research shows that attendance and punctuality together are the single most important factor in school success. At Skinners' we strive for 100% attendance so we can achieve our best.

BEHAVIOUR & WELLBEING

Behaviour

At Skinners' Academy we have **high expectations**, and we believe in **strong relationships** and **inclusion**.

We will use our stage system to remind pupils when they need to change their behaviour in the classroom, and we expect pupils to follow simple instructions 'First Time Every Time'. When pupils don't meet our high expectations, they may receive a detention. Parents are notified immediately via Edulink and detentions take place the same day after school.

Strong positive relationships are important to us because they make for a great learning environment and a happy school. We will greet pupils by name as they arrive to school and to our lessons, we will give merits and celebrate merits every day as well as contacting parents by email each week about pupils who have done a great job that week.

Our Academy values include respect, kindness and equality and we actively work to ensure all our pupils are welcome, accepted and included.

Wellbeing

At Skinners' Academy, we value every member of our community's wellbeing. We believe that for a school to be a success everyone must feel wellness – mentally as well as physically.

Skinners' Academy has an extensive support team for student safeguarding, wellbeing and mental health. This includes the Safeguarding Leads, School Nurse and School Counsellor. If you are concerned about your child's wellbeing or mental health, you can contact the Academy for support via your child's form tutor or year team.

Social and Emotional Learning in Tutor Time

All pupils at Skinners' Academy undertake mental health, wellbeing and mindfulness learning as part of their Tutor Time programme where they learn skills and knowledge to be mindful and lead a healthy life as well as understanding how to build their resilience and empathy and take care of their wellbeing and mental health. Staff are trained in the issues that are covered, and pupils have regular opportunities to reflect on their learning and experience.

Equity, Diversity and Inclusion

Skinners' Academy is fully committed to equity, diversity and inclusion, both in relation to the experience of pupils and staff and also in preparing pupils to be successful and productive citizens who are a source of positive influence in the society that they live in. All pupils undertake a comprehensive Equity, Diversity and Inclusion curriculum as part of their tutor time

programme which intersects with our annual calendar of EDI awareness assemblies and events.

PARENT COMMUNICATION AND SUPPORT

EduLink One

Skidders' Academy utilises Edulink One, an app-based software that uses smartphone-based notifications, to communicate with parents. Edulink One will allow you to contact teachers directly, receive all important updates and allow you to monitor your child's lessons, homework, assessments, reports, book appointments for Parents' Evening consultations, etc. There is much that you will be able to access.

When you join us, you will be given your dedicated Username and Password. When you do log in, there is a box that says 'Remember me' ensure to tick this box, this will mean you never have to remember your log in details again as it will be saved.

Please do help us in supporting you and enhancing communication between home and the Academy.

Parent Support – Specific to Year 6 parents

Ms White, our Parent & Family Support Worker, holds a variety of events to help parents with the transition of their children to secondary school. These include:

- Drop-ins for parents to discuss issues like Edulink, ParentPay, and assistance in filling out forms
- Sessions focussing on mental health, special educational needs, and other areas. These will cover school expectations and practice, to enable a smooth transition for parents, as well as their children.
- A series of coffee mornings in the Autumn Term, where parents will be able to discuss any general advice needed
- Workshops to support parents. These will be held in September and will offer a more in depth look into matters covered by the June/July sessions, along with covering any common areas raised by parents in the coffee mornings

Parent sessions will complement the transition events which take place in the Summer Term, which include:

- 'Summer School' Events – Wednesday 18th June, Wednesday 25th June & Wednesday 2nd July 4-5pm – these include Arts & Crafts, Music & Drama, Board Games
- Pupil Transition Day (Thursday 3rd July) - gives children the opportunity to become familiar with the Academy, staff and other new Year 7 pupils
- Parent Transition Session – this will take place immediately after the Pupil Transition Day. There will be a presentation and the opportunity to ask questions afterwards of senior staff.
- Primary School Visits – these are visits by Skidders' staff to the Year 6 primary schools. Discussion with primary school teachers, coupled with information provided separately by the schools, help us to ensure a smooth transition for each child. And, where possible, enables the visiting member of staff to meet the children.

Ms White can be contacted at parentsupport@skinnersacademy.org.uk

Parent Support – General Information

Parent support refers to various resources, programmes, and networks designed to assist and empower parents in nurturing their children, managing challenges, and fostering positive family relationships. It recognises that parenting can be both rewarding and demanding, requiring ongoing learning and support.

Key Aspects of Parent Support:

1. **Education and Information:** Parent support provides access to valuable resources, workshops, and information sessions aimed at enhancing parenting skills, understanding child development, and addressing specific parenting challenges. Discussions around sleep deprivation and how the teenage brain works.
2. **Peer Support Networks:** These networks offer opportunities for parents to connect with and learn from each other's experiences. Support groups, online forums, and community organizations create spaces for sharing insights, concerns, and strategies.
3. **Guidance:** Referrals to therapists and early help strategy, personalised assistance in navigating parenting difficulties, addressing behavioural concerns, and promoting positive family dynamics. **How to deal with risky behaviour discussions/workshops.**
4. **Skill-Building Workshops:** Workshops equip parents with practical strategies for effective communication, discipline techniques, stress management, and fostering resilience in children.
5. **Advocacy and Resources:** Parent support initiatives advocate for family-friendly policies, Citizen advice, and resources that benefit parents and children. **HSBC workshop around debt management, Citizens Advice drop-in sessions every Monday.**

Benefits of Parent Support:

- **Enhanced Parenting Skills:** Access to knowledge and resources assists parents in making informed decisions, improving communication, and fostering healthy child development.
- **Empowerment and Confidence:** Supportive networks and education empower parents, boosting their confidence in handling challenges and nurturing positive relationships with their children.
- **Stress Reduction:** By offering guidance and strategies, parent support helps reduce parental stress levels, improving overall family well-being.
- **Community Engagement:** Parent support initiatives encourage community involvement, creating a sense of belonging and mutual support among families.

How to Access Parent Support:

- Ask year teams, pastoral leaders, and reception for information or email parentsupport@skinnersacademy.org.uk.
- Make use of the parent room resources and the forums, articles, and advice offered by websites. Please join us for coffee mornings to meet other parents and enjoy a cup of tea and conversation.
- Participate in our workshops with experts like family support workers or for individualised advice and support.

Parent support plays a vital role in equipping parents with the **tools, knowledge, and connections** needed to navigate the challenges of raising children while fostering a nurturing and supportive family environment. By providing education, guidance, and a supportive network, parent support contributes significantly to positive parenting outcomes and family well-being.

CURRICULUM

The curriculum at Skinners' Academy reflects our school motto 'Be the Best you Can Be.'

- We have high expectations of all students.
- We believe in teaching powerful knowledge rather than parroting the knowledge of the powerful.
- We believe that knowledge is power and that learning facts is rarely a waste of time.
- We believe that a carefully sequenced curriculum with regular opportunities for recap and retrieval practice gives the best chance of building lasting knowledge.
- We believe that assessment is meaningful when it informs next steps. We keep summative assessment to a minimum and formatively assess constantly.
- We believe that subject expertise is the cornerstone of good teaching.
- We believe that all learners can benefit from a rigorous and academic curriculum.
- We believe literacy is best tackled through explicit teaching and high-quality intervention where needed.

TEACHING & LEARNING

Principles

- **Explanation** – Teacher explanations are clear and new knowledge is broken down appropriately.
- **Questioning** – The teacher asks questions that check what students have understood and challenges them to think deeply about the content they are learning.
- **Challenge** – There is appropriate challenge for all students regardless of their prior ability or additional needs.
- **Scaffolding and support** – Scaffolds are used appropriately to support students and are withdrawn appropriately to foster independence.
- **Modelling** – Modelling is used effectively to ensure students know how to be successful.
- **Independent Practice** – Students are given the opportunity for independent practice.
- **Feedback** – feedback to feed forward. Feedback is given on students' output in order to improve what they can do with their knowledge.
- **Conditions for Learning** – The teacher manages behaviour in the classroom positively and constructively to ensure a focused and productive environment.

Library Opening Hours

Mon-Thu: 9.00am – 5.00pm

Fri: 9.00am – 4.00pm

Library Rules

- The Library is for reading, homework and computer use only.
- Please treat the area with respect. Keep the noise volume low and tidy up after yourself.

Borrowing

- Pupils in Year 7-9 are allowed to borrow two items at a time for a period of three weeks.
- Pupils in Year 10-11 are allowed to borrow four items at a time for a period of three weeks.

Returning

- Pupils are expected to return the library items within their time period.
- If you damage or lose items, you will be required to pay for the cost of replacement.

At Skinners' Academy, reading is a priority with everyone, staff included. Pupils should have a book with them at all times and reading for pleasure is promoted through a variety of activities.

Reading for Pleasure

Encouraging children to want to read can be a difficult task. There are a lot of entertainment options available to them and getting them to choose to spend their free time reading may seem an impossible task.

However, the benefits of reading for pleasure are so immense that it is vital that children are encouraged as much as possible. Reading impacts their education, broadening their vocabulary and imagination. It helps to improve their schoolwork and assists in developing social awareness and empathy.

Studies have shown that reading for pleasure is more likely to determine whether a child does well at school than their social or economic background.

At Skinners' Academy reading features as a significant part of our weekly advisory programme. Pupils are required to have a book with them at all times and reading for pleasure is promoted through a variety of activities such as book clubs, author visits, competitions and book fairs.

How To Get Your Child Reading

- Make sure they have a range of reading material to choose from. Take them to the local public library where they will be able to borrow the latest books and magazines for free.
- Talk to them about what they're reading and share what you are reading.
- Let them choose their own reading material. They are more likely to enjoy reading if they are reading books or magazines that interest them rather than things they 'should' be reading.

- Listen to them read aloud. They like the attention and reading aloud is an excellent skill to develop. You can even take turns reading to each other.
- Be a positive role model. Children who see adults reading are much more likely to want to read themselves
- If your child is bilingual, encourage reading in both languages. Public libraries have a wide range of books in a variety of languages and will be able to get additional titles from other branches upon request.

Public Libraries

<https://www.hackney.gov.uk/libraries>

<https://www.islington.gov.uk/libraries-arts-and-heritage/libraries>

<http://www.haringey.gov.uk/libraries-sport-and-leisure/haringey-libraries>

Recommended Reading

For reading suggestions, we recommend visiting the School Reading List website, which curates booklists for children and young adults. They have compiled a wealth of new and classic children's books, including fiction and non-fiction, to inspire teachers, parents/carers, librarians, and schools in the UK and worldwide.

www.schoolreadinglist.co.uk/

TERM DATES 2025-26

Autumn Term 2025:

Monday 01 September 2025	INSET Day (no pupils on site)
Tuesday 02 September 2025	INSET Day (no pupils on site)
Wednesday 03 September 2025	All School Return
Monday 27 October – Friday 7 November 2025	Half Term
Friday 19 December 2025	End of Term (at 1:00pm)

Spring Term 2026:

Monday 05 January 2026	INSET Day (no pupils on site)
Tuesday 06 January 2026	All School Return
Monday 16 February – Friday 20 February 2026	Half Term
Monday 23 February 2026	INSET Day – Marking & Moderation (no pupils on site)
Friday 27 March 2026	End of Term (at 1:00pm)

Summer Term 2026:

Monday 13 April 2026	All School Return
Monday 25 May – Friday 29 May 2026	Half Term
Thursday 02 July 2026	Year 6 Transition Day (no pupils on site)
Friday 17 July 2026	End of Term (at 1:00pm)

ACADEMY DAY

	START	LATE BELL
Line Up Warning Bell – 08:33	08:35	08:40
Tutor	08:40	None Due to Line Up
Period 1	09:00	09:05
Period 2	09:50	09:55
BREAK 10.40 - 10.55		
Line Up Warning Bell – 10:53	10:55	11:00
Period 3	11:00	None Due to Line Up
Period 4	11:50	11:55
LUNCH 12.40 - 13.25		
Line Up Warning Bell – 13:23	13:25	13:30
Period 5	13:30	None Due to Line Up
Period 6	14:20	14:25
End 15.10		

After-school activities run from 3:10pm onwards.

UNIFORM

Our uniform suppliers are Rough Cut Casuals Ltd, 16 Chapel Market, Islington, London N1 9EZ. They can be contacted on 020 7837 7924.

www.roughcutcasuals.co.uk

Uniform Rules

- The Academy blazer is compulsory.
- The Academy tie must be worn. The length should be to the waist.
- Shirts should be white and an appropriate size to allow for the top button to be fastened comfortably.
- The Academy jumper is optional, but no other jumper should be worn.
- Skirts should be knee length, unless the longer length skirt is chosen.
- The student ID card/lanyard must be worn at all times.
- Only the Academy coat or a plain black alternative should be worn – the coat should be suitable to cover the blazer (denim, hoodies, sports jackets or tops, leather jackets or coats with fur trim etc. are not acceptable).
- Shoes must be sturdy, leather (or leather in appearance) and plain black - no trainers, heels, open-toed or slipper type shoes are permitted. Kickers must be plain black and with no tassel or coloured label.
- Socks/tights may be plain black, plain white or plain grey (no over the knee/below the ankle socks).
- All clothing should be clearly labelled with the child's name and tutor group.
- Hair should be neat and tidy. If hair is dyed or extensions are worn, they must be a natural colour. Only black hair accessories must be worn.
- Head scarves/wraps should be plain black or plain grey (to match uniform shade of grey).
- The only jewellery permitted is:
 - a watch (smart watches are not permitted)
 - one single matching pair of small gold or silver ear studs (no diamante or patterns). No hooped earrings are permitted.
 - one single small gold or silver nose stud (no diamante or patterns). No nose rings are permitted.
- No make-up (including nail polish, false nails or false eyelash extensions) should be worn.
- No mobile devices such as phones/earbuds are permitted on the premises – if found they will be returned only to a parent or nominated adult after a two-week confiscation period.
- We expect our pupils to arrive and leave the building in full school uniform every day without exception. Full uniform should be worn to and from the Academy – this includes wearing the appropriate footwear (not trainers).

Dress Code for Sports/PE

The dress code for both Physical Education and extracurricular sports clubs/teams for all pupils is:

- Skinners' Academy T-shirt in a range of colours
- Plain black shorts or plain black tracksuit bottoms
- Black Skinners' Academy tracksuit top

- Trainers that are appropriate for playing sports. Plimsol-style shoes (for example, Converse or Vans) are not permitted. See examples below:



Equipment List

Essential items:

- Pencil case including –
 - 2 black or blue pens
 - 1 green pen
 - 2 highlighters (different colours)
 - 2 pencils
 - 1 pencil sharpener
 - 1 rubber
 - 1 ruler
 - 1 protractor
 - 1 compass
 - 5 different coloured pencils
- Plastic/card A4 folder for keeping homework neat
- Scientific calculator

Useful items: (Year 7, 8 & 9 pupils only)

- Sketching pencils (2B-6B)
- Highlighters

Pupils in Years 10 and 11 should take advice on the specialist equipment they may need from subject teachers.

CATERING

General:

Please note that all of our meat is Halal certified except for a limited number of items available from our self-service which are clearly labelled as non-Halal.

Payment for Lunches:

- Pupils are not allowed to bring any cash into the Academy for reasons of security. We therefore operate a cashless catering system known as **ParentPay**. This enables you to upload money onto your child's account, either by payment online, or by PayPoint in any one of a number of local stores.
- It can take 2 or 3 days for your payment to register on our systems when paying by PayPoint. We therefore recommend that you upload enough money every Wednesday evening to cover the cost of your child's lunches (and break costs, see below) for the following week. Details of how to upload money will be sent to you at the end of July.
- Pupils will be able to check the balance on their account by swiping their identity cards at the till in the canteen. You will also be able to check the balance by looking at the catering section of your Edulink account, or by logging onto www.parentpay.com. Login details will follow at the end of Summer Term.

Breakfast Club:

We run an informal breakfast club each morning. Between 7:45am and 8:15am pupils may attend the dining hall where cereal, toast and a hot option are available at no charge.

Data Handling & Protection

- ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, do not give them any information, report the call to Skinners', and we will let ParentPay know.
- Certain data will be held on the system to enable accurate operation. This includes name, photo, account balance and meal entitlement. This data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.

Free School Meals

- If your child is not already on Hackney Free School Meals, i.e. attending a primary school in Hackney and receiving benefits related Free School Meals, and if there is any possibility you might be eligible, please apply online without delay.
- If your child currently attends a school in another borough e.g. Haringey, then even if your child is receiving Free School Meals at present, you will need to make an online application for Free School Meals to Hackney Education.
- Applications for your child to be given Free School Meals at Skinners' must be made online as soon as possible.

Hackney Education (HE) has moved to online only applications for Free School Meals. Parents should go to www.education.hackney.gov.uk/content/apply-free-school-meals

If parents need help, they can either...

- Phone Hackney Council on 0208 820 7000 and ask to speak to the Pupil Benefits Team
- Email pupilbenefits@hackney.gov.uk

HOME ACADEMY AGREEMENT

This is the Home-Academy agreement referred to in the Academy's Admission Form.

PUPIL DECLARATION

I will...

- Wear my uniform with pride including my ID card and lanyard
- Attend the Academy every day and on time
- Bring my books, booklets and equipment including PE kit
- Follow the stage system and do my best in all of my lessons
- Complete homework regularly and return it within the deadlines set
- Treat everyone with respect and deal with any conflict by asking an adult for support.
- Follow the rules about the use of Skinners' Academy ICT network and equipment, including use of the internet (embodied in the Acceptable Use of the Internet Policy on the Academy's website, [here](#)).
- Not bring into the Academy anything which is against Academy rules including a mobile phone, smart watch or other smart device.
- Co-operate with adults and pupils in the Academy and ask for support when I need it

PARENT/CARER/GUARDIAN DECLARATION

I will...

- Ensure that my child comes to the Academy with the books and equipment required each day.
- Ensure that my child is in full uniform (including ID card and lanyard) at all times and support the Academy policy on makeup and jewellery.
- Inform the Academy of any concerns or problems which may affect my child's work or behaviour and work with the staff team to support my child.
- Support the Academy in its Behaviour and Attitudes Policy and sanctions detailed in it, including detentions.
- Promote excellent attendance and punctuality and inform the Academy of any reason for absence on each day of that absence before 8.30am.
- Inform the Academy in writing if I wish to exercise my right to request withdrawal from sex and relationships education or religious studies lessons.
- Ensure my child does not bring into the Academy anything which is against Academy rules, including a mobile phone.
- I acknowledge that any confiscated mobile phone/other unauthorised item will not be returned to me until after two weeks from the date of confiscation.
- Ensure that my child is provided with the financial means to obtain lunch served by the Academy each day or a healthy packed lunch (not containing nuts).
- Be in support of my child accessing wellbeing and mental health activities, support or 1-1 sessions where this is helpful or appropriate for them.

- Inform the Academy in writing of any concerns I have about my child attending 1-1 counselling, counselling drop-in and/or group sessions. I understand that I might not be informed should my child choose to attend sessions.

I confirm that:

- 1. My child has read and agreed the above pupil declaration; and**
- 2. I acknowledge that I have received a copy of the Academy's Privacy Notice and that I agree the provisions of that notice (The notice appears later in this booklet, and any update of it will appear on the Academy's website); and**
- 3. I have read and agreed the above parent/carer/guardian declaration**

SKINNERS' ACADEMY DECLARATION

The Academy will...

- Offer a broad, balanced, and differentiated curriculum for all pupils.
- Provide a high-quality education designed to allow all pupils to fulfil their potential to the fullest.
- Provide a calm and supportive environment that promotes high quality teaching and learning.
- Provide a safe environment for the school community.
- Promote healthy lifestyles and wellbeing.
- Raise pupils' awareness of their civic responsibilities.
- Develop pupils' spiritual, moral, social, and cultural awareness.
- Set work, which is challenging, yet suitable for the age and ability of the pupil.
- Contact parents/carers if there is a concern regarding their child's attendance, behaviour or punctuality.
- Provide the highest standards of teaching, pupil support and individual guidance.
- Respect pupils as individuals.
- Set homework in accordance with the Academy's homework policy according to a pre-agreed schedule.
- Regularly mark pupils' work in accordance with the Academy's assessment and marking policies.
- Provide a range of enrichment learning opportunities.
- Enforce our Behaviour and Attitudes policy fairly and consistently.
- Provide access and opportunities for parents to meet with staff (given reasonable notice).
- Provide a means of assessing, recording and reporting pupil achievement, which is comprehensive, meaningful and accessible to parents online.
- Comply with the terms of the Privacy Notice attached to this Agreement.
- Provide information to parents/carers via the pupil planner and keep them well informed about Academy Policies, developments and activities through the web site, regular newsletters and Edulink.
- Provide interim progress checks and feedback in response to specific requests or concerns from parents/carers.
- Inform parents/carers of any problems or praiseworthy events within reasonable time.
- Inform or consult parents as appropriate on issues of Academy policy.

- Respond positively to parents’/carers’ concerns.
- Promote equal opportunities in all aspects of Academy life.
- Provide, where appropriate, staff mentoring, peer to peer mentoring, 1-1 counselling, counselling drop-in and/or group sessions.

PHOTO & VIDEO CONSENT

This is the Photo & Video Consent referred to in the Academy’s Admission Form.

CONSENT FOR TAKING AND USING PHOTOS & VIDEOS

At Skinners’ we take photographs and film pupils as part of our core activity of education. During your child’s time here this occurs as part of normal teaching, learning, assessment, and safeguarding procedures and as such we are required to undertake these activities to fulfil our public duty as a school, we do not need your permission for these activities.

Safeguarding

As part of our safeguarding, we will:

- Take and store your child’s photo in our School Management System and produce your child’s photo identity card which they, and all pupils and staff at the Academy, wear on a lanyard to enable immediate identification.
- Provide the member of staff in charge on school trips or visits with your child’s named image (The image would only be used in the event of an emergency and is shredded on return to school).
- Provide named images for identification purposes should they have a specific educational, dietary or medical need which needs to be communicated to all staff for safeguarding purposes. (These photographs will be displayed in the medical room, staff room/s and school kitchen only).

However, we do seek your permission to take photographs of/film your child and use them in the ways described below. Please consider carefully the ramifications of not granting permission before you decide.

Internal Academy Use

I give consent for my child’s photo/or video to be taken, and the image used for internal or procedural Academy purposes (and for sale only as specified below)

This includes:

- Photos of my child with their name being used to celebrate their achievements in classroom, corridor and entrance displays and on the Academy servers.
- My child participating in video conferencing. (Occasionally your child’s class may talk to other children or an author for example, outside of the school under the supervision of their Class Teacher).

Academy Photos

I give consent for my child’s photo/or video to be taken, and the image used as specified below

- Their photograph being taken by the school photographer, (Kittle Photography or such other company as shall be appointed by the Academy from time to time) for year group and whole Academy photographs, and being displayed in Display Cases in the Academy, and, in the case of year group and whole school photographs, being sold to staff/families of other pupils in the photo

External Academy Use

I give consent for my child's photo and/or video to be taken, and for the image to be used by the Academy to celebrate their achievements and Skinners' Academy experience

This includes:

- Photos and videos of my child being used: in the Academy's prospectus & other marketing information to prospective pupils (including outdoor banners & flyers to pupils/parents of local primary schools); newsletters; the school's learning platform; the Academy's website/social media platforms, etc.
- My child being photographed and filmed by staff, pupils, parents and invited guests during school productions and events as long as it is made clear each time that these must only be used for personal viewing purposes and must not be published in any format including online.

Please note: Once your child reaches the age of 16 s/he is able to grant (or refuse) consent on his/her own behalf. Any such grant or refusal of consent will override this document.

If you wish to make any changes, please email the Academy office at enquiries@skinnersacademy.org.uk or call the Academy on 0208 800 7411, and we will supply you with a new form. If you have any questions, please contact the Academy office.

ADMISSIONS DOCUMENT

This is the Admissions Document referred to in the Academy's Admission Form.

Skinners' Academy is a high performing, calm, purposeful and caring Academy. The rules and expectations of the Academy are summarised in the Home Academy Agreement and further details can be found in the Academy's Behaviour policy which is available on our website. By accepting a place for your child at the Academy, I agree to abide by these rules and expectations.

PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Skinners' Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Limited.

Email – dataservices@judicium.com

Correspondence address – Data Protection Officer at Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family details
- Information related to adopted from care/looked after/under special guardianship status
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, Pupil Premium or special educational needs
- Exclusion information and any behavioural information (such as any relevant alternative provision put in place)
- Medical information (including physical and mental health) and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information
- Safeguarding information and child in need information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education or becoming Electively Home Educated. This information also supports the in-year admissions process.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- In order to comply with the terms of the Home Academy Agreement and any other Academy agreements

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

Pupil data is essential for the Academy's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store this data

Children's records are stored securely in paper files and on the Academy's secure server.

We keep personal information about pupils while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary in order to comply with our legal obligations. We are required by law to store all files containing information on students until the date of the student's 25th birthday. After that, we shred the document or delete the file. The exception is that when students transfer to a different school, all his / her documents / files are transferred to that school.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We may share personal information about pupils with:

- Our local authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. GCSE test papers)
- Our regulators Ofsted, DfE and the Education and Skills Funding Agency (ESFA) e.g. pupil data.
- Suppliers and service providers (e.g. sports coaches)
- Central and local government (e.g. attainment)
- Health authorities (e.g. immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating schools for moderating purposes
- Schools (or other educational destinations) that pupils attend after leaving us

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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/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 / pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils 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

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research, as well as studies commissioned by the Department.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

For more information generally, see the Department's webpage at

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

You can also [contact the Department for Education](#) with any further questions about the NPD at <https://www.gov.uk/contact-dfe>

Data collection requirements

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

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Most requests from parents/carers concern data that is of an educational or operational nature, e.g. attendance data, progress and/or attainment data. Requests for such data can still be made via the relevant person in the Academy e.g. the Attendance Officer, Head of Year or Head of Department.

Under data protection legislation, parents and pupils have the right to make subject access requests for information that we hold. To make a subject access request, contact our Data Protection Officer (contact details at beginning of this notice).

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
- A right to seek redress, either through the ICO, or through the courts

Data Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the Academy in the first instance.

To make a complaint about our data processing, please contact our Principal via enquiries@skinnersacademy.org.uk or in writing to The Principal, Skinners' Academy, Woodberry Grove, London N4 1SY.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Principal in the first instance, again via enquiries@skinnersacademy.org.uk or in writing to The Principal, Skinners' Academy, Woodberry Grove, London N4 1SY.



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