

# Admissions Information Booklet

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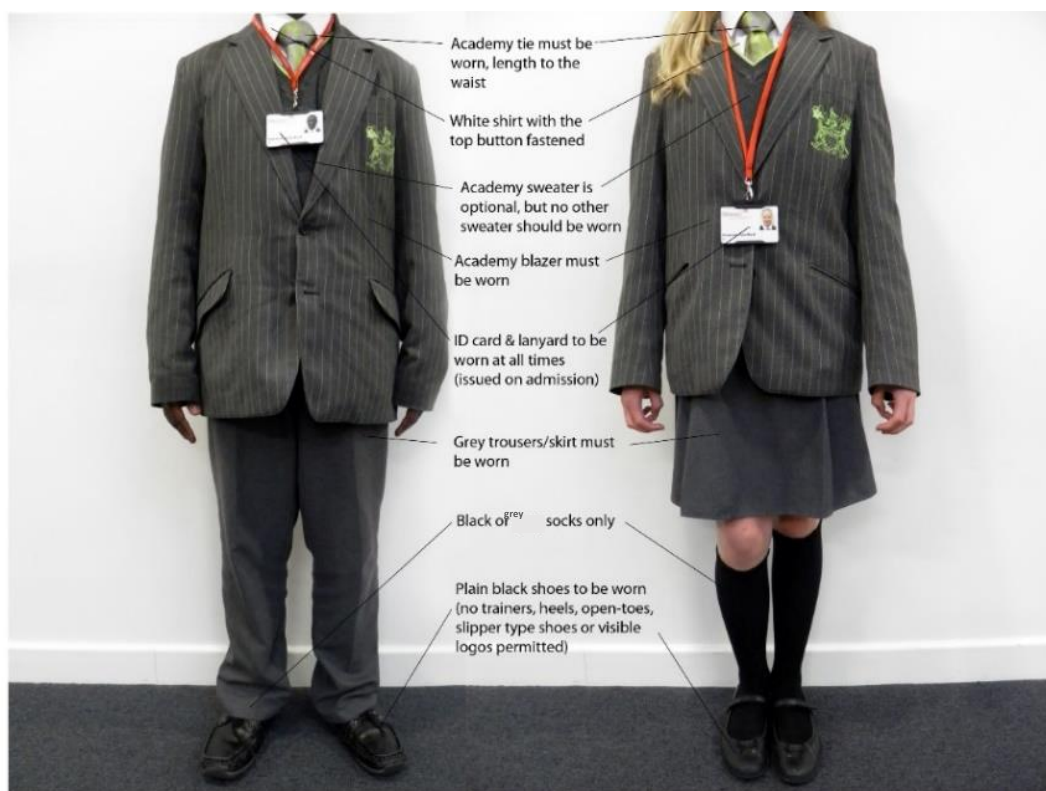
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# Uniform & Equipment Information

This section comprises:  
**Uniform Rules & PE Dress Code**  
**Equipment List**

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](http://www.roughcutcasuals.co.uk)



### UNIFORM RULES

- 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 sweater is optional but no other sweater 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 (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, patent leather, 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 or plain grey (no over the knee/below the ankle socks).
- You may only use either the Academy bag or a plain black school bag.
- All clothing should be clearly labelled with the child's name and Advisory group.
- Hair should be neat and tidy - no shaved patterns, lines, dye etc. Only black hair accessories must be worn.
- The only jewellery permitted is a watch and, where necessary, one single matching pair of small gold or silver ear studs (no diamante or patterns). No hooped earrings are permitted.
- No make-up should be worn.
- No mobile devices such as phones/MP3s are permitted on the premises – if found they will be returned only to a parent or nominated adult.
- 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).
- Pupils are unlikely to be allowed onto Academy premises if not appropriately dressed. In these circumstances the Academy will make every effort to ensure parents are informed.

## DRESS CODE FOR PHYSICAL EDUCATION AND EXTRA-CURRICULAR SPORTS CLUBS / TEAMS

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

- Skinners' Academy T-shirt in House colour. New pupils will be allowed to wear black or white tops until they are informed of their House colours by the PE department.
- Black Skinners' Academy shorts, Skinners' Academy tracksuit bottoms or plain black tracksuit bottoms.
- Black Skinners' Academy tracksuit top (optional).
- Trainers.

## EQUIPMENT LIST

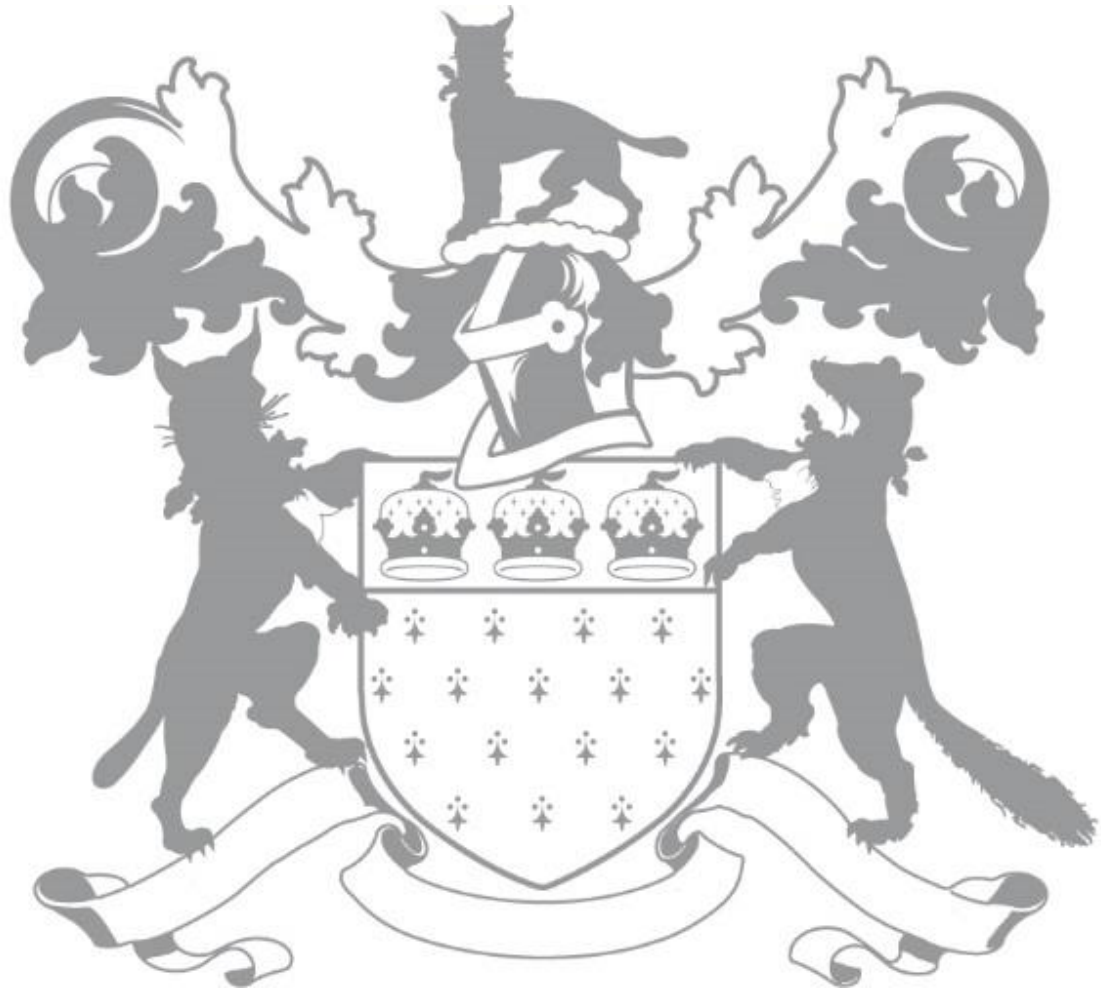
### **Essential items:**

- Pencil case including –
  - Handwriting Pens (Black or Blue) (not biros or fountain pens)
  - Pencil
  - Pencil sharpener
  - Rubber
  - Ruler
  - Protractor
  - Compass
  - 5 coloured pencils
- Plastic/card A4 folder for keeping homework neat
- Mini dictionary/thesaurus
- Scientific Calculator

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

- Glue stick
- Watercolour set and brushes
- Sketching pencils (2B-6B)
- Highlighters

For older pupils, advice to be taken from subject teachers



# **Catering & Free School Meal Information**

This section comprises:  
**Catering Information**  
**ParentPay**  
**Free School Meals Information**

## CATERING INFORMATION

### **Family Service:**

- All Year 7 pupils take part in Family Service at lunchtime. This means that they sit at a designated table with other members of their year group. With staff supervision they help to lay out crockery and cutlery, serve food, clear away etc. This helps to foster a spirit of co-operation and helps them to maintain healthy eating habits and good table manners.
- The Year 7 pupils will all be served the same hot main course, followed by dessert, and water will be available at the table. If you have indicated on the Pupil Information Form that your child is vegetarian or vegan, they will be given an appropriate alternative.
- The cost of lunch will be £2.30 per day and will be automatically charged to your child's account. If 'Hackney Education – Pupil Benefits' tells us your child is entitled to Free School Meals then no charge will be made for lunch.

### **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. **Year 7 pupils are not allowed packed lunches and must not bring any food or drink other than clear bottles of water into the Academy.**

### **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.
- If you are unsure as to Free School Meal entitlement, please call Kim McMillan at the Learning Trust on 020 8820 7246. If you are not claiming Free School Meals but your child is eligible, please bear in mind that a successful claim will save you £11.50 per week of lunch costs. Read on for details on how to apply.
- Pupils will be able to check the balance on their account by swiping their identity cards at the till in the dining hall, or at the balance checker in our reception area. You will also be able to check the balance by logging onto [www.parentpay.com](http://www.parentpay.com). Login details will follow at the end of summer term.
- If the pupil does not hold a sufficient balance one day to pay for a school lunch and the parent is able to demonstrate that there are exceptional circumstances, then Skinners' Academy will allow for the pupil to 'loan' credit for one day. However, you must then upload onto the account on that day (via internet or PayPoint).

### **Morning Break:**

A variety of drinks and snacks are available for purchase at break time. Provided that your child has had sufficient money uploaded by you, he/she will be able to spend up to a maximum of £1 at break, or such other amount (maximum £3 at break) as you specify on the Pupil Information Form.

### **Breakfast Club:**

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

### **Changes to arrangements whilst social distancing measures are in place:**

Due to the bubble system necessitated by our Covid-19 Health and Safety precautions, breakfast club, morning break and lunch arrangements may be altered. You will be notified if the Academy makes any changes.

### **PARENT PAY**

#### **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.

### **IMPORTANT FREE SCHOOL MEAL INFORMATION**

- If your child is not already on Hackney Free School Meals, i.e. attending a primary school in Hackney and receiving 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](http://www.education.hackney.gov.uk/content/apply-free-school-meals)

If parents need help, they can either...

- Phone Hackney Council on 02088207000 and ask to speak to the Pupil Benefits Team
- Email [pupilbenefits@hackney.gov.uk](mailto:pupilbenefits@hackney.gov.uk) (Likely to be the quicker option)



# Attendance, Punctuality & Behaviour

This section comprises:  
**Attendance Essentials**  
**Rewards & Sanctions**

Please note that these information sheets set out the Academy's requirements.  
It is very important that you and your child read these to ensure that your child is able to achieve what is expected of them in terms of attendance, punctuality and behaviour.



## ATTENDANCE ESSENTIALS

- Pupils must arrive at the Academy before 8.30am, 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 02088007411, 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.
- You must ensure that wherever possible medical and dental appointments are made after the end of the school day. 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 must put a note in the pupil's planner so that the teacher allows them 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.

More detailed information about attendance is available in the Academy's Attendance Policy which can be found on our website at [www.skiddersacademy.org.uk](http://www.skiddersacademy.org.uk) or is available in paper form via our reception.

## WHY IS 100% 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
- Poor school attendance is also closely associated with crime; a quarter of school age offenders have truanting repeatedly
- 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 don't miss any morning notices
- leads to better achievement because you attend the WHOLE of all 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 Skidders' we strive for 100% attendance so we can achieve our best.

## SANCTIONS & REWARDS

A calm ordered and disciplined environment enables everyone to work hard, feel safe and enjoy school.

### **Lessons**

Line up quietly outside your classroom; when told to, go into the room in silence and stand behind your desk, the teacher will tell you when to sit down and the lesson will begin.

### **After school catch-up:**

Any pupil who has not completed all expected work by the end of the lesson may be asked to remain behind after school, for up to one hour, to catch up/complete all necessary work.

### **Between Lessons**

- In corridors you will walk quietly; do not run or raise your voice; walk on the left.
- The central stairwell is a silent stairwell.
- If you miss a lesson without good cause you will receive a Senior Detention; if you miss more than one lesson you will receive a Principal's detention.

### **Uniform**

All pupils will look immaculate when in their uniform, including at lunchtimes, on the way to and from the Academy and whilst on trips. Shirts will be tucked in, ties and top buttons done up, and ties should touch the top of your trousers/skirt.

## **SANCTIONS**

**PUPILS WHO ARE NOT ABLE TO UPHOLD THE ACADEMY'S BEHAVIOUR EXPECTATIONS WILL BE SANCTIONED.**

### **Detentions**

Lunchtime | 30 minutes (same day)

Departmental | 30 minutes (same day)

HoD's/HoY's | 60 minutes (same day)

After School Catch-up | 60 minutes (same day)

Isolation | 60 minutes (same day)

Senior Detention | 2 hours (usually 24 hours' notice)

Principal's Detention | 3 hours, 9.00-12.00 on Saturday morning (24 hours' notice)

Failure to attend any detention will automatically lead to a Principal's Detention.

## **REWARDS**

The Academy wants to encourage all pupils to work hard, to behave well and to achieve highly. The following awards will be issued for excellent behaviour, full attendance and hard work.

- Positive comments/commendations
- Badges
- Postcards home
- Letters home
- Recognition at public events e.g. Prize Giving, assemblies, termly whole school assemblies
- Recognition on the website and/or in newsletters
- Certificates
- Prizes
- Positions of office – School Council representatives, prefects
- End of term and end of year trips



# **Additional Information**

This section comprises:  
**Home-Academy Agreement**  
**Photo Consent**  
**Admissions Document**  
**Privacy Notice**  
**Reading for Pleasure**  
**Term Dates**  
**School Day**

## HOME-ACADEMY AGREEMENT

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

### **PUPIL DECLARATION**

#### **I will...**

- Wear correct uniform (including ID lanyard) and conduct myself in a sensible, orderly and polite manner at all times, always being aware that I am an "ambassador" of the Academy, both in and out of school, when I am in uniform.
- Attend the Academy every day and on time, with all the books and equipment that I need (including PE kit)
- Complete homework regularly and return it within the deadlines set, ensuring that all work submitted is my own, and includes no form of plagiarism.
- Contribute fully to the life of the Academy, endeavouring to always embody the Skinners' 6.
- Show respect to adults and pupils and treat everyone in the manner that I would expect to be treated myself.
- Respect other people's personal space and their belongings
- Only eat and drink in the appropriate areas, and only bring healthy snacks into the Academy (save for packed lunch when in Years 8 – 11)
- Observe the rules about security/access/use of Skinners' ICT network and equipment, including use of the internet (embodied in the Acceptable Use of IT Policy on the Academy's website).
- Not bring into the Academy anything which is dangerous, illegal or against rules. Including a mobile telephone, or any implement which could be used as a weapon.
- Keep my Planner up to date and ensure it is completed each week and shown to my PD teacher.

### **PARENT/CARER/GUARDIAN DECLARATION**

#### **I will...**

- Ensure that my child always comes to the Academy with the books and equipment required, and in full uniform at all times.
- Inform the Academy of any concerns or problems which may affect my child's work or behaviour.
- Provide feedback to staff on my child's completion of independent learning and sign her/his planner every week.
- Attend Academy activities including Parents' Evenings and events as required.
- Support the Academy in its Behaviour for Learning policy and sanctions detailed in it, including detentions.
- Promote excellent attendance and punctuality and inform the Academy (on 020 8800 7411 ext. 109) of any reason for absence on each day of that absence before 8.30am. Further, I will ensure that holidays are not taken during term time.
- 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 all work submitted by my child - and particularly coursework submitted for examination units - is my child's own work and contains no plagiarism.
- Ensure my child does not bring into the Academy anything which is dangerous, illegal or against Academy rules, including a mobile telephone or any implement which could be used as a weapon.
- Ensure that my child is provided with the financial means to obtain lunch served by the Academy each day, in accordance with my parental responsibilities, if necessary, through an application to the Local Authority for Free School Meals. If my child is in Years 8,9,10 or 11, I may instead provide them with a packed lunch which complies with the Academy's Packed Lunch Policy.
- Be in support of my child accessing counselling through 1-1 or group work should it be helpful to 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 acknowledge that I have received a copy of the Academy's Privacy Notice (any update of which will appear on the Academy's website)**

#### **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 an orderly, well-disciplined, 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 timetable.
- Regularly mark pupils' work in accordance with the Academy's assessment and marking policies
- Maintain and develop up to date Information Technology and other technologies and provide a range of enrichment learning opportunities.
- Enforce our Behaviour for Learning 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 – SKINNERS’ ACADEMY

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 SIMS (School Information 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 ramification 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.
- Their photograph being taken by the school photographer, (Tempest Photography or such other company as shall be appointed by the Academy from time to time) for year group and whole school 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
- 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).

#### 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 school’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
- 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 on-line.

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 school office at [enquiries@skinnersacademy.org.uk](mailto:enquiries@skinnersacademy.org.uk) or call the school on 0208 800 7411, and we will supply you with a new form. If you have any questions, please contact the school office.

## ADMISSIONS DOCUMENT – SKINNERS’ ACADEMY

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

Skinners’ Academy is a high performing, well disciplined, purposeful and caring Academy. By accepting a place for your son/daughter at the Academy, you agree to abide by the rules and expectations of the Academy.

**By accepting this place, I/we fully agree to the following:**

- To ensure my/our son/daughter attends the Academy punctually and full-time, and not to ask for leave of absence during term time, except in special or exceptional circumstances. I/we understand that all absence is at the discretion of the Academy and not of parents.
- To ensure that my/our son/daughter always meets deadlines, produces work to his/her highest standard and takes responsibility for his/her own learning.
- To support the Academy in ensuring that my/our son/daughter abides by the Academy’s rules and procedures (e.g. our no mobile phone rule) as stated in the prospectus and in pupils’ planners.
- That pupils are expected to behave in an exemplary manner during the Academy day (including on the way to and from the Academy) and whilst participating in Academy activities e.g. trips.
- That should my/our son/daughter break any Academy rules or behave in a manner that is unacceptable to the Academy; the Academy will impose disciplinary sanctions on him/her. Sanctions are at the discretion of the Academy, not parents.
- To insist that my/our son/daughter adheres to the precise dress code as required by the Academy; this includes on the way to the Academy and whenever he/she is under the Academy jurisdiction. The dress code rules are clearly set out in the prospectus and planner; any pupil who fails to cooperate with the dress code will be disciplined and, if necessary, refused admittance to the Academy until the relevant issue is corrected.
- To fully support my/our son/daughter’s education and progress.
- To liaise with the Academy to discuss any issues that may affect my/our son/daughter’s progress.

## PRIVACY NOTICE FOR PARENTS/CARERS – SKINNERS’ ACADEMY

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 SPS DPO Services

Email – [sp-s-dpo-services@isystemsintegration.com](mailto:sp-s-dpo-services@isystemsintegration.com)

Correspondence address – SPS DPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

### **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 25<sup>th</sup> 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

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

### **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/dfе-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, eg attendance data, progress and/or attainment data. Requests for such data can still be made via the relevant person in the Academy eg 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

### **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, please contact our Principal via [enquiries@skiddersacademy.org.uk](mailto:enquiries@skiddersacademy.org.uk) or in writing to The Principal, Skidders' 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@skiddersacademy.org.uk](mailto:enquiries@skiddersacademy.org.uk) or in writing to The Principal, Skidders' Academy, Woodberry Grove, London N4 1SY.

## **THE CURRICULUM**

The curriculum at Skidders' Academy reflects our school motto 'Be the best you can.' 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.

## LEARNING RESOURCE CENTRE (LRC)

### **Opening: Hours:**

Mon-Thu: 8.00am – 5.00pm

Fri: 8.00am – 4.00pm

### **LRC Rules**

- LRC is for reading, homework and computer use only.
- When you enter the LRC please sit down and get on with your work. Do not stand around talking as you will get sent out the library.
- No games are allowed, either at the tables or on the computers.
- 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.
- Pupils are allowed to borrow DVDs and study guides are for 3 days only.
- The LRC catalogue is available on all computers in the Academy.

### **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.
- If the items are overdue and they have not been returned, a letter will be sent home.

At Skinners' Academy reading is a priority with everyone, staff included, reading each morning during Advisory. 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, book fairs and our annual literary festival.

## 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 school work 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 LIST FOR KS3

- Ways to Live Forever - by Sally Nichols
- The Graveyard Book - by Neil Gaiman
- Goodnight Mr Tom - by Michelle Magorian
- Liar & Spy - by Rebecca Stead
- Stormbreaker - by Anthony Horowitz
- The Giver - by Lois Lowry
- Maximum Ride - by James Patterson
- Once - by Morris Gleitzman
- 15 Days Without a Head - by Dave Cousins
- Blood Family - by Anne Fine
- Red Sky in the Morning - by Elizabeth Laird
- Wonder - by RJ Palacio
- Holes - by Louis Sachar
- War Horse - by Michael Morporgo
- Chasing the Stars - by Malorie Blackman
- I Am Malala (Teen edition) - by Malala Yousafzai
- Windrush Child - by Benjamin Zephaniah

### WELLBEING COMMITMENT

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.

#### **Are you concerned about your child's wellbeing or mental health?**

Skinners' Academy has an extensive support team for student safeguarding, wellbeing and mental health. This includes the Safeguarding Leads, School Nurse, School Counsellor and Wellbeing And Mental Health in Schools staff (CAMHS programme). If you are concerned about your child's wellbeing or mental health you can contact the Academy for support via your child's Advisor, Head of Year or Head of School.

#### **Social and Emotional Learning in Personal Development**

All pupils at Skinners' Academy undertake mental health and wellbeing learning as part of their Personal Development programme where they learn skills and knowledge to 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.

## PARENT COMMUNICATION

### **EduLink One**

Skinner's Academy utilizes 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.

### **PEASA (Parental Engagement at Skinner's Academy)**

All parents with a child enrolled at Skinner's Academy are warmly welcomed as members of PEASA.

Skinner's Academy recognises that:

- Students thrive when teachers and parents work closely together.
- Parents are a powerful influence on the quality of both their child(ren)'s learning experience and their achievement.

The aims of PEASA, are to:

- Build stronger and more positive links between parents and the Academy.
- Increase the opportunities for parents to participate in the life of the Academy.

Why should you get involved in PEASA?

- To know more about Academy and how this relates to your child (ren).
- To use skills to support the work of the Academy– perhaps as a reading mentor, a fundraiser, or an environmental specialist, for example.

How do you get involved in PEASA?

- By phone: There is a dedicated phone number for parents who wish to contact Academy to ask a question, share information, or find out more about PEASA. The number is: 0208 8007411 extension 134
- By email: There is a dedicated email address for parents: [parents@skinersacademy.org.uk](mailto:parents@skinersacademy.org.uk) The Academy undertakes to make all reasonable effort to respond to parental contacts made by telephone or email within 2 working days.
- By talking to any member of the PEASA Steering Group: PEASA endeavours to be represented at all Academy events. The Academy representative on the PEASA Steering Group is Ms. Bowling. If you would like to get involved – and we hope you will – please use the PEASA email address or phone number shown above. Please do specify how you would like to get involved.

### **Parent Workshops**

Ms. Bowling will be holding half-termly workshops on various topics that are either common issues or topics suggested by you the parents. Here you can: ask a question; share any comments or concern; make a suggestion; or just say, 'Hello'.

If you have any comments or concerns re: your child's experience of Skinner's Academy, please contact:

[parents@Skinersacademy.org.uk](mailto:parents@Skinersacademy.org.uk)

## ACADEMY TERM DATES (2021-2022)

### **Autumn Term (2021)**

Staff PLD days*	Wednesday 01 September & Thursday 02 September
<b>Term starts</b>	Friday 03 September (Year 7 & Year 12) Monday 06 September (All Year Groups)
Half Term Holiday	Monday 25 October - Tuesday 02 November
<b>Term Ends</b>	Friday 17 December (at 1.00pm)



### **Spring Term (2022)**

Staff PLD day*	Tuesday 04 January
<b>Term starts</b>	Wednesday 05 January
Half Term Holiday	Monday 14 February - Friday 18 February
<b>Term Ends</b>	Friday 01 April (at 1:00pm)



### **Summer Term (2022)**

Staff PLD day*	Tuesday 19 April
<b>Term starts</b>	Wednesday 20 April
Bank Holiday	Monday 02 May
Half Term Holiday	Monday 30 May - Friday 03 June
Staff PLD day*	Monday 04 July
<b>Term Ends</b>	Tuesday 19 July (at 1:00pm)

\*Pupils are not required to be in attendance unless they have been requested to attend by staff.

## ACADEMY DAY

The Academy day starts at 8:30am and lessons finish at 2:55pm.

There are certain exceptions to the length of the school day which parents/carers will be notified of.

Any after-school activities generally run until 4:00pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Advisory</b> 8.30 - 8.50			<b>PSHE</b> 8.30 - 9.10		
<b>Period 1</b> 8.50 - 9.50				<b>Period 1</b> 9.10 - 10.00	
<b>Period 2</b> 9.50 - 10.50					<b>Period 2</b> 10.00 - 10.50
<b>Break</b> 10.50 - 11.10					
<b>Period 3</b> 11.10 - 12.10					
<b>Period 4</b> 12.10 - 13.10					
<b>Lunch</b> 13.10 - 13.55					
<b>Period 5</b> 13.55 - 14.55					
<b>Period 6</b> 14.55 - 15.55	Extra-curricular activities				





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2021