



THE BOURNE ACADEMY

STUDENT INFORMATION RECORD

AMBITIOUS SELF-CONFIDENT PHYSICALLY LITERATE INDEPENDENT LEARNING RESILIENT EMOTIONALLY LITERATE

(Please complete all sections in CAPITAL LETTERS)

| | |
|-------------------------------------------------------------------------|------------------------------|
| Legal Forename: | |
| Student Middle Name(s): | |
| Legal Surname: | |
| Preferred Forename and Surname: <i>(if different from above)</i> | |
| Date of Birth: | |
| Gender: | |
| Year Group: | |
| House / Tutor Group: <small>* To be completed by the Academy</small> | |
| Copy of proof of Address/DOB | Yes <input type="checkbox"/> |

Tick when completed by the Academy

CONTENTS

As part of the Academy safety policy we need to ensure that we have correct and up to date information concerning your child. Please fully complete this booklet and return to the Academy at your earliest convenience.

Please note it is a parent's/carer's responsibility to keep contact details and information up to date so we are able to contact you when needed. This includes: telephone numbers, addresses, email, health information, emergency contacts etc. These can be updated by parents/ carers on our student information system Progresso.

The following document covers:

1. Personal Details
2. Introduction
3. Data Protection Policy
4. Parent Contact Information
5. Other Contacts
6. First Aid and Medical Facilities
7. Student Medical Information
8. Consent Form
9. Equal Opportunities/ Student Travel Survey/ External Agencies
10. Student Behaviour Policy
11. Home School Agreement

DATA PROTECTION POLICY

Who processes your information?

The Bourne Academy is the Data Controller of the personal information you provide to us. This means that the Academy determines the purposes for which, and the way in which, any personal data relating to students and their families is to be processed.

Why do we collect and use your information?

The Bourne Academy has a legal obligation to collect and use personal data relating to students and their families and we will receive information regarding students from their previous school, Local Authority or the Department of Education. We have a legal obligation to collect and use student information.

The personal data of students and their families is collected and used for the following reasons:

- ◆ To support student learning
- ◆ To monitor and report on student progress
- ◆ To provide appropriate pastoral care (including safeguarding)
- ◆ To have relevant medical information on each student
- ◆ To have emergency contacts for each student
- ◆ To assess the quality of our services
- ◆ To comply with the law regarding data sharing
- ◆ To aid in the prevention and detection of crime on the Academy site.

Whilst the majority of student information you provide to us is mandatory, some of it is provided on a voluntary basis. When collecting voluntary data, the Academy will inform you whether consent is needed from you. Where consent is required the Academy will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

What are your rights?

Parents and students have the right to request access to information that we hold about them. You also have the right to:

- ◆ Be informed about how The Bourne Academy uses your personal data
- ◆ Request that your personal data is amended if it is inaccurate or incomplete
- ◆ Request that your personal data is erased where there is no compelling reason for its continued processing
- ◆ Request that the processing of your data is restricted
- ◆ Object to your personal data being processed if the data is likely to cause or is causing damage or distress
- ◆ Prevent data processing for the purpose of direct marketing
- ◆ Claim compensation for damages caused by a breach of the Data Protection Regulations
- ◆ Withdraw consent of processing of data, if the processing is based on your consent

Our Privacy Notices and Data Protection Policy are available on the Academy website for more information

PARENT CONTACT INFORMATION

Student's address during the week (*including postcode*):

Name of siblings currently attending the Academy:

 Year Group: _____

 Year Group: _____

FIRST EMERGENCY CONTACT

| | |
|-----------------------------------------------------------------------------------------|----------------------|
| RELATIONSHIP TO STUDENT: | |
| PARENTAL RESPONSIBILITY: E.g. Birth Mother, Biological Father. (<i>please circle</i>) | YES NO |
| TITLE (E.g. Mr, Mrs, Miss): | |
| SURNAME: | |
| FIRST NAME: | |
| ADDRESS: | |
| POSTCODE: | |
| TELEPHONE NUMBER—LANDLINE: | |
| TELEPHONE NUMBER—MOBILE: | |
| EMAIL ADDRESS: | |

SECOND EMERGENCY CONTACT

| | |
|---------------------------------------------|----------------------|
| RELATIONSHIP TO STUDENT: | |
| PARENTAL RESPONSIBILITY: E.g. Birth Mother, | YES NO |
| TITLE (E.g. Mr, Mrs, Miss): | |
| SURNAME: | |
| FIRST NAME: | |
| ADDRESS: | |
| POSTCODE: | |
| TELEPHONE NUMBER—LANDLINE: | |
| TELEPHONE NUMBER—MOBILE: | |
| EMAIL ADDRESS: | |

IT IS VITAL WE HAVE EMAIL ADDRESSES FOR ANY ADULT WITH PARENTAL RESPONSIBILITY—THIS IS HOW WE SEND OUT ALL INFORMATION ABOUT YOUR CHILD.

OTHER CONTACTS

Emergency contacts will always be called in the first instance. We only require emails and addresses for the first and second emergency contact.

Please note, you do not have to supply 3 extra contacts if this is not applicable to you. We will only ask for 2 main contacts for emergency purposes. Please use this section for any other contacts you wish us to have on our system, if first and second are not available.

3RD CONTACT

| | |
|-----------------------------|--|
| TITLE (E.g. Mr, Mrs, Miss): | |
| SURNAME: | |
| FIRST NAME: | |
| TELEPHONE NUMBER—LANDLINE: | |
| TELEPHONE NUMBER—MOBILE: | |
| RELATIONSHIP TO STUDENT: | |

4TH CONTACT

| | |
|-----------------------------|--|
| TITLE (E.g. Mr, Mrs, Miss): | |
| SURNAME: | |
| FIRST NAME: | |
| TELEPHONE NUMBER—LANDLINE: | |
| TELEPHONE NUMBER—MOBILE: | |
| RELATIONSHIP TO STUDENT: | |

5TH CONTACT

| | |
|-----------------------------|--|
| TITLE (E.g. Mr, Mrs, Miss): | |
| SURNAME: | |
| FIRST NAME: | |
| TELEPHONE NUMBER—LANDLINE: | |
| TELEPHONE NUMBER—MOBILE: | |
| RELATIONSHIP TO STUDENT: | |

FIRST AID AND MEDICAL FACILITIES

A member of staff is responsible for emergency First Aid only and is available from 8.30am to 4.00pm. Our First Aiders are not qualified medical professionals and are unable to diagnose ailments or injuries. The First Aid room will be open for students at break and lunch time. Students should not be coming out of lessons, unless in an emergency.

Parents and Carers should ensure that their children are not sent to the Academy if they are unwell or requiring medical attention for accidents incurred out of the Academy, as facilities at the Academy are limited. If your child is going to be absent from the Academy, please inform the Attendance Officer by phone on 01202 636996 or Academy Reception on 01202 528554. You can also email Attendance@thebourneacademy.com.

Children who are taken ill, or who have minor accidents whilst at the Academy are given First Aid. If we need to contact you in an emergency, we will use the information you have given us, i.e. your address and contact numbers.

Students who regularly need to take medication during Academy hours must submit a completed form (available at www.thebourneacademy.com), giving full details of the dosage and times to be taken and this must be handed to the Safeguarding Frontliner. Please ensure that your child knows that any medication (including pain killers) must be handed to the Safeguarding Frontliner before or during registration and **MUST NOT** be carried around the Academy premises.

If your child becomes unwell whilst in the Academy, a First Aider will call you. We do not advise that students phone/ text home to get parents/carers to collect them as this could result in your child receiving a sanction.

Students who have Asthma/Diabetes/Anaphylaxis can carry their inhalers/testing kits/Adrenaline auto-injector around the Academy in their bags. Please note, no spares are kept in First Aid.

If you have any further queries regarding this matter, please do not hesitate to contact the Safeguarding Frontliner at The Bourne Academy (Rachael.Cl@thebourneacademy.com).

STUDENT MEDICAL INFORMATION

NAME AND ADDRESS OF FAMILY DOCTOR:

DOCTOR TELEPHONE NUMBER:

KNOWN ALLERGIES (E.g. Aspirin, Nuts, Plasters etc):

EPIPEN Yes/No (Please circle)

ANY OTHER MEDICAL INFORMATION:

(Eg: Asthma, Migraine, Poor Hearing, Poor Eyesight, Phobias etc)

I agree that the Academy First Aid staff can administer Paracetamol to my child after 12:30 without contacting you. Please state *One* or *Two* Paracetamol

I agree that the Academy First Aid staff can administer Ibuprofen to my child after 12:30 without contacting you. Please state *One* or *Two* Ibuprofen

(please circle accordingly)

In the event of an accident occurring at the Academy which requires administration of an anaesthetic at hospital, **I CONSENT / DO NOT CONSENT*** for the anaesthetic to be given. (if parental contact is unable to be made)

*Please cross out which statement does not apply

Parent / Carer Name (please print) _____

Parent / Carer Signature _____

CONSENT FORM

At The Bourne Academy, we use photographic material to capture moments of pride and celebration. We would like to use photographs and videos in the following ways:

- In the Academy classrooms and places that may be seen by visitors
- On the Academy website
- The Academy newsletter
- Wider marketing and promotional materials used in the Academy
- Press releases
- The Academies social media pages

Occasionally the material may be used if taken by our agreed collaborative partners e.g. Canford School.

Please sign/date below if you CONSENT to photographic/video material of your child, being used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the Academy.

Signed: _____

Print name: _____

Date: _____

We are obliged to let you know that you can withdraw/ grant your consent at any time in the future should you change your mind. If so, please write to our Data Protection Officer: Catherine.Turner@thebourneacademy.com

We sometimes take students out of the Academy for trips, sporting events and learning walks outside the Academy gates in the local community. These walks can happen at short notice and we would like your permission for your child to join in with these events

I give consent for my child to join in with Education Visits: YES / NO

The Bourne Academy runs a fully cashless catering and online payment system – Biometrics. Biometrics identification is simply another way of quickly and uniquely recognising our students using their fingerprint, which is converted into a collection of data points via a mathematical algorithm. This data is then encrypted and stored on the student's account to be used as their unique identifier. For more information please see attached FAQ sheet.

I give consent for my child to use Biometrics: YES / NO

Student Name _____

Student signature _____

Parent/Carer Signature _____

Parent/Carer Name (please print) _____

EQUAL OPPORTUNITIES

Please complete the form below as this information is required for the Department of Education's Census.

Nationality: _____

First Language: _____

Second Language: _____

Ethnic Group (please circle):

- White British
- White Western European
- White Eastern European
- White Irish
- Traveller
- Gypsy / Roma
- Other White
- Bangladeshi
- Indian
- Other Asian Background
- White & Asian
- Chinese
- Pakistani
- Black African
- White & Black African
- Black Caribbean
- White & Black Caribbean
- Any Other Black Background
- Any other Mixed Background
- Any other Ethnic Group: _____

STUDENT TRAVEL SURVEY

Please tick the most appropriate method of transport:

- Car/Van
- Taxi
- Train
- Walk
- Public Bus
- Cycle

EXTERNAL AGENCIES

(Not required for Department of Education)

Agencies currently working with your family and/or child:

Social Services Education Psychologist

Other (please state) _____

STUDENT BEHAVIOUR POLICY

The Student Behaviour Policy focuses on positive behaviour which supports learning and promotes, celebrates and rewards achievement. We rely on students being self-motivated to keep themselves, and their peer group, concentrating and fulfilling their potential at all times. The Academy thrives on an ethos of mutual respect amongst all staff, students and parents/carers – everyone has a clear understanding of the procedures and sanctions which keeps everyone learning.

Detentions

A teacher will give a student a Detention the next day or as arranged with the parent/carer if they:

- are sent to buddy
- have not given in homework

The teacher will put a reminder in the student's planner in the lesson to say when the Detention will be e.g. after school, at break, and how long the Detention will be for. The Detention will focus on planning how the same thing will not happen again, e.g. how the student's attitude to learning will be different or how the student will make sure that homework is handed in on time.

Punctuality to school

Students who arrive after 8:40am (without a pass e.g. young carers) are placed in LOST (loss of social time) for break time the same day. If they do not attend, they will be put in lunch time LOST. Non-attendance to both is sanctioned by the Head of House e.g. an hour at the end of the day.

Late to lessons

If a student is late to a lesson without good reason, the class teacher will arrange for the student to make up the time in a break that is convenient for the teacher.

First Impressions Cards (FIC)

A First Impressions Card (FIC) will be found in the School Planner – this is a system whereby students are recognised and rewarded for meeting our expected 'first impressions'. Students must always have their FIC and must therefore always have their planner on them. Students with a 'clean' FIC will be allocated house points each week by their tutor. Students who fall short of the expected standards on uniform, equipment, punctuality to lessons and line ups, conduct in/around the Academy and at social time, will be allocated strikes on their card – a 5th strike on a card would result in time working in the Isolation Room (and a text home). Students must carry their planners at all times and the cards will be renewed each half term – a clean slate.

Breaking other rules in the Academy

- If a student is defiant, e.g. walks out of a lesson, refuses to hand over a mobile phone or personal music device, they will be Green slipped. If the defiance continues the student may be excluded. Their phone will be kept at Reception and can be collected at the end of the day, and they will also receive a strike.
- If a student is highly aggressive or threatening, swears at an adult, or completely destroys the learning of others, they will be excluded.
- If a student swears in earshot of the adult taking the class, but not at another person, remind them of the Academy rule of respecting each other. If the student continues to do this, it will be seen as deliberate use of offensive language and the student will be excluded.
- If a student misbehaves during social times e.g. boisterous behaviour, they should receive a warning. If they repeat the behaviour they should be taken/sent to LOST in the Isolation Room. HoH will monitor this behaviour. If poor behaviour continues, student will be in LOST for a given period of time. Poor behaviour in The Hub or on The Lawn e.g. leaving litter/refusing to put in bin, could result in a short-term ban from these areas.

Uniform

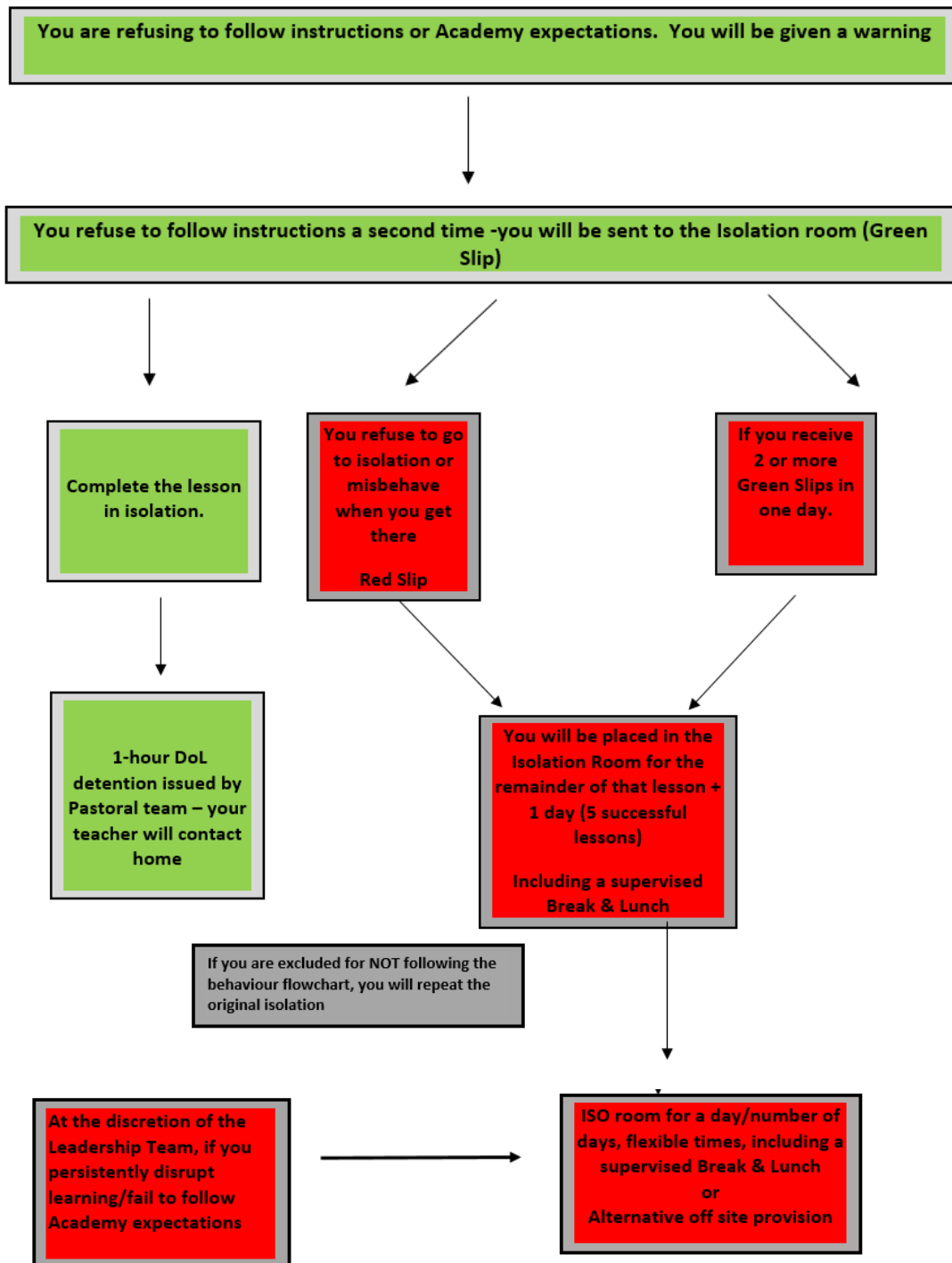
Students who arrive wearing incorrect uniform will be in isolation until uniform is rectified.

(Please find the full policy on our website)

STUDENT BEHAVIOUR POLICY

Student Behaviour flow chart

If your behaviour stops the learning in a classroom:



HOME SCHOOL AGREEMENT

"You have a right to education."

United Nations Convention on The Rights of the Child 1989

As a student I will:

- Attend school regularly and on time
- Treat all members of the Academy and community with respect
- Be responsible for my own behaviour and learning
- Do my homework to the best of my ability
- Wear full school uniform
- Arrive at line ups with all my equipment
- Arrive at lessons on time fully prepared, bring all my equipment and be ready for work
- Move about the building in a calm and responsible manner
- Respect the building and keep the environment clean and tidy
- I will use the IT facilities and Internet appropriately in accordance with the Academy's IT Policy.

Student Signature: _____

Student Name _____

As a Parent/Carer I will:

- Expect my son/daughter to support the ethos and rules of the Academy
- See that my son/daughter attends school regularly, on time, properly equipped and in correct uniform
- Support my son/daughter with his/her homework and other opportunities for learning at home
- Make the Academy aware of any concerns or problems that might affect my son/daughter's work or behaviour
- Take an interest in my son/daughter's progress.

Parent/Carer Signature: _____

Parent Name (*please print*): _____


At The Bourne Academy we will:

- Treat and respect you as an individual
- Provide a safe and stimulating environment in which you can learn
- Offer an exciting, challenging and worthwhile education
- Give you regular feedback on your progress
- Give you praise, encouragement and advice on how to make further progress
- Not tolerate bullying of any sort.

GET INVOLVED....

AMBITIOUS SELF-CONFIDENT PHYSICALLY LITERATE INDEPENDENT LEARNING RESILIENT EMOTIONALLY LITERATE



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