

Year 7 Compendium

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 1.0 Ethos

The Academy’s ethos ‘***Believe, Succeed, Together’*** is reflected in an uncompromising belief that all pupils can and will succeed in a learning community which supports and values everyone and their achievements.

# 2.0 Aims

* To provide an environment in which pupils feel proud of the Academy, shown by their excellent behaviour, attitude to learning, attendance and punctuality.
* To provide a learning environment in which the majority of teaching is outstanding and never less than consistently good.
* To provide an environment in which all pupils are able to broaden their education through a range of spiritual, moral, social and cultural opportunities.
* To provide a safe and secure environment in which all pupils are able to thrive and any issues or concerns they have are dealt with promptly and effectively.
* To provide a broad and balanced curriculum, including the opportunity for all pupils to achieve the ‘English Baccalaureate’ (EBacc).
* To provide opportunities for all pupils to achieve the ‘Basics’ i.e. 9-5 grade in GCSE English Language and Mathematics.
* To provide opportunities for all pupils to develop and apply a wide range of skills in reading, writing, communication and mathematics, so that they are well prepared for the next stage in their education, training or employment.
* To provide opportunities for all pupils to achieve an attainment and progress score (in English Language and Mathematics, three other EBacc subjects, plus three others) that exceeds expectations.
* To provide an environment in which every opportunity is taken to celebrate and share success.

# 3.0 Message from the Principal

The hardest job of any Principal is the same as it has always been – ensuring that all pupils achieve their potential. This remains my fundamental aim and, providing that you believe this is possible, you will succeed and we will achieve and celebrate this success together.



Mr. N. Houchen

Principal

# 4.0 Term Times

The term and holiday dates for the academic year 2017-18 are provided below. In addition, five days will be allocated as INSET (non-pupil) days. Once confirmed, these, along with the dates of other key events such as parent consultation evenings, will be available on the Academy website. [www.eastwood.southend.sch.uk](http://www.eastwood.southend.sch.uk)



# 5.0 Academy Day

|  |  |
| --- | --- |
| **Period** | **Time** |
| Morning Registration  | 8.40-9.00 |
| P1 | 9.00-10.05 |
| P2 | 10.05-11.10 |
| Break | 11.10-11.30 |
| P3 | 11.30-12.35 |
| P4 | 12.35-13.40 |
| Lunch | 13.40-14.30 |
| P5 | 14.30-15.35 |

# 6.0 Communications Charter

* The Academy will commit to respond to your query or concern within one working day. The response may be by telephone, e-mail, letter or a meeting.
* There are various forms of communication but e-mail is often the quickest and most effective form in the first instance. A staff e-mail directory is available in the Pupil Planner and on the website under ‘Contact Us’.
* If you wish to raise a complaint against the Academy a copy of the Complaints Policy is available on the website.
* If you wish to offer your views on the Academy’s performance through an OFSTED questionnaire (Parent View) this is accessible through the website.
* Dates for staff training (INSET) and parent consultation evenings are listed on the homepage of the website.
* All written correspondence, within reason, will e-mailed and will also be available on the website.
* Academic reports will be provided on the Friday before the corresponding Parent Consultation Evening.
* Notifications and emergency information will be announced on the homepage under ‘News and Information’.
* Parents will be notified of unexplained pupil absences and receive notification or reminders of key events (including parent consultation evenings and Academy closure) via the Groupcall text messaging system.

# 7.0 Medicines, Illnesses and Accidents

The policy for [Supporting Pupils with Medical Conditions Policy](http://www.eastwoodacademy.co.uk/docs/Policy%20for%20Supporting%20Pupils%20with%20Medical%20Conditions16.pdf) is published on the Academy’s website. If a pupil suffers from any on-going medical condition, they should refer to this policy and contact the relevant Head of House and/or SLT Link to discuss an Individual Health Care Plan (IHCP).

If a pupil feels unwell, they will be sent to their Head of House who will make an assessment as to whether they are sent back to lesson, remain under their supervision, or sent home.

If a pupil has an accident, they must inform a member of staff straight away. Normally they will be treated by a trained First Aider. If they are too ill to remain at school, or if hospital treatment is necessary, the pupil’s parent will be contacted to make suitable arrangements.

# 6.0 KS3 Curriculum

The Key Stage 3 curriculum is delivered in Year 7 and Year 8. The subjects and number of lessons per week are shown below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **English** | **Maths/Statistics** | **Science** | **PE** | **History** | **Geography** | **MFL** | **Computing** | **RE** | **DT** | **Food Technology** | **Music** | **Business** | **Drama** | **Art** | **Citizenship/RE** | **PSHEE** |
| **7** | 4 | 4 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

# 7.0 Extra-Curricular

The Academy provides a large range opportunities outside of the classroom which include:

* Duke of Edinburgh's Award.
* World Challenge.
* New York trip.
* Ski trip to Italy.
* Art trip to Florence.
* PGL water sports trip to France.
* WW1 battlefields in Belgium.
* Day trip to France.
* Theatre trips to London (Matilda, Woman in Black).
* PE Sports Tour to Holland.
* Trip to the Natural History Museum and the Tate Modern.
* Sports Award.
* Arts Award.
* Student Leadership Team.
* Dragons' Den.
* Trips to Russell Group universities.
* School Choir.
* Orchestra.
* Drama Productions.
* Sports Clubs/Teams.
* Academy Newspaper.
* ESU Public Speaking Competition.
* Computing Club.
* Homework Club.
* Dance Club.
* Spanish Club.
* Chess Club.
* Young Carers Club

# 8.0 Rewards

As part of celebrating their success, many pupils like to receive rewards. Rewards are most effective when pupils value them and feel motivated to work towards them. Some pupils like to work towards individual rewards; others prefer contributing to a group, team, or House effort.

The Academy places a great deal of importance on the positive effect that rewards can have on pupils of all ability levels and endeavours to ensure that the ethos of the Academy, *Believe, Succeed, Together*, is at the forefront when it comes to motivating and encouraging the pupils to achieve their goals.

For a complete breakdown of the many and varied rewards/commendations, please refer to the [Celebrating Success Policy](http://www.eastwoodacademy.co.uk/docs/Celebrating%20Success%20Policyv2.pdf) on the Academy’s website.

# 9.0 Homework

Homework is work that is set to be done outside the timetabled curriculum. It contains an element of independent study in that it is not usually directly supervised by a teacher. Not all homework is done at home; in fact, for some pupils who find it hard to work at home, or for some tasks which may require resources (books, software, equipment) more readily available at school, it is necessary or desirable to carry out the task at school.

The Academy believes that appropriately planned and differentiated homework tasks should broadly achieve the following:

* Consolidate and extend learning. The quality of homework provision (rather than quantity) is key in achieving this aim.
* Prepare pupils for new learning activities.
* Enhance pupil study skills, such as planning, time-management and self-discipline.
* Encourage independent study skills.
* Engage the co-operation and support of parents.

Nationally, KS3 pupils complete between 45-60 minutes of homework per day and KS4 pupils 90 – 150 minutes per day. The Academy endeavours to work within these guidelines.

We all learn in different types of ways. Try this online test and see what your preferred style is:

<http://people.usd.edu/~bwjames/tut/learning-style/stylest.html>



# 10.0 Commitment to Learning (CtL)

|  |  |
| --- | --- |
| **Grade** | **Description of Pupil** |
| 1 Outstanding | I always have an excellent attitude and commitment to learning and achieving. I always work very well with others and respect their feelings and values.I always work very well on my own. I always enjoy being challenged and stretched and always ask questions to move my learning forward. I always take advantage of the learning opportunities during the lesson. I always complete homework on time.  |
| 2 Good | I have a good attitude and commitment to learning and achieving. I usually work well with others and respect their feelings and values.I usually work well on my own. I usually enjoy being challenged and stretched and usually ask questions to aid my understanding.I usually take advantage of the learning opportunities during the lesson. I usually complete homework on time. |
| 3 Requires Improvement | I have an inconsistent attitude and commitment to learning and achieving. I occasionally work well with others and respect their feelings and values.I occasionally work well on my own. I occasionally enjoy being challenged and stretched and occasionally ask questions.I occasionally take advantage of the learning opportunities during the lesson. I occasionally complete homework on time. |
| 4Inadequate | I have a poor attitude and commitment to learning and achieving. I rarely work well with others and do not generally respect their feelings and values.I rarely work well on my own. I rarely enjoy being challenged and stretched and avoid asking questions. I rarely take advantage of the learning opportunities during the lesson. I rarely complete homework on time. |

# 11.0 British Values

‘British Values’, as defined by the DfE, are:

* Democracy.
* The rule of law.
* Individual liberty.
* Mutual respect and tolerance of different beliefs.

The Academy actively promotes ‘British Values’ through SMSC, RE, SRE and Citizenship which collectively:

* Enable pupils to develop their self-knowledge, self-esteem and self-confidence.
* Enable pupils to distinguish right from wrong and to respect the civil and criminal law of England. While different people may hold different views about what is right and wrong, all people living in England are subject to its law.
* Encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the Academy and to society more widely.
* Enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England.
* Encourage tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures.
* Encourage respect for other people.
* Encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

# 12.0 Contact Us

Tel: 01702 524341
E-mail: enquires@eastwood.southend.sch.uk

**Pastoral**

|  |  |  |
| --- | --- | --- |
| **House** | **Head of House** | **Senior Leader Link** |
| Ashdown | mpearl@eastwood.southend.sch.uk  | ymoyet@eastwood.southend.sch.uk |
| Bowland | hsimm@eastwood.southend.sch.uk | pbarrett@eastwood.southend.sch.uk |
| Elvedon | jdeath@eastwood.southend.sch.uk  | lhodgson-clark@eastwood.southend.sch.uk  |
| Kielder | dbracknell@eastwood.southend.sch.uk | jschmid@eastwood.southend.sch.uk |
| Richmond | swheeler@eastwood.southend.sch.uk  | cniner@eastwood.southend.sch.uk |
| Sherwood | ssmith@eastwood.southend.sch.uk  | mcartlidge@eastwood.southend.sch.uk |
| Whinfell | echadbourne@eastwood.southend.sch.uk  | dpiercy@eastwood.southend.sch.uk |

**Curriculum**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Head of Department** | **Senior Leader** |
| Art | marnold@eastwood.southend.sch.uk | jschmid@eastwood.southend.sch.uk |
| Business | nniner@eastwood.southend.sch.uk | lhodgson-clark@eastwood.southend.sch.uk |
| Citizenship | jedwards@eastwood.southend.sch.uk | pbarrett@eastwood.southend.sch.uk |
| Computing | ndunn@eastwood.southend.sch.uk | cniner@eastwood.southend.sch.uk |
| Drama | irossi@eastwood.southend.sch.uk  | jschmid@eastwood.southend.sch.uk |
| English | asteed@eastwood.southend.sch.uk  | jschmid@eastwood.southend.sch.uk |
| DT | frodha@eastwood.southend.sch.uk  | mcartlidge@eastwood.southend.sch.uk |
| French | jhaslett@eastwood.southend.sch.uk  | dpiercy@eastwood.southend.sch.uk |
| Geography | nlillywhite@eastwood.southend.sch.uk | dpiercy@eastwood.southend.sch.uk |
| History | vlang@eastwood.southend.sch.uk  | pbarrett@eastwood.southend.sch.uk |
| ICT | ndunn@eastwood.southend.sch.uk  | cniner@eastwood.southend.sch.uk |
| Mathematics | swatkins@eastwood.southend.sch.uk  | mcartlidge@eastwood.southend.sch.uk |
| Music | sstanley@eastwood.southend.sch.uk | jschmid@eastwood.southend.sch.uk |
| P.E | nhewitt@eastwood.southend.sch.uk  | lhodgson-clark@eastwood.southend.sch.uk |
| R.E | jedwards@eastwood.southend.sch.uk | pbarrett@eastwood.southend.sch.uk |
| Science | cclark@eastwood.southend.sch.uk | ymoyet@eastwood.southend.sch.uk |
| Statistics | sbrown@eastwood.southend.sch.uk | mcartlidge@eastwood.southend.sch.uk |

**Parent View**

In 2011, OFSTED launched a website enabling parents to give their views about individual schools – *Parent View* - <http://www.parentview.ofsted.gov.uk/>. This is an online survey that invites parents to answer ten questions (anonymously) on a range issues associated with a school.

**Complaints**

The Academy takes concerns and complaints very seriously. In the first instance, complainants are encouraged to address issues informally with the relevant member of staff listed above. If they remain dissatisfied, they should contact the Vice Principal, Mr. C. Niner, who will address the matter in line with the Academy’s [Complaints Policy](http://www.eastwood.southend.sch.uk/Documents/School%20Complaints%20Policy.pdf) which is available on the website.

# 13.0 Attendance

**Academy Target**

The Academy’s target for all pupils is to achieve an attendance of **96%+** to afford them the best opportunity to fulfil their potential.

**Parental Role**

Parents have a legal responsibility to ensure their child attends **regularly** and **punctually**. Parents should provide the Academy with up-to-date information about points of contact and those with ‘parental responsibility’.

Parents should contact the Academy on **each day** of their child’s absence, stating the reason. Failure to inform the Academy of the reason(s) for their child's absence will result in it being classified as ‘unauthorised’.

Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, GP note etc.

Medical appointments should be made outside of school time. Where this is not possible, the appointment card should be shown (in advance) to reception staff, so copies can be made. This is not only important in terms of the categorisation of absence, but it also influences whether pupils are eligible to attend Academy trips. In short, if a pupil’s attendance falls below the Academy’s target (and is not supported by medical evidence) they will not be eligible to attend Academy trips (excluding those required by the curriculum).

Parents should inform the Academy of any relevant factors e.g. bereavement which could affect their child’s attendance and/or behaviour.

Parents should expect their child to be issued with work missed during any period of absence. This will be monitored using a ‘catch-up form’ administered and coordinated by the Head of House and/or SLT Link.

**Unauthorised Absences**

‘Unauthorised absences’ are those which the Academy does not consider reasonable and for which no ‘leave’ has been given. Although not an exhaustive list, such examples include:

* Parents keeping children off school unnecessarily.
* Truancy before or during the school day.
* Absences which have never been properly explained e.g. a message from another parent or child cannot be used to authorise absence.
* Children who arrive late to school.
* Term time holidays.
* Absence which is not supported by medical evidence when requested by the Academy.

All absence **under 92%**, which is not accompanied by a medical certificate, will be classed as ‘unauthorised’. Pupils falling into this category of attendance will be immediately investigated by the Local Authority Attendance Officer and, if necessary, taken to court and fined.

**Legal Sanctions**

Under existing legislation, parents commit an offence if their child fails to attend regularly and the absences are classed as ‘unauthorised’ (those for which the Academy cannot or has not given permission). Depending on circumstances, such cases may result in prosecution under **Section 444 and 444B of the Education Act 1996** which could lead to a fine of **£2500** or **imprisonment.**

A Penalty Notice is an alternative to prosecution which does not require an appearance in court, whilst still securing an improvement in a pupil’s attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction for the period of absence included in the Penalty Notice.

**Holidays in Term Time**

The current law does not give any entitlement to parents to take their child out of school during term time. The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** prohibits a Headteacher granting leave of absence to a pupil, except where an application has been made in advance, and the Headteacher considers that there are ‘exceptional circumstances’ relating to the application. An application form is available on the Academy website under ‘Attendance’ and should be emailed to mcartlidge@eastwood.southend.sch.uk

Please note that if the absence is not authorised, and the holiday is taken, the case will be referred to the Child and Family Early Intervention Team who may issue a Penalty Notice of **£120** (or **£60** if paid within 21 days) to **each** parent for **each** child taken out of school.

**Attendance Explained**

To achieve the Academy’s target attendance, pupils should have no more than 7 days absence during the whole academic year.

|  |  |
| --- | --- |
| **Attendance %** | **Description** |
| 96+% | This is not a cause for concern and is in line with the Academy’s expectations. |
| 92 – 95.9% | This is a cause for concern and is below what the Academy expects. |
| Under 92% | This is a major cause for concern and is significantly below what the Academy expects. All attendance under 92%, without medical evidence, will be classed as ‘unauthorised’ and will be reported to the Local Authority. This may lead to a Penalty Notice (fine) or prosecution. |

|  |  |  |
| --- | --- | --- |
| **Attendance %** | **Number of** **Days Absent** | **Approximate Number** **of Weeks absent** |
| 100 | 0 | 0 |
| 96 | 7 | 1.5 |
| 95 | 9 | 2 |
| 90 | 19 | 4 |
| 85 | 29 | 6 |
| 80 | 38 | 8 |
| 70 | 57 | 12 |

# 14.0 Pupil Code of Conduct

* You always speak politely to other people and act with courtesy and consideration at all times. There is certainly no excuse for rudeness, disrespect or insolence towards staff.
* You do not act in a reckless way that would endanger the welfare or well-being of others.
* You follow any reasonable instruction or request from a member of staff without argument or protestation.
* You accept responsibility for your actions.
* You act as a responsible citizen and report any incidents that affect the school environment or endanger the welfare or well-being of others.
* You contribute positively to the teaching and learning process in the classroom.
* You move sensibly and quietly around the school.
* You keep the school clean and tidy. To this end, the following must be adhered to:
* No chewing gum is allowed anywhere inside the school buildings.
* No eating or drinking in the corridors or classrooms.
* Litter must be placed in the rubbish bins.
* Whilst out of school, walking alone or with a small group, you must always remember that the Academy’s reputation depends on the way you look and behave. If you are in your school uniform, you are still representing the Academy and your behaviour still falls under the Academy’s jurisdiction.

# 15.0 Classroom Expectations

**Start of lessons**

* Line up outside the classroom without blocking the corridor.
* Remove coats before entering the classroom.
* Enter the room sensibly and go straight to the place assigned by the teacher.
* Remain silent during the registration and at other times.

**During Lessons**

* Listen to the teacher and remain silent.
* Remain seated throughout the lesson, unless directed otherwise.
* When there is a need to ask a question, put up your hand, as a signal for the teacher.
* Comply with all instructions given during the lesson.
* Work sensibly during the lesson and allow others to work sensibly.
* Eating and drinking in lessons is not permitted.
* Electronic equipment, other than calculators, is not permitted.
* Remain in the classroom, unless directed otherwise.

**End of Lessons**

* Remain working.
* Remain seated.
* When instructed, pack away your books and other educational materials.
* Leave the room in an orderly, controlled manner.

16.0 Academy UniformThe uniform is an important aspect of the Academy’s identity. The uniform should be worn at all times unless a teacher specifies otherwise. All items of the uniform should be worn in the normally accepted manner with due regard for health and safety.

* Black blazer and an Academy badge.
* Plain white shirt or blouse with a stiff collar. The shirt or blouse tails should be tucked inside the waistband of the trousers. The collar button of the shirt or blouse should be done up at all times.
* Plain black or white socks or plain tights.
* Sensible stout black leather shoes with heels not exceeding 3.5cm in height. Trainers or canvass-type shoes are not permitted.
* Clip-on Academy tie.
* Suitable black school trousers with no distinctive styling or fashioning. ‘Skinny trousers’ and trousers with conspicuous belts/buttons/buckles are not permitted.
* No jewellery, except for a wrist watch and one pair of plain gold or silver studs, with one stud in each ear lobe. Eyebrow bars, nose and tongue studs are not permitted.  All excess jewellery will be confiscated and returned to the responsible adult in person or to the pupil at the end of half-term.
* No make-up in Years 7, 8 and 9.  Years 10 and 11 may wear discreet make up, but nail varnish and conspicuous fake nails are not permitted.
* Extremes of hairstyle are not permitted e.g. two tone or vibrant hair colours, tramlines and hair cut to below a number 2.
* Jumpers, denim, leather and sports jackets and all types of hoodies are not permitted.
* Suitable dark coloured bag.
* Mobile telephones and other unnecessary electronic equipment are not permitted. Such items will be confiscated and returned to the responsible adult in person in accordance with the Education Act 2011.
* Lesson equipment – Planner, subject books, blue or black pen, pencil, ruler, rubber, calculator and P.E kit.

*With regard to the interpretation of these rules, the Academy’s decision is final.*

# 17.0 Pupil Misconduct and Gross Misconduct

For any member of staff to successfully undertake their role inside the Academy, pupils and staff must be fully aware of with what constitutes ‘misconduct’ and ‘gross misconduct’ and how the Academy addresses this.

**Level 1: Breach of Discipline**

* Failure to comply with Academy rules concerning classwork, punctuality, homework, equipment and uniform.
* General distractive or disruptive influence in class.

**Level 1** should be dealt with by the classroom teacher. The Head of Department may provide additional verbal support and/or place the pupil on a subject report with associated subject sanctions.

**Level 2: Serious Breach of Discipline**

* Persistent failure to comply with Academy rules concerning classwork, punctuality, homework, equipment or uniform.
* Failure to comply with reasonable instructions from a member of staff.
* Deliberately walking away from a member of staff.
* Bullying.

**Level 2** should be dealt with initially by the classroom teacher, supported by the relevant Head of Department. The Head of House should also be involved at this stage and be monitoring the pupil on a pastoral report. In this instance, the curriculum and pastoral lines should be working collaboratively to resolve the issue.

**Level 3: Gross Misconduct**

* Assault on a pupil or member of staff.
* The use of abusive/offensive language directed at a member of staff.
* Persistent and defiant misbehaviour.
* The use of racist, homophobic, transphobic (or any other prejudice-based behaviour relating LGBT) language directed towards a member of staff or pupil.
* The use of threatening or intimidating behaviour towards a member of staff or pupil.
* Possession of an offensive weapon.
* Possession and/or dealing an illegal drug.

**Level 3** may initially involve the Head of Department and Head of House, however, at this level, the Assistant Principal (Pastoral) and Principal will largely work independently of curriculum lines to resolve the issue which is likely to result in a fixed term and/or permanent exclusion.

# 18.0 Academy Sanctions

**Detentions**

Teachers have a statutory powerto discipline pupils under theEducation Act 2011.

The most common sanction is that of a detention.

* Detentions may be issued at break, lunch and/or afterschool.
* In terms of afterschool detentions, the Education Act 2011 has removed the requirement to provide 24 hours’ notice. Where parents cannot be contacted on the day the detention is issued, it will be deferred to the following day.
* During detentions, pupils complete academic work and/or may be required to undertake community-based work.

**Exclusion**

Exclusion is generally, but not exclusively, the final sanction. Pupils failing to comply with other sanctions, disrupting the education of others or the function of the Academy (or other gross misconduct) will be subject to exclusion.

The Behaviour and Discipline Policy applies to all of a pupil’s activity that is associated with the Academy. Consequently, the Academy will take action against a pupil where their behaviour reflects poorly upon the Academy and/or affects others associated with the Academy (particularly other pupils), even when their behaviour takes place outside the confines of the Academy or outside the normal school day.

For behaviour outside school, but not on school business, the Academy may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole.

Pupils’ behaviour in the immediate vicinity of the Academy and/or on a journey to or from school can also be grounds for exclusion.

# 19.0 Safeguarding Children

The Academy is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults feel confident about sharing any concerns which they may have about their own safety or the wellbeing of others.

The Designated Child Protection Officer and Child Sexual Exploitation Champion is Mrs. N. Lillywhite and the Deputy Child Protection Officers are Mrs. S. Smith and Mrs. M. Chance.

# 20.0 Equality and Diversity

The Academy is committed to the elimination of unlawful prejudice-related discrimination and to the promotion of equality for all, including race, gender, disability, sexuality, culture and religion. Our Equality Policy and objectives (under the requirements of the Equality Act 2010) are available on the Academy website.

# 21.0 Road Safety

Traffic is the biggest single cause of accidental death for 12 to 16-year-olds. Young people aged between 11 and 16 are more at risk of being killed or seriously injured as a pedestrian or cyclist in a road accident than other age groups.

**Road Safety**

Almost one in five teenagers report having been involved in a road accident or ‘near miss’ on their way home from school; however, only 4% said that road safety was their main concern.

* You should aim to follow the rules of the Highway Code.
* Use pedestrian crossings and bridges e.g. across the A127 at Kent Elms corner.
* Stop and look both ways before crossing and avoid distractions e.g. talking to friends, using a mobile phone, MP3 player etc.
* Only cross when it is safe to do so i.e. do not take unnecessary risks.
* If you witness unsafe practices, inform the Academy.

**Bicycle Safety**

Teenage boys are six times more likely to be killed or seriously injured (on bikes) than teenage girls.

* Check that your bike is roadworthy i.e. tyres are inflated, chain is oiled and brakes are not worn.
* Ensure that no loose clothing can get caught in your chain or gears.
* Wear a protective helmet.
* Cycle on cycle paths and be respectful of pedestrians.
* When crossing a road, dismount your bike.

**Car Safety**

* Wear a seatbelt at all times. When a teenager reaches the age of 14, it is their own responsibility to wear a seat belt.
* Make sure the driver sticks to the speed limits, does not use a mobile phone and has not consumed alcohol.
* Inform the Academy of any unsafe practices or incidents.

# 22.0 Personal Safety and Well-Being

At the Academy, and in the local community, you need to be aware of your rights as a responsible citizen.

**Witnessing and Reporting a Criminal Activity**

If you witness a crime, and do nothing to stop it and/or fail to report it, this could be classed a crime in itself. The Academy does not encourage pupils to risk their own welfare by intervening, but they do have a responsibility to inform their parents, the police and/or the Academy.

**Self-Defence and Reasonable Force**

Occasionally, you may find yourself in conflict with another pupil. In such instances you should undertake the following:

* Speak calmly and do not be aggressive in your tone or stance etc. Avoid using abusive language and waving your arms or pointing your finger etc.
* Take evasive action i.e. attempt to walk away and report the matter to a member of staff.
* If evasive action cannot be taken, then a pupil is permitted to use self-defence i.e. reasonable force to prevent an impending injury. The force must be shown to be reasonable i.e. the attacker is pushed away or restrained (held back from attacking you). If the force is unreasonable i.e. repeated punching, kicking etc then this will be considered an assault in its own right. Premeditation (planning an assault in advance) or provocation (inciting someone to assault you through verbal or abusive insults) would not support a claim of self-defence.

**Drugs**

You are not permitted to bring cigarettes or alcohol onto the Academy site or to Academy-related events/activities. Such items will be confiscated and your conduct will be considered under the gross misconduct guidance.

If you are caught using and/or dealing illegal drugs, it is likely that you will be permanently excluded.

**Mental Health**

Mental health is about the way you think and feel and how you deal with 'ups and downs'.

If you are finding it difficult to cope, you feel overwhelmed, or are concerned about someone else, please speak your Head of House and/or Mrs. N. Lillywhite. The Academy has a BACP qualified counsellor and access to a NHS School Nurse. These professionals are experts and can talk to you; they want to help and are dedicated to helping those like you. You are not alone.

The websites below may also provide you with useful information:

<http://www.youngminds.org.uk/>

<http://www.sane.org.uk/>

<http://www.rethink.org/>

<http://www.mentalhealth.org.uk/help-information/getting-help/>

<http://www.nelft.nhs.uk/services-ewmhs>

<http://www.samaritans.org/>

# 23.0 Bullying

**What is Bullying?**

‘Bullying’ is deliberate and repeated negative behaviour (verbal, psychological or physical) undertaken by an individual (or group of individuals) against any person.

Although not an exhaustive list, unacceptable behaviours that constitute bullying include:

* Insulting or degrading comments, name calling, gestures, taunts, insults or 'jokes'.
* Racist, homophobic, transphobic and sexist behaviour.
* Humiliating, excluding, tormenting, ridiculing or threatening behaviour.
* Offensive graffiti.
* Ignoring people and leaving them out (exclusion and isolation).
* Mocking differences.
* Damaging work or belongings.
* Hiding belongings.
* Pressurising people to join in inappropriate behaviour.

**Signs of Bullying**

Signs that bullying may be occurring include the following:

* Change of friendship groups.
* Lack of friends.
* School rejection.
* ‘Illness' at certain times or on certain days.
* Change in the standard of work.
* Withdrawal/sudden lack of confidence/self-esteem.
* Severe cases of stress or depression.

**Tackling Bullying**

You have a responsibility to inform staff of any bullying as soon as it starts.

It is important that you understand (and feel supported) in reporting incidents of bullying. The Academy will investigate all forms of bullying and punish those responsible.

If you feel that you are unable or unwilling (at least initially) to speak to a member of staff, then send a confidential email to the Academy - bullying@eastwood.southend.sch.uk

There are also lots of external organisations that provide support and advice about bullying:

* [Anti-Bullying Alliance](http://www.anti-bullyingalliance.org.uk/)
* [Bullying UK](http://www.bullying.co.uk/)
* [Bullybusters](http://www.bullybusters.org.uk/)
* [Childline](http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx)
* [The Diana Award](http://diana-award.org.uk/)
* [Internet Matters](https://www.internetmatters.org/issues/cyberbullying/)
* [Kidscape](http://www.kidscape.org.uk/)
* [The UK Safer Internet Centre](http://www.saferinternet.org.uk/)

# 24.0 E-Safety

The main risks or problems associated with the internet and mobile technology are:

* Cyberbullying.
* Online reputation.
* Sexting.
* Social networking.
* Downloading.
* Gaming.
* Online grooming.
* Apps.
* Video chat and webcams.
* Location services.
* Premium rate content.

Click on this link to find out more: <http://www.childnet.com/young-people/secondary/hot-topics>

##### childline

You can talk to Childline about any problem you are worried about. They are available 24 hours a day and can talk to you in confidence. You can call them for free on 0800 1111 or [visit their website](http://www.childline.org.uk/).

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If you are being bullied and need someone to talk to, you can find someone to talk to at [Cybermentors](http://www.cybermentors.org.uk/), where there are people your own age and counsellors ready to listen and help.

##### clickceop

If someone has acted inappropriately online towards you or someone you know, you can report it directly to CEOP. It could be sexual chat, being asked to do something that makes you feel uncomfortable or someone asking to meet up.



Being the victim of online crime can be as distressing as real-world robbery. Learn about the real risks and understand the urgency of protecting yourself at [GetSafeOnline](http://www.getsafeonline.org/)

# 25.0 ICT Acceptable Use

In relation to the Academy computer network (and associated school-based ICT resources) I agree to adhere to the following:

* Only use the computer network for Academy-related work.
* Only log on using my own username and password.
* Regularly change my password and never disclose it to other pupils.
* Refrain from knowingly accessing (or attempting to access) any links that could be considered inappropriate or offensive because of pornographic, racist, transphobic, homophobic, violent or illegal content.
* Never seek to harass or abuse fellow pupils and/or members of staff, either on the Academy network, or via e-mail, instant messaging services or external social networking sites, and will report any cases of such usage against me.
* Report to a member of staff or a parent any communication online or any material that makes me uncomfortable or asks me for personal information that I do not want to provide.
* Never reveal personal information including: names, addresses, telephone numbers and photographs of myself or others.
* Respect the copyright nature of material that I may find on the internet.
* Never use downloaded material unless it is properly sourced and referenced.
* Never intentionally waste resources e.g. paper.
* Report any accidental damage immediately to a member of staff.
* Never interfere with or damage the Academy computer network in any way.
* Report any misuse of the Academy computer network to a member of staff.

I understand that my Academy account is not, and cannot be, regarded as private, and will be subject to random monitoring. I understand that if I am found not to be complying with this policy, I will be denied access to the computer network for a time determined by the Vice Principal, Mr. C. Niner. I also understand that I may face further disciplinary action depending on the nature of the offence.

Pupil signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 26.0 Fire Safety and Evacuation

**In the Event of a Fire**

* If you discover a fire activate the alarm using the nearest alarm point.
* The fire alarm is a continuous sounding of the lesson change signal.
* Do not attempt to fight the fire; lives are more valuable than buildings.
* Take with you only those items close at hand.
* Stay calm and be vigilant.
* Exit onto the Academy field or as directed by staff.
* Do not re-enter the building until the Fire Marshall (Mr. S. Sterling) has indicated that it is safe to do so.

**Emergency Evacuation Assembly Points**

* The arrangement of the Houses is in the shape of a horseshoe (see below).
* Ashdown and Bowland line up at right angles to the west fence (The Bungalows).
* Elveden, Kielder and Richmond line up at right angles to the south fence (The BMW Garage).
* Sherwood and Whinfell line up at right angles to the east fence (The Astro Turf).
* All pupils face into the cup of the horseshoe.

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# 27.0 Privacy Notice

This letter might be difficult for you to understand. You can ask your parents or another adult, such as your teacher, to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’

**Who we are**

Your school is called **The Eastwood Academy** and this is part of the **Eastwood Park Academy Trust (EPAT).** EPAT is the organisation which is in charge of your personal information. This means that EPAT is the Data Controller.

The postal address of EPAT is: **The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.**

If you want to contact us about your personal information, you can contact our Data Protection Officer (DPO) who is **Lauri Almond** and is contactable via igs@essex.gov.uk and 03330 322970. You can also leave a letter at Reception or send one by post.

**The categories of pupil information that we process**

* Personal identifiers and contacts (such as name, unique pupil number, contact details and address).
* Characteristics (such as ethnicity, language, and free school meal eligibility).
* Safeguarding information (such as court orders and professional involvement).
* Special educational needs (including the needs and ranking).
* Medical and administration (such as GP information, child health, dental health, allergies, medication and dietary requirements).
* Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
* Assessment (attainment and progress).
* Behavioural information (such as exclusions and any relevant alternative provision put in place).
* Information about free school meal and pupil premium eligibility.
* Information for catering management purposes (e.g. whether you have school meals and how often).
* Information about biometric recognition systems (such a cashless catering).
* Anything related to school trips.

**How we use pupil information**

EPAT collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

* Support your learning.
* Monitor and report on your progress.
* Provide appropriate care for you.
* Assess the quality of our services.
* To keep children safe (food allergies or emergency contact details).
* To comply with the statutory duties placed on us by the DfE data collections.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications. The use of your information for these purposes is lawful for the following reasons:

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

**How we collect pupil information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you or your parents to provide it, whether there is a legal requirement on the Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your previous school, usually via secure file transfer from your previous school.

**When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to Southend Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child’s name, address and date of birth be passed to Southend Local Authority by informing the DPO. This right is transferred to the child once they reach the age 16. For more information about services for young people, please go to our local authority website <http://www.southend.gov.uk/>

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

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

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

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

To find out more about the NPD, go to [national pupil database: user guide and supporting information - GOV.UK](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information).

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

* Conducting research or analysis.
* Producing statistics.
* Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

* Who is requesting the data.
* The purpose for which it is required.
* The level and sensitivity of data requested.
* The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE’s data sharing process, please visit:

[https://www.gov.uk/data-protection-how-we-collect-and-share-research-data](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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

We will also disclose your personal data to:

* Your new school if you move schools.
* Disclosures connected with SEN support.
* School Nurse.
* School Counsellor.
* CAMHS (Child and Adolescent Mental Health Service).

The information disclosed to these people / services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

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

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

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

**How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday, unless you move to another school, in which case we send your file to your new school. We have a Records Retention Policy which can be accessed via EPAT’s website -

<http://www.epat.education/index.php/policies-and-statements/other>

**Your rights**

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

**Further information**

There is more information in the Trust’s Data Protection Policy which can be accessed via EPAT’s website <http://www.epat.education/index.php/policies-and-statements/other>

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint. The Complaints Policy can be accessed via EPAT’s website <http://www.epat.education/index.php/policies-and-statements/other>

If you remain unhappy with our answer to your complaint, then you can complain to the Information Commissioner’s Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.