

# Parent Handbook



**FEVERSHAM**  
ACADEMY



**Transforming lives,  
Transforming communities**

## CONTENTS

WELCOME FROM THE PRINCIPAL.....	1
OUR SCHOOL.....	2
Our Vision .....	2
Our Mission .....	2
Our Values .....	2
Our Partnership .....	3
THE FAITH CHARTER.....	5
THE CURRICULUM .....	6
The Curriculum .....	6
Homework.....	7
THE CHARACTER DEVELOPMENT CONTRACT .....	9
A Curriculum for Character Development.....	9
Extra-Curricular Enrichment Programme.....	9
The Pastoral System .....	100
Attendance .....	12
Safeguarding Your Child .....	13
A Summary of Our Care: The Waves Approach .....	14
COMMUNICATION WITH PARENTS AND CARERS .....	16
Key Contact Information .....	16
The School Website.....	16
Newsletters.....	16
Text Messaging Service .....	17
Communicating Progress.....	17
Pupil Planners .....	17
Concerns or Complaints .....	18
Visiting the School.....	18
SCHOOL ORGANISATION .....	18
Structure of the School Day.....	19
School Term and Holidays .....	19
Bus Service .....	20
Uniform .....	20
Basic Equipment .....	23

GENERAL PROCEDURES .....	24
Illness.....	24
Appointments .....	24
Leaving the School Building.....	24
Lunchtime .....	24
KEY POLICIES AND PARENTAL CONSENT .....	25
The Home-School Agreement.....	25
School Visits and Other Activities Taking Place off School Premises .....	26
First Aid.....	26
School Internet Acceptable Use Policy.....	27
Information and Communication Technology Acceptable Use Policy .....	27
Privacy Notice – General Data Protection Regulation (GDPR) 2018 .....	32
Use of Photography .....	33
Biometric Security.....	33
Accessing School Policies and Procedures .....	34
FREQUENTLY ASKED QUESTIONS .....	35
SERVICE STANDARDS FOR PARENTS AND CARERS.....	38
External Phone Calls.....	38
Incoming Formal Letters from Parents (excluding Pupil Planner messages) .....	38
School Administration Office (Reception) .....	38
Access to Teachers .....	38
Pupil Planner (informal notes and messages) .....	38
Comments/Suggestions Box.....	38
Complaints.....	38
Consultation .....	38
Monitoring.....	39
ABOUT THE TRUST.....	40
Feversham Education Trust .....	40

## WELCOME FROM THE PRINCIPAL

### Assalaam-Alaikum (Peace Be Upon You)

We are very proud of our progressive faith school which provides an outstanding quality of education within a positive learning environment.

Our students make an outstanding contribution to the school, not only in their academic studies but all round. They receive excellent care, guidance and support. Our students speak very highly of the school and are actively involved in student leadership, fund raising, and peer mentoring.

Teaching and learning are 'outstanding' (Ofsted) at Feversham. Staff and students work extremely well together to achieve the best possible results. As a result, Feversham Academy has been consistently ranked as one of the best schools in the country for value added.

We have a thriving Sixth Form and retention is very high. Our Sixth Form students contribute significantly to the effective and efficient running of the college. Approximately 90% of these students then continue into Higher Education, going onto pursue professional careers.

At Feversham we are fully committed to ensuring each student achieves their potential in every aspect of their education.

The success of the school is down to the hard work and relationship between students, parents, staff, Governors and stakeholders.

As a Teaching School and Academy Sponsor we are a significant contributor to headship development, teacher training and improving the quality of teaching across the district.

Students only get one chance; it is our collective responsibility to ensure we get it right for all students.

**Sajida Muneer**



**Principal**

Feversham Academy  
Cliffe Road, Undercliffe,  
Bradford, BD3 0LT  
T 01274 559500 | F 01274 559509  
E [office@fa.fetrust.org.uk](mailto:office@fa.fetrust.org.uk)  
W <http://feversham-academy.fetrust.org.uk>

## OUR SCHOOL

### Our Vision

Transforming lives, transforming communities.

### Our Mission

#### Feversham Academy's educational mission statement is:

- to provide the best quality of education within a secure Islamic all-female learning environment
- to provide the students with a learning environment which nurtures and strengthens their faith (Imaan) to build a firm foundation for future development and involvement as active members of the Islamic Sunni faith and of society as a whole, according to the Quran and Sunnah
- to ensure that the education provided is part of the Academy's mission to proclaim and honour (in words and actions) the Shahada and remember always that there is nothing or no one worthy of worship other than Allah, Subhana Wa Ta'ala and that Muhammad, Sallallahu'alaihi Wa Sallam is the final Prophet and Messenger of Allah
- to understand, learn and respect other faiths and cultures existing in our society.

#### The Academy will seek to fulfil its mission by:

- providing a caring and supportive environment for the students to develop spiritually, morally, academically, and socially according to the Quran and Sunnah
- setting standards of excellence in teaching and learning through the implementation of a well-designed curriculum, reflecting the Academy's Islamic Ethos
- having high expectations of students in standards of achievement, behaviour and school attendance
- ensuring that the daily prayers (Salah) and fasting (Sawm - during the month of Ramadhan) play an active and visible part of college life
- creating a Academy environment where quality relationships are developed between all who work and participate in the community of the Academy
- developing an environment that respects and values the dignity, integrity and special needs of all regardless of age, race, colour, religion, and gender, as exemplified by the life of the Prophet Muhammad (Peace be upon him)
- creating an awareness, commitment and sense of responsibility amongst the students with regards to local, national and global issues.

All aspects of school life through departments, year groups, tutor groups and the whole school will incorporate this Islamic (Sunni) Ethos and related aims so that the Academy community is united in spirit and purpose.

### Our Values

The values of RESPECT underpin all interactions in the Academy.

- Respect and tolerance, equality and fairness, supporting the wellbeing of each other, punctuality and organisation, eagerness to learn, care for our environment, trust in Allah.

## Our Partnership

In order to fulfil our mission of **transforming lives** and **transforming communities**, your involvement and commitment to the school is vital. Educational research shows that parental involvement in a child's education affects students, parents and communities in a positive way. As a parent, your positive involvement in your child's studies will help their personal, academic and emotional development during the next few vital years.

You are as important as the teachers in:

- **Monitoring learning** – we expect you to discuss learning, homework and attainment with your child regularly.
- **Fostering values and good character** – we expect you to support your child's personal development and encourage them to develop a positive character.
- **Supporting organisation** – we expect you to help your child to be organised for success, by having all the right equipment, uniform and by being in the right place at the right time.
- **Motivating and raising aspirations** – we expect you to help motivate your child and encourage them to fulfil their potential.

**This Parent Handbook sets out our distinctive offer and describes the ways in which we can work together to ensure your child prospers at our school.**

**Section 1: The Curriculum** provides details of our academic curriculum and intervention opportunities that are provided. Parents are asked to support their child in the promotion of independent learning outside the school and engagement in additional programmes designed to maximise achievement.

**Section 2: The Faith Charter** describes our unique faith offer and programmes.

**Section 3: The Character Development Contract** describes our unique pastoral support package designed to foster strong values and character within your child. Here, we set out our inclusive, values driven approach to developing your child, including our expectations regarding behaviour and attendance, enrichment academies and our safeguarding protocols.

**Section 4: The Service to Communities Contract** explains the ways in which the school and families can work together to instil civic responsibility within our students so that they actively contribute to the local and global community.

**Section 5: Communication with Parents and Carers** provides key contact information and lists the ways in which we will keep you informed about all areas of school life, your child's progress and the ways in which you can contact us and get involved in school life.

**Section 6: School Organisation** includes the structure of the school day, holiday and term patterns and the uniform requirements of the school.

**Section 7: General Procedures** provides a summary of key protocols and procedures including: illness procedures; arranging appointments; leaving the school building; and lunchtime arrangements.

**Section 8: Key Policies and Parental Consent** summarises key school policies and the activities in school life for which we will require parental consent.

**Section 9: Frequently Asked Questions** addresses some of the core questions often posed by parents.

**Section 10: Service Standards for Parents and Carers** defines the standards of service you can expect from our school.

**Section 11: About The Trust** provides an introduction to Feversham Education Trust.

*Please note the use of **Parent** throughout refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents or legal guardian(s).*

## THE FAITH CHARTER

Our faith lies at the heart of all that we do. We are part of a community that believe that:

- Serving God, honouring the Prophets and loving each other is the central focus of our lives.
- We should demonstrate the values of Ikhlas (Sincerity), Ihsan (Going the Extra Mile) and Itqan (Striving for Excellence) in everything we do.
- Our faith can be a force for achieving good in our lives and in the world.
- We want to be the best people of faith and the best British citizens that we can be.
- The more we learn about our faith, the more we discover God and ourselves.
- Being faithful to our Lord is also about respecting and loving people of all faiths and none.

Our faith will inspire us to:

- Develop a healthy body and a healthy mind.
- Commit to regular prayer/self-reflection.
- Maintain good relationships and communicate lovingly with everyone we know.
- Serve others passionately.
- Take responsibility for looking after our planet.

The school offers a comprehensive programme of activities designed to promote the core values of Islam – self-discipline, compassion, mutual respect for all and for the earth itself. The school aims to celebrate all that faith has to give and instil a sense of joy at being part of the local and wider community

Our **Faith and Character Education Policy** sets out the faith programmes available for young people at our school. **All are optional.**

Our faith offer includes:

- Celebration of Islamic religious festivals and events (e.g. Iftaar (opening of fast) events, Ramadan activities, Hajj (pilgrimage)).
- Spirituality days.
- Surah Fatiha (opening chapter of the Qur'aan) at the start of each lesson.
- Hadeeth (thought) of the week.
- Sunnah (teachings of the Prophet PBUH) .
- Assembly programme focusing on students' spiritual, moral, social and character development.
- Inter-faith conferences and activities.

## CURRICULUM

At Feversham Academy our curriculum is designed to promote the spiritual, intellectual, personal, social and physical development of all students. It includes formal lessons and a wide range of extra-curricular activities within an Islamic Ethos.

In the organisation and planning of the curriculum we aim to meet the needs of all our students so they achieve the best they can. To maximise achievement, we will:

- Emphasise the duty of a Muslim to seek and gain knowledge
- Ensure high quality teaching and learning
- Emphasise the key skills of communication, numeracy and information technology
- Use information technology to enhance teaching and learning
- Extend learning into the community and the world of business and employment
- Monitor student performance and set targets for improvement
- Encourage students to take responsibility for their own learning, to identify strengths and weaknesses, and improve performance to meet individual targets
- Support students through mentoring, additional study and homework

At Key Stage 3 students will be taught National Curriculum programmes of study in the following subjects:

- English,
- Maths
- Science
- Design Technology
- Art
- ICT
- Modern Languages (Arabic/Urdu/French)
- History
- Geography
- Citizenship
- Physical Education

All students follow a Religious Studies programme which includes Islam and other faiths.

At Key Stage 4 the academy operates a two year programme of study. Students make their GCSE choices towards the end of Year 9. Across Years 10 and 11, most students will follow a combination of subjects which will enable them to achieve the English Baccalaureate. The main focus is to ensure that every pupil makes above expected progress in English and Mathematics.

Some students will undertake an alternative vocational pathway. This will be a targeted pathway which will ensure identified students are supported in their learning to make good progress. Students will complete nationally and industry recognised awards and qualifications, developing a personalised portfolio to include GCSEs and vocational achievements.

At Key Stage 4 students will be taught a combination of GCSE, BTEC or Cambridge Technical qualifications, the programmes of study that are offered are as follows:

#### GCSE

- Arabic
- Urdu
- Biology
- Chemistry
- Physics
- Combined Science
- Geography
- History
- French
- Religious Studies
- English Literature
- English Language
- Mathematics
- Art & Design - Textile design
- Hospitality & Catering
- Business

#### BTEC & CAMBRIDGE TECHNICAL QUALIFICATIONS

- Health & Social Care
- Creative iMedia
- Certificate in Learning for Life

#### Homework

Our aim is that all students at Feversham Academy achieve their potential and we believe homework is very important part of this. It encourages students to develop their organisational skills, independent thought processes and individual study skills. Homework helps students reflect on what they have done at the Academy. It gives them the opportunity to test their knowledge and make sure of their own learning. Students cannot complete the work required for GCSE without homework.

- In Key Stage 3 students will have a homework set. There will be an expectation that students complete a variety of homework tasks every week.
- In Key Stage 4 the expectation is that students complete at least ten hours of private study per week. This will include set tasks as well as revision and consolidation tasks.

For homework to be effective the Academy needs parents' co-operation. You can support your daughter by:

- Checking the student planner to see what homework they have been given
- Providing time and space for learning at home
- Talking to them about what they are doing
- Asking them to explain it to you
- Helping and guiding them when needed

- Making it part of their daily routine.

To help promote the daily routine of recording and planning homework students are issued with a student planner. This will also be used to help communication between the Academy and home.

We have found that this work is a key part of students' progression. **Parents can help their children organise for homework in the following ways:**

- Set aside a place for homework to be done – this can be as simple as a corner in the living room or as elaborate as a desk with a lamp in a special place (perhaps your child's room).
- Make sure the necessary equipment is available – pens, pencils, eraser, paper etc.
- Set aside a special time for homework each day – don't wait until your child is nearly ready for bed, as it is likely your child will be too tired.
- Insist that the television and digital devices are turned off so that your child can concentrate.
- If there is a lot of homework, help your child to structure the time – set a timer and encourage short breaks of a few minutes.
- Sign your child's planner for the appropriate week and report any concerns to your child's Form Tutor via the planner.

**Parental support for homework is essential** – please monitor homework to make certain that it is completed and that your child is able to do it. If your child is having difficulty with homework, this may be an early warning sign of a problem that you should discuss with their Form Tutor or subject teacher.

Homework is a window into what is being taught in the classroom. If you know what your child is studying, you can take advantage of opportunities to extend that learning.

## THE CHARACTER DEVELOPMENT CONTRACT

Our mission for Character Development is underpinned by:

- A sense of identity so that our students, and their families feel a strong sense of belonging to the Feversham “family”.
- A passionate focus on a values-based education that promotes honesty, respect, integrity, inclusiveness and growth to all our students.
- A strong core of tenacity, self-respect and self-belief that inspires each pupil to become the best person they can be.

We will build a character-rich school that nurtures our young people and inspires tomorrow’s leaders through a [curriculum designed to develop character](#), a strong [pastoral care system](#) and a robust approach to [safeguarding](#).

### A Curriculum for Character Development

Our curriculum for character development will include a programme of [PSHE](#), [Religious Studies](#), [Sex and Relationships Education](#) and our rich and varied [extra-curricular enrichment offer](#).

#### *PSHCE Curriculum*

Personal, Social, Health and Citizenship Education (PSHCE) provides a curriculum context for the personal and social development of our students, through a planned educational programme delivered through Citizenship. The issues that PSHCE covers are central to young people’s wellbeing: nutrition and physical activity; drugs, alcohol and tobacco; sex and relationships education (SRE); emotional health and wellbeing; safety; careers; work-related learning; and personal finance.

#### *Religious Studies*

The Religious Studies curriculum will consist of learning of all major world faiths and the humanist tradition.

#### *Drugs Education*

We have a programme to educate our students to be aware of drugs, the dangers they pose and to have the strength and confidence to say ‘no’ and to have the courage to influence their friends and family to do the same.

### Extra-curricular Enrichment Programme

Alongside academic provision, students will participate in a programme of personal development including sports, cultural, creative and other extra-curricular activities. This will help students develop key personal skills and aptitudes which are much sought-after by employers. These include oral communication, personal effectiveness, entrepreneurship, self-actualisation, problem-solving and enhanced emotional intelligence. There will be lots of opportunities for your child to take part in extra-curricular activities at the school. Subjects will have clubs that your child can join, competitions and activities that they can participate in, and trips that will develop them personally and academically outside of the classroom. Enterprise activities, outdoor activities and other local and national initiatives, will encourage your child to enjoy their learning beyond the school gate.

## The Pastoral System

The **pastoral system** aims to ensure effective pastoral care and support to all our students. The pastoral system incorporates Year Teams with Student Support Officers linked to a member of the Senior Leadership Team and a team of Form Tutors.

Your child will be allocated to a form class led by a Form Tutor. The Form Tutor will see your child daily, help them set and review learning and spiritual (or personal) goals.

A Student Support Officer will oversee pastoral care and support for one year group.

Together, the Year Team has responsibility for the pastoral needs of all students in the year group. This responsibility includes **behaviour management**, **attendance** and **mentoring** support to vulnerable students.

### ***Behaviour Management***

The school's **Behaviour Policy** makes clear our expectations for students and the ways in which we promote outstanding behaviour and marginalise poor behaviour.

### ***Behaviour Policy***

The school sets high expectations for behaviour; it encourages students to behave well through rewarding positive behaviour and dealing effectively with unsatisfactory behaviour. All students are expected to behave in a manner which displays respect not only for themselves and other members of the school community, but in all areas of school life, including their surroundings.

Positive behaviours include attending school regularly, being punctual to lessons, wearing the correct uniform and being equipped for learning. Students are required to demonstrate, at all times, a positive attitude to learning and they must not disrupt the learning of others. They should respect and care for their learning environment and ensure the health and safety of themselves and others.

Students are encouraged to take responsibility for their own actions and by doing so make the correct choices in terms of their behaviour and conduct. The staff in school will take a firm but fair approach and set clear expectations in line with the behaviour policy to enable students to demonstrate the positive behaviours that will ideally become routine to them.

### ***Sanctions Used Within School***

On the occasions when a pupil chooses not to behave in a manner which is acceptable and encouragement alone may not be significant to improve their behaviour. The behaviour for learning system sets out transparent sanctions to deal with this. All sanctions adopted will depend on the individual circumstance, the nature of offence and the severity of the behaviour, but will generally follow the behaviour for learning sanctions, guidelines and exclusion policy. The following is a range of disciplinary measures which the School reserves the right to use. These will be implemented consistently, openly and fairly:

- Verbal reprimand
- Setting extra work or repeating unsatisfactory work
- Loss of privileges, for example, having the privilege of representing the school in sports events withdrawn

- Missing social time at break
- Detentions, including lunchtime and after-school
- Being placed on conduct or attendance report for monitoring and improving behaviour
- Instigating a Pastoral Support Plan.

For more extreme behaviour, the School may use internal isolation within the Isolation Room, isolation at a different school or a temporary or permanent exclusion.

Teachers also have the power to discipline a pupil for conduct outside of the school premises, this includes misbehaviour when the pupil is:

- Taking part in any school organised or school related activity
- Travelling to or from school;
- wearing the school uniform;
- In some other way identifiable as a pupil at the school.

The school recognises that the simplest and most effective form of reward is praise but beyond this, it has developed a number of systems to encourage and promote positive behaviour:

1. **Reward through the faculty system** - a whole school reward system that incorporates:
  - 'Good News Postcards' for those who have achieved beyond their target or excelled in a particular piece of work.
  - 'Achievement Awards' – termly certificates issued by class teachers to high attaining or achieving students.
  - 'Top Positives' Award for the students with the most achievement points in their year group.
2. **KS3 & KS4 points system** – Achievement points will be allocated to students electronically via the Eportal system. Each member of staff, including non-teaching staff, can allocate points to students. Points will be given for the following reasons:
  - Being helpful and courteous
  - Displaying good manners
  - Excellent classwork
  - Excellent homework
  - Excellent attitude to Learning
  - Showing independence in learning
  - Showing resilience
  - Respecting the school environment
  - Outstanding behaviour
  - Surpassing targets for learning
  - Making a positive contribution to the lesson
  - Helping a member of staff
  - Helping another pupil
  - Showing good character (e.g. being a good example to others)
  - Participating in a school event/team.
  - Presentation in assemblies
  - Assisting with extra-curricular activities
  - Representing the school in a positive light
  - Displaying outstanding leadership
  - Making a contribution to the local community (E.g. Volunteering, reading at local primaries)
  - Participating in charity events.

Individual students will collect points which, on a termly basis, can earn certificates and awards as part of the rewards available which are outlined in the Pupil Planner:

- **50 POINTS** Bronze Certificate & Queue buster ticket
- **100 POINTS** Silver Certificate & pizza party
- **150 POINTS** Gold certificate & £5 stationary voucher
- **200 POINTS** Platinum Certificate & £10 voucher
- **300 POINTS** Headteachers Award
- **350 POINTS** Special Award Certificate and £15 voucher
- **400 POINTS** Exceptional Achievement Certificate & £25 voucher
- **Highest points award—(first/second/third)** - Special prizes to be announced

Sanctions against unacceptable pupil conduct will be clear and enforced through a simple, graduated system. All staff will be expected to issue verbal reprimands and warnings for low-level misdemeanours. After that, according to the seriousness of the offence, detentions will be imposed by teachers and if persistent it leads to department or school-based detentions. Additionally, for serious incidents, responses will be personalised to individual contexts, but may include removal to the school's own Isolation Room or, through partnership arrangements, to Inclusion Units in other schools. Exclusion will be a last resort.

Report cards will be issued at three levels:

- Level 1: Form Tutors will issue the Report Card and monitor subsequent behaviour.
- Level 2: Student Support Officers will issue the Report Card and monitor subsequent behaviour.
- Level 3: A member of the SLT will issue the Report Card and monitor subsequent behaviour.

### **Attendance**

All students of school age must attend school regularly. The school expects a high standard of attendance and punctuality from all its students, and we regularly monitor each pupil's record. We expect attendance as close to 100% as possible.

We expect parents to:

- Inform the school by 8.20am **on the first morning** of any absence, indicating the cause and likely duration of the absence.
- Encourage their child to attend school regularly and punctually, and to appreciate the importance of good attendance and punctuality.
- Notify the school, **in writing**, when an absence ends, stating the dates and cause of the absence.
- Make every attempt to arrange dental appointments, medical appointments and holidays outside of school hours/terms.

We expect your child to:

- Appreciate the importance of good attendance and punctuality, and the effect that both will have throughout their life.
- Recognise that a good record of attendance and punctuality will enable the school to provide a supportive reference for college, university or employment.
- Provide a note from you, as parents/carers, which explains the absence, to the Form Tutor.
- Find out what work, including homework, has been missed, make up work missed and ask subject teachers to explain any areas that need to be clarified.
- Apologise when they are late, as a matter of courtesy.

**Please note**

Your child will not be given permission to have a holiday during term time. However, in an emergency or under exceptional circumstances, permission for leave of absence can be requested from the Principal by completing an 'Absence Request Form'. Please note that requests for extended leave will also not be authorised.

If school initiatives to improve attendance fail to resolve poor attendance, formal action - including the issuing of Penalty Notices - and more serious sanctions for persistent absenteeism may be considered.

***Mentoring and support***

Where the system identifies students who have behavioural or emotional difficulties, they will be referred (subject to parental consent) for mentoring and support.

This is to engage the most vulnerable and/or disaffected learners so that we can help them to deal with and overcome their challenges; and to help them stay focused on their learning.

**Safeguarding Your Child**

We take the safeguarding of your child very seriously. The school is committed to providing a safe, caring and welcoming environment where every child is able to reach their full potential. This commitment is reflected in the school's approach to **child protection** and the **prevention of bullying**.

***Child Protection***

The school has clear policies and procedures to safeguard and promote the welfare of young people at the school.

All of our staff, governors and volunteers are checked by a Government agency (Disclosure and Barring Service) before they can work at the school.

We ensure that staff have the skills, knowledge and understanding necessary to keep children safe through provision of regular training on child protection issues. A qualified Designated Safeguarding Lead (Child Protection Officer) within the school provides support to staff members to carry out their safeguarding duties and liaises closely with other services such as children's social care.

As part of the school's safeguarding measures, we also ensure our students are not exposed to inappropriate political or controversial messages. Through our pursuit to develop exemplary citizens, we promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. In line with this, we ensure all expressed views and actions contrary to these values are challenged. We are alert to the indicators of radicalisation and take steps to protect those who may be susceptible to messages of violence. All concerns are reported and, where necessary, referred to external agencies.

### Prevention of Bullying

We will support the victims of bullying, so that they feel confident about reporting their concerns, have the care and guidance to deal with any problems and once again find school a happy and peaceful place in which to learn. Students can report any concerns they have to any member of staff or via the online tootoot system (<https://tootoot.co.uk/>) – usernames and passwords can be obtained from their Student Support Officer. We also have an Anti-Bullying team of students within school who offer a support network with input in assemblies and offer weekly drop in sessions for students.

We will deal with bullies in a way that demonstrates to them the harmful effects of their actions and how it is against the ethos and values of good human beings as well as against our faith ethos. We will use strategies to hold the perpetrator to account for their actions but also allow opportunities to put right their behaviour.

Parents can support us in these important areas by being positive role models, and by challenging any stereotyping or abusive messaging at home.

### A Summary of Our Care: The Waves Approach

Driven by our nurturing ethos, your child will benefit from our 3-wave programme to enhance and develop their character and values.

**Wave 1** involves:

- A curriculum guided by the ethos of the school, including the learning of fundamental British values through lessons and specific events and activities.
- Effective safeguarding measures and protocols.
- Thought for the week programme.
- The whole school assembly programme.
- Restorative justice approach to behaviour management.

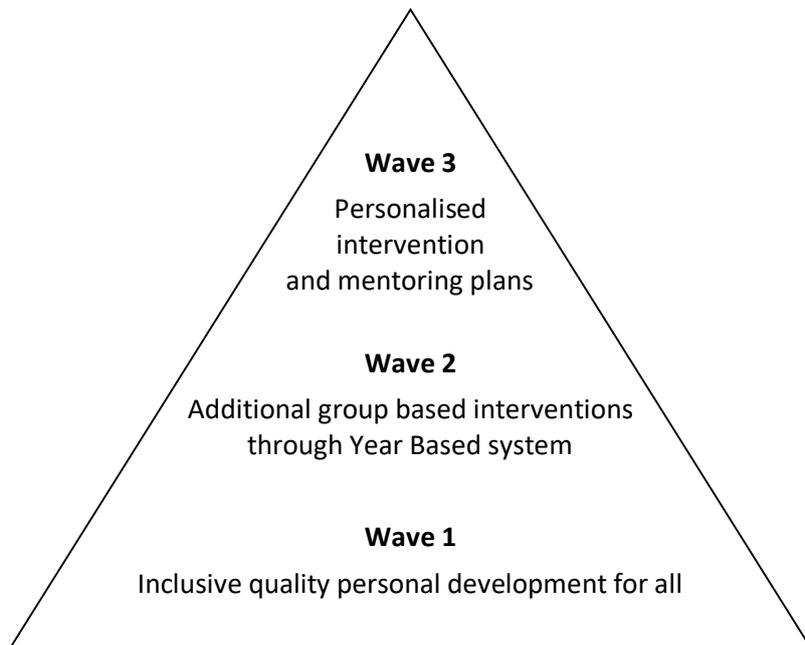
If your child needs to improve their behaviour or conduct in school, they will be given **Wave 2** support.

This involves:

- Pastoral and department detentions (during social times and after school).
- Learning Report from their Form Tutor.
- Behaviour Report from the Student Support Officer.
- Personalised rewards and sanctions.
- The Student Support Officer working with your child to set targets for improvement and reviewing their progress.

For some students, we will need to offer more individual support. For the most vulnerable and/or disaffected learners, we will provide a **Wave 3** programme to help them deal with and overcome their challenges. This involves:

- Staff working with the pupil over some time to help them explore any underlying problems.
- Development of a Mentoring Plan with the pupil to set short-term goals for improvement.
- Establishment of an Every Child Matters Group, Risk Register and support plans.



## COMMUNICATION WITH PARENTS AND CARERS

An effective partnership is dependent upon good communication. We are committed to regular, accurate, and useful communications with our parents and carers. The school will ensure that there is clear communication about all areas of school life. We will be a school that will communicate good news as readily as any other kind of news.

We welcome parents and carers contacting the school and will do all we can to assist you with your questions and enquiries. The world of education is fast-changing and sometimes confusing; you will not be kept in the dark.

### Key Contact Information

The school can be contacted at:

**T** 01274 559500 | **F** 01274 559509

**E** [office@fa.fetrust.org.uk](mailto:office@fa.fetrust.org.uk)

School Administration Office hours are 8.00am to 4.00pm on school days (3.30 on Fridays).

You can write to us, addressing your letter to The Principal or to a specific member of staff at:

Feversham Academy  
Cliffe Road,  
Undercliffe,  
Bradford,  
BD3 0LT

### The School Website

The school website (<http://feversham-academy.fetrust.org.uk/>) is updated regularly and is the principal source of news and information about the school. The School Calendar is also available online.

### Newsletters

The school will provide newsletters to keep our students, staff and parents updated on school life. Newsletters are archived on the school website.

## Text Messaging Service

Text messages are used by the school to remind you of important information and deadlines including revision classes or after-school clubs that your child should attend, as well as to let you know when we send a letter home with them. If the school needs to remain closed or finish early (e.g. due to snow), we will send a text message to you. Where the school does not open, we will send a text message by 7.30am in the morning.

The text messaging service is a quick and easy way to provide key information to parents in a timely manner. It is therefore important that you provide the school with a preferred mobile phone number and update us of any changes to this.

## Communicating Progress

Pupil success will be achieved through robust and aspirational target setting and close tracking of progress at all levels – supported by real-time attainment, attendance and behaviour data. In order to keep you informed of your child's progress and behaviour in all subjects and their attendance and punctuality, the school will organise:

- **Reports to parents and carers**, which include results of tests and assessments that your child completes in each subject.
- **A Parents' Meeting** in the first term of Year 7 so that you can meet the Student Support Officer, Form Tutors and senior staff.
- **A Parents' Consultation Evening** in the final term to review progress and discuss targets.

**We expect all parents and carers to attend the Parents' Meetings to which they have been invited.**

It is vital that you are involved in reviewing your child's progress and agree on how we can all help them to improve. Research shows that the more parental involvement there is in a pupil's school life, the more progress they make.

## Pupil Planners

Pupil Planners will also play a key role in the provision of information between parents and the school.

All students are given a Pupil Planner at the beginning of each school year. The planner is a formal document and students are expected to look after their planners with the upmost care and respect. Should a planner be lost or damaged, students are expected to purchase a new one from school.

Form Tutors will sign planners on a weekly basis and parents should use the planner to write messages to school. Parents are also expected to check and sign the planner every week.

The planner is a record of homework set. Contact information and important dates can also be found in the pupil planner.

If you have any concerns regarding your child's planner, please contact your child's Student Support Officer.

## Concerns or Complaints

Your child's welfare is the responsibility of all of our staff in school. The school is committed to listening to concerns and handling them in a sensitive way. Student Support Officers should be contacted in the first instance. A member of the Senior Leadership Team can be approached if you are still dissatisfied. It is always the aim of the school to resolve issues and concerns informally, but a school Complaints Policy exists for those who feel that any issues have not been satisfactorily addressed. The Complaints Policy is available to download from the school website or can be obtained from the School Office.

## Visiting the School

During a normal working day, all visitors, including parents and carers, should report to the School Reception, where visitors will be requested to sign in upon arrival, and sign out when leaving. Visitors must wear a visitor badge. Visitors will be directed to the appropriate offices, or asked to wait in the reception area until the member of staff has been notified of the visitor's arrival. Visitors wishing to meet individual members of staff are requested to make appointments beforehand.

## SCHOOL ORGANISATION

### Structure of the School Day

The school day begins at 8:30am. Students should arrive to school no later than 8:25am to ensure they are not late.

#### Mondays to Fridays

07:45	Breakfast club for all students	12:25	Lunch
08:30	Lesson 1	13:05	Salah
09:20	Lesson 2	13:20	Lesson 5
10:30	Break	14:10	Lesson 6
10:45	Lesson 3	15:00	End of school day
11:35	Lesson 4		After school – intervention and enrichment

During the summer months Lesson 5 begins at 13:05 and Salah is held at 13:55.

### School Term and Holidays 2020 - 2021

#### AUTUMN TERM 2019

Staff Training Days	Tuesday 1 <sup>st</sup> September 2020
Re-open for students	Wednesday 2 <sup>nd</sup> September 2020
Half Term Holiday	Monday 26 <sup>th</sup> October – Friday 30 <sup>th</sup> October 2020
Staff Training Day	Friday 27 <sup>th</sup> November 2020
Close for Winter Holiday	Friday 20 <sup>th</sup> December 2020
Winter Holiday	Friday 18 <sup>th</sup> December 2020 – Friday 1 <sup>st</sup> January 2021

#### SPRING TERM 2020

Re-open for students	Monday 4 <sup>th</sup> January 2021
Half Term Holiday	Monday 15 <sup>th</sup> February - Friday 19 <sup>th</sup> February 2021
Close for Spring Holiday	Friday 26 <sup>th</sup> March 2021
Spring Holiday	Monday 29 <sup>th</sup> March 2021 – Friday 9 <sup>th</sup> April 2021

#### SUMMER TERM 2020

Re-open for students	Monday 12 <sup>th</sup> April 2021
May Day Bank Holiday	Monday 3 <sup>rd</sup> May 2021
Close for Eid-UI-Fitr	Wednesday 12 <sup>th</sup> May 2021
Half Term break	Monday 31 <sup>st</sup> May 2021 – Wednesday 2 <sup>nd</sup> June 2021
Closure for Summer Holiday (Including Eid-UI-Adha)	Friday 16 <sup>th</sup> July 2021

## Bus Service

If you live far from the school, you may wish for your child to travel to school using our bus service. The bus service will provide transport to and from the school.

If you are interested in your child using the bus service, please contact the school or check online for timetables and to check for routes near your home. <https://www.wymetro.com/your-school/a-z-school-finder/f/feversham-college/>

When using the bus service, it is your child's responsibility to respect the drivers and the buses and to be polite and considerate at all times. More specifically, we will ask your child to:

- be at the bus stop on time
- sit whilst on the bus
- use the seatbelts if provided
- keep noise to an acceptable level
- always have their bus pass with them
- take their rubbish away with them (and dispose of carefully)
- remember to take their belongings with them when they leave the bus

Inconsiderate or inappropriate behaviour or noise could result in a bus ban.

## Uniform

The uniform and appearance of our students will support the ethos of our School; providing the students with pride to be part of the school and enabling them to act as ambassadors for the School.

High standards of presentation are required at all times when wearing the school uniform. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing. This includes when travelling to and from school.

Positive behaviour includes setting high standards by wearing correct uniform which complies with our Islamic ethos. It is very important that the uniform is loose fitting and modest, also that the hijab is worn correctly.

Uniform can be purchase via our school website or directly from <https://www.price-buckland.co.uk/>.



**Uniform  
Option 1**



**Uniform  
Option 2**



**P.E.  
Uniform**

Main Uniform Option 1	Purchase From	
<b>Grey blazer (with green piping)</b> - badged with school logo	Approved retailer only	£28.50 - £34.20
<b>Plain white blouse</b> – to be worn under the school blazer	Choice of retailers	
<b>Grey jumper (with green piping)</b> ( <i>Optional</i> ) – to be worn under the school blazer	Approved retailer only	£15.50 - £18.60
<b>Grey skirt (ankle length)</b>	Approved retailer only	£15.00 - £18.00
<b>Plain Grey headscarf with school logo (Years 7-11 only)</b> <b>Option 1</b>	Approved retailer only	From £10.50
<b>Plain black leggings to be worn under skirt</b>	Choice of retailers	
<b>Plain black socks or tights</b> ( <i>Must be worn at all times</i> )	Choice of retailers	
<b>Plain black shoes</b> ( <i>No trainers, fashion decorations, ankle boots, sling-backs, boots, suede shoes, patent leather shoes, fabric shoes or shoes with open toes. Laces and stitching must be black. Winter boots may be worn to and from school during adverse weather but not inside the building.</i> )	Choice of retailers	
<b>Plain black bag</b>	Choice of retailers	
<b>Plain black or navy outdoor coat</b> ( <i>denim or leather jackets, or those with slogans or logos, are not permitted</i> )	Choice of retailers	
Main Uniform Option 2	Purchase From	
<b>Plain Grey Jilbaab</b> – badged with school logo	Approved retailer only	£18.00 – £21.50
<b>Grey blazer (with green piping)</b> - badged with school logo	Approved retailer only	£28.50 - £34.20
<b>Plain Grey headscarf with school logo (Years 7-11 only)</b>	Approved retailer only	From £10.50
<b>Plain black leggings to be worn under Jilbaab</b> ( <i>Optional</i> )	Choice of retailers	
<b>Plain black socks or tights</b> ( <i>Must be worn at all times</i> )	Choice of retailers	
<b>Plain black shoes</b> ( <i>No trainers, fashion decorations, ankle boots, sling-backs, boots, suede shoes, patent leather shoes, fabric shoes or shoes with open toes. Laces and stitching must be black. Winter boots may be worn to and from school during adverse weather but not inside the building.</i> )	Choice of retailers	
<b>Plain black bag</b>	Choice of retailers	
<b>Plain black or navy outdoor coat</b> ( <i>denim or leather jackets, or those with slogans or logos, are not permitted</i> )	Choice of retailers	

<b>P.E. Uniform</b>	<b>Purchase From</b>	
<b>Long sleeved green &amp; black polo shirt</b> – badged with school logo	Approved retailer only	From £16.00
<b>Black tracksuit bottoms</b>	Choice of retailers	
<b>Black sports socks</b>	Choice of retailers	
<b>One piece sports headscarf</b> –badged with school logo	Approved retailer only	From £6.50
<b>Trainers</b>	Choice of retailers	

### *Personal Appearance*

No jewellery other than a wristwatch and one small stud in each ear may be worn.

Hijab, must be plain grey with school logo (Years 7-11 only) without decorative fastenings or bands.

Make up must not be worn in the Academy, if seen it must be removed.

Students arriving in coats, neck scarves and gloves must only wear them outside the building.

### *Banned items*

Mobile phones, smart watches MP3 Players, iPods and electronic gaming equipment should not be brought into school.

### *Financial support*

Families experiencing genuine hardship and who require support to purchase uniform or other items can meet with the Student Services Manager or School Business Manager to discuss the support we can offer.

### *Breaches of uniform code*

Uniform will be checked daily to ensure all students conform to our policy and that students are smart and ready to learn. In the event that a pupil has the wrong uniform, the teacher or member of staff will challenge the pupil and instruct them to address the issue.

For significant and repeated breaches of the uniform code, the matter will be referred to the Student Support Officer for the year group and home will be contacted to agree how to address the concern before returning to school. This may include a pupil going home to change.

If a prohibited or offensive item (such as an offensive image or slogan on stationery) is brought into school, the item will be confiscated.

## Basic Equipment

At Feversham Academy, we expect each pupil to have the following basic equipment:

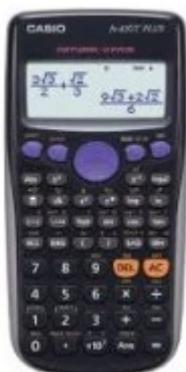
Pencil (HB) and pencil sharpener  
Black Pen  
Ruler  
Scientific calculator

### *School bag/pencil case/stationery bag*

In addition to the uniform students need the following equipment to ensure work is completed to a good standard:

- Pencil case with blue or black pens, pencils, rubber and sharpener.
- Ruler (30cm), protractor, compasses
- Coloured pencil crayons
- Calculator
- School bag (a suitable size for books and PE kit)
- A small towel for wudhu.

Recommended scientific calculators that are suitable for all year groups:



Casio FX83GT Plus



Aurora AX595TV



Texet Albert Avenue

## GENERAL PROCEDURES

### Illness

If a pupil falls ill in school, they should inform the teacher taking the lesson, who will send them to the Student Support Officer (SSO) for their year group. If the SSO thinks it is appropriate for the pupil to go to the medical room or go home, then the pupil will be sent to Student Reception with a note in their planner. If the illness is a cause for concern, the first aider will contact parents and carers as soon as possible.

### Appointments

All routine medical/dental appointments must be arranged outside of school hours. However, if a pupil has an unavoidable appointment during school hours, they must have a note from their parents to give to their Form Tutor. Students are required to sign out on leaving and sign back in on returning. Students will not be allowed to leave school during school time unless they are collected by a parent or nominated adult. The time out of school should be minimal and students must not miss whole mornings or afternoons just because they have an appointment.

### Leaving the School Building

A pupil may have to leave school during the school day. In order to do so, they must have written authorisation for this from their Student Support Officer or a Senior Leader and must sign out at the school reception. Students will not be allowed to leave school during school time unless they are collected by a parent or other nominated adult.

### Lunchtime

All students will be able to purchase a lunch in the school from a variety of options. Appropriate arrangements will be made for those qualifying for Free School Meals. **The school operates a cashless catering system and all students will have an online Parent Pay account for parents to be able use.**

The school will make appropriate arrangements for the provision of food and drink to students and staff with specific dietary requirements. This includes:

- Allowing students and staff to bring food and drink to the school for personal consumption – as long as it is fit for consumption and is not harmful to health.
- Creating individual care plans for students with food allergies/medical conditions that document symptoms and adverse reactions, actions to be taken in an emergency, and emergency contact details.
- Clearly labelling food and providing information so that students, staff and visitors know what they are purchasing and consuming.

School caterers will be made aware of any special dietary requirements and requests will be submitted according to an agreed process.

Appropriate staffing and infrastructure, to meet a particular need will be made by the school as and when required.

## KEY POLICIES AND PARENTAL CONSENT

In order for your child to play a full role in the educational activities of the school, parents and carers will be asked to provide consent for a number of procedures and activities. These include consent or agreement to:

- The Home – School Agreement.
- School visits and other activities that take place off school premises.
- The provision of first aid or urgent medical treatment during school time on campus or on any school visit or activity.
- The School Internet Acceptable Use Policy.
- The Pupil Information and Communication Technology Acceptable Use Policy.
- The Pupil Privacy Notice.
- The use of photography within the school.
- Biometric security consent.

### The Home-School Agreement

At Feversham Academy we operate a home-school agreement which each parent, student and tutor will sign at the beginning of every year. The agreement underpins the core expectations of the school. You will sign a copy when your daughter starts school.

**“O believers honour your contract” (5:1)**

#### The Parent/ Carers

Aim to provide:

Work with the school in partnership to support the Academy’s Islamic Ethos and develop your daughter’s Islamic personality

Support the Academy’s core expectations and policy on behaviour and uniform

Ensure regular attendance and punctuality to school

Make Academy aware of any problems or concerns

Attend reviews, meetings / consultation evenings and update school as to any changes in personal circumstances

Encourage and support your daughter to do homework check and sign planner each week

Signed: .....Parent/Guardian

#### The Academy

We aim to provide:

A supportive Islamic Ethos

An outstanding quality teaching and learning

An environment in which students feel safe and secure

A broad and balance curriculum and personalised pathways to learning

Regular communication with parents/ carers to achieve full potential

Signed: ..... Personal Tutor

### **The Students**

You should uphold the Core Expectations:

Perform Salah with humility and concentration

Aim to seek the pleasure of Allah (SWT) at all times

Display respectful behaviour at all times

Strive for excellence in all that you do

Attend school regularly and be prepared, organised and punctual to school and for all lessons

Wear school uniform

Respect school equipment and the environment

Have consideration of safety and behaviour on the journey to and from school

Signed: .....Student

### **School Visits and Other Activities Taking Place off School Premises**

At various stages of your child's education, there will be planned activities that take place away from the school site.

We will ask for your consent when there is a planned activity or visit outside of the school site, this will include:

- All visits (including residential visits) which take place during the holidays or a weekend.
- All visits that take place as part of the curriculum during the normal school day.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day and on Sports Day.

The school will send you information about each visit or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school visit or activity.

### **First Aid, Illness and Medicines**

The school has staff trained in the administration of First Aid or urgent medical treatment should the need arise. We will assume that you agree with these trained staff making decisions about the wellbeing of students, during school time on site or on any school visit or activity, unless you write to us with other instructions.

Students may not go to the Medical Room between lessons on their own initiative. They may only go to the Medical Room with the permission of the member of staff teaching them and report to their Student Support Officer.

**Under NO circumstances should any student carry any medicines around school.**

If students have to take medicines during the school day, parents need to contact the school Medical Officer, Miss K Bibi, and complete an authorisation form before this can happen. Medicines must be named and will be securely kept and administered from C7a. Any changes in circumstances need to be reported to the school immediately.

## School Internet Acceptable Use Policy

As part of students' curriculum enhancement and the development of ICT skills, the school provides supervised access to the Internet, including email.

Various projects have proven the educational benefits of Internet access, which enable students to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the Internet, the school takes a range of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is reinforced by the ICT staff who teach the safe and appropriate behaviours to adopt when using the Internet, email and other technologies.

Internet use is supervised and filtered within our school, but families should be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

During school, teachers will guide students towards appropriate material, keeping the ethos of the school in mind. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, and films.

## Information and Communication Technology Acceptable Use Policy

The school recognises the importance of ICT in education. The Internet and other digital information and communication technologies are powerful tools, which can open up new opportunities for everyone. The school has a range of Information and Communication Technologies and Services that your child will use during their time at our school. There are a number of rules and procedures that you need to be aware of, and that we ask your child to comply with. This will ensure the effective running and security of the school's ICT services, and also protect your child and their information.

This policy applies to all school computers and devices (including wi-fi) and also any mobile and tablet devices that your child may use in school.

### *Pupil accounts: Setting passwords*

Your child will be allocated an account when joining the school which they will take responsibility for. They are responsible for all the activity that takes place under their username. They can protect their login account by using a memorable password for their account. When setting their password, they should:

- Use a combination of letters, numbers and symbols.
- Try using a memorable saying or phrase.
- Do not tell anyone their password and do not write it down.

If they are worried someone has guessed their school account password, they will need to immediately inform their class teacher and contact the ICT Department.

### *Pupil accounts: Saving work*

Students' personal space on the school ICT network is known as Student Shared . Students should save their work to Student Shared S: drive (My Documents) to keep it safe. They should not save to the C: drive on school computers as this is not backed up and they may lose their work.

If your child saves to a USB memory stick, they should make sure that they know which the most recent version is and also keep a backup copy.

### *Use of the Internet and email*

A web-filtering system is in place at the school. However, it is impossible to guarantee that all potentially harmful material is filtered. If your child comes across any inappropriate website or content whilst using the ICT equipment, they must report it to a member of staff or the ICT Department immediately.

The use of Internet and email is a privilege and inappropriate use will result in that privilege being withdrawn. All Internet access is logged and monitored. Your child's use of the Internet should be in accordance with the following guidelines:

- Only access suitable material – the Internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law (this includes accessing sites meant for adults of 18 years or older such as pornographic or gambling sites).
- Do not access Internet chat sites – they could be placing themselves at risk.
- Never give or enter personal information on a website, especially their home address, mobile number or passwords.
- Do not access online gaming sites - use of the Internet is for educational purposes only.
- Do not download or install software from the Internet, as it is considered to be vandalism of the School's ICT facilities.
- Do not use the Internet to order goods or services from online shopping or auction sites.
- Do not subscribe to any newsletter, catalogue or other form of correspondence via the Internet.
- Do not download any unlicensed material such as music, videos, TV programs, games, and PDF files - this is considered illegal and therefore not permitted.

Your child will also be provided with a *@fa.fetrust.org* email account. They are expected to use email in a responsible manner. Your child's use of email should be in accordance with the following guidelines:

- Do not open or forward any email or attachment from an unrecognised source or that they suspect may contain inappropriate material or viruses - report the item to the ICT Department.
- Do not send, forward, print or transmit in any form any offensive, obscene, violent or dangerous material via email.
- Do not send or forward chain letter emails, jokes, spam etc.
- Use appropriate language - what they say and do can be viewed by others.
- Do not reveal any personal information about themselves or anyone else, especially home addresses, personal telephone numbers, usernames or passwords.
- Consider the file size of an attachment, files exceeding 1MB in size are generally considered to be excessively large and your child should consider using other methods to transfer such files.

If your child is concerned about any email they have received they should contact a member of staff immediately.

### *Use of ICT equipment*

Your child has a responsibility towards the care of any school ICT equipment.

They must keep all liquids and food away from any ICT equipment.

Downloading and installing software packages on school-owned equipment is not permitted.

Your child must not:

- Install unlicensed software on ICT equipment.
- Copy or distribute licensed software for installation on other ICT equipment.
- Deliberately port scan or use port scanning software.
- Use peer to peer file sharing software (e.g. KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material.
- Connect or attempt to connect to ICT systems without permission.
- Run server operating systems or services without permission.
- Connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network.
- Deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection.
- Save personal media images, sound and videos in the file server network.

Your child should report all faults or damage to school-owned equipment to a member of staff.

Vandalism to ICT equipment will result in cancellation of privileges and parents will be asked to make payments for any malicious damage to the ICT equipment. Vandalism is defined as any malicious attempt to harm or destroy data of another user and deliberately decorate or damage ICT equipment.

### *Social networking sites*

Your child is not permitted to access social networking sites such as Facebook and Twitter in school.

They are also not permitted to have staff at the school as contacts on social networking sites. This also applies to school staff.

### *Printing*

Your child must use printing facilities economically and only for recognised educational purposes.

### *Loss of data*

The school will not be responsible for any damages your child suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your child's errors or omissions.

### *Online bullying*

The school will not tolerate any form of bullying including electronic or online bullying. Sending or publishing offensive or untrue messages or imagery that could intimidate, harm or humiliate other students and their families is forbidden and could be regarded as breaking the law.

The school reserves the right to monitor all Internet and email activity within the bounds of current legislation in order to keep the Internet safe for all at the school and to protect from online bullies. Any instances of bullying will be taken very seriously. As with any other form, cyber or online bullying will be investigated fully and will result in disciplinary action.

### *Hacking*

Any type of hacking (an attempt to gain access to folders, databases, or other materials on the network to which students are not entitled) is considered to be an extremely serious offence. Similarly, physical interference with another user's computer is not permitted.

### *Copyright*

Your child must not copy or store files, documents, music, video or any other material where copyright restrictions exist, unless permission by the copyright holder has been given. Using copyright material without permission is an offence.

### *Sanctions*

The following sanctions may be applied to your child:

- Violation of the listed prohibited activities will result in a temporary or permanent ban on Internet/computer use.
- Parents and carers will be informed.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, Police, the Local Authority or other agencies may be involved.

### *Summary*

Having read the ICT Acceptable Use Policy, your child will be required to sign the following summary and declaration:

*The following policy guidelines apply to all school computers and devices (including WiFi) and also any mobile and tablet devices that you use in school.*

- *DO NOT share your school account password with anyone.*
- *SAVE your work to S drive.*
- *DO NOT access others' accounts.*
- *DO NOT use the Internet to:*
  - *Access/transmit illegal or obscene material, or material that discriminates on any grounds*
  - *Access chat or social networking sites (e.g. Facebook, Twitter)*
  - *Access gaming sites*
  - *Download unlicensed material such as music, videos, TV programmes etc.*
  - *Order items from online shopping or auction sites.*
- *DO NOT open emails that you think may contain inappropriate material or a virus.*
- *DO NOT reveal any personal information about yourself online or via your email.*
- *DO NOT deliberately port scan or use port scanning software.*

- *DO NOT use peer to peer file sharing software (e.g. KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material.*
- *DO NOT connect or attempt to connect to ICT systems without permission.*
- *DO NOT run server operating systems or services without permission.*
- *DO NOT make, install or distribute unauthorised copies of computer software.*
- *DO NOT connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network.*
- *DO NOT copy files (images, music, video, and text) that are copyright protected.*
- *DO NOT publish or share any information that damages the reputation of the school.*
- *DO NOT deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection.*
- *DO NOT deliberately damage/vandalise hardware equipment in school.*
- *DO NOT intentionally waste limited resources, including printer ink and paper.*
- *DO NOT save personal media images, sound and videos in the file server network.*
- *DO NOT hack or physically interfere with another user's computer.*
- *DO NOT contact staff via social networking sites.*
- *DO NOT bully others online and report any bullying to a member of staff.*
- *REMEMBER the school may monitor your use of IT systems and online behaviour to maintain a safe school.*

***I have read and agree to abide by the rules stated in the ICT Acceptable Use Policy. I understand the consequences if I do not.***

As with any other area, we will expect that you, as a parent or guardian, will set and convey the standards that your child should follow when using ICT, media and information sources at home.

As set out, during school, teachers will guide students towards appropriate material and keeping the ethos of school in mind. We would ask all parents and carers to ensure the same safeguards at home by:

- Installing the latest site blocking software.
- Placing time restrictions on the Internet so that it cannot be used after a certain time at night.
- Considering placing the computer in the living room rather than your child's bedroom.
- Discussing the risks of the Internet and related social networking sites, such as Facebook, with your child (the school bans the use of these sites in school and there is no requirement for your child to use them for school related activity at home) - any use of these sites at home should be very closely supervised and monitored.

## Privacy Notice – General Data Protection Regulation (GDPR) 2018

The Feversham Education Trust is a data controller for the purposes of the General Data Protection Act 2018.

We collect and hold personal information relating to our students 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 our students' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care;
- Assess the quality of our services.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students 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.

Once our students reach the age of 13, the law requires us to pass on certain information to providers of youth support services 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 the support services by informing the Office Manager. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about our students 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 your child that we hold, please contact:

The School Business Manager on 01274 559509

To ensure effective pastoral support for all young people, we may share information with the NHS and local and National Careers Service.

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the local authority.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your child's information, please visit:

- Our local authority at <https://bso.bradford.gov.uk/content/data-sharing-agreement> ;or
- The DfE website at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

## Use of Photography

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we or the Trust produce, as well as on our website and the Trust's website. We may also make video recordings for marketing or educational use.

From time to time, our school may be visited by the media who may take photographs or film footage of a visiting dignitary or other event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

At the start of the academic year we will ask your consent to take photographs and make video recordings of your child.

## Biometric Security

The school is keen to invest in the best security measures to keep the students safe from the threat of intruders getting onto our site. Current security measures are considered satisfactory, but we will continue to assess the risks associated with keeping our site free from intruders and progress security measures accordingly.

To this end, we will ask you to consent to the use of your child's biometric data (their finger or thumb print or retina scan) being used now or at some time in the future to identify your child to our security

system to grant access or authorise other activities that may be available in time, for example library cards or cashless catering (Parent Pay).

### **Accessing School Policies and Procedures**

Below is a list of school policies available on request from the School Office.

Admissions Policy

Anti-Bullying Policy

Attendance & Punctuality Policy

Behaviour – Rewards and Sanctions in a Secondary Setting

Behaviour Policy in a Secondary Setting

Charging and Remissions Policy

Complaints Policy

Equalities Policy

Freedom of Information Policy and Publications Scheme

Health and Safety Policy

No Smoking Policy

Powers of Search Policy

Privacy Notice (Students)

Privacy Notice (Workforce)

Records Management Policy

Safeguarding (Child Protection) Policy

SEND Information Policy and Guidance

Sex and Relationship Education in a Secondary Setting

Use of Reasonable Force Policy

Whistleblowing Policy

## FREQUENTLY ASKED QUESTIONS

### ***How do I contact the school?***

You can contact the school as follows:

Feversham Academy  
Cliffe Road, Undercliffe,  
Bradford, BD3 0LT  
**T** 01274 559500 | **F** 01274 559509  
**E** office@fa.fetrust.org.uk  
**W** <http://feversham-academy.fetrust.org.uk/>

### ***Who is my first point of contact?***

Your child's Student Support Officer (Head of Year) is the first point of contact. You can contact the Student Support Officer via the school office.

If the Student Support Officer is not able to resolve the problem, contact a senior leader.

### ***What do I do if my child is ill and will not be coming to the school?***

Call the school before 8.20am on the first day of absence and send a letter to explain the absence on their first day of return.

### ***What do I do if I need to take a family holiday during term time?***

In line with Government's guidelines, you will not be given permission to have a holiday during term time. However, in an emergency or under exceptional and extraordinary circumstances, permission may be granted. Leave of absence must be sought from the Principal by completing an 'Absence Request Form'. This should be completed and returned at least four weeks prior to booking any flights. Please do not book any flights before getting permission from the school.

### ***What happens when there is a school visit?***

You will receive a letter informing you of the visit. The letter will clearly inform you of the dress code, what your child is allowed to bring to the visit, what time they will leave and return, and how much it will cost. Parents will be asked to give permission by completing a form.

### ***How does the school keep us informed of events?***

The website and school newsletter will keep you informed of key events at the school. However, if we need to inform you of any other events or activities, your child will bring a letter home from the school. We will also inform you by sending a text message to your preferred mobile number. More details on this will be provided after your child starts at the school.

### ***How does the school keep us informed of our child's progress?***

In order to keep you informed of your child's progress the school will organise:

- Termly progress reports, which include results of assessments and tests that your child completes in each subject.
- A parents' meeting in the first term of year 7.
- A full report during the final term of year 7.
- A parents' consultation evening in the final term of year 7.

In addition, if your child does well in their subjects, you may be contacted by their teacher to say well done.

### ***What do I do if I suspect bullying?***

Reassure your child that the school will help them to resolve any issues and that they were right to raise it. Call the office and ask to speak to the Head of Year for your child or the senior leader responsible for pupil welfare. Support your child to report it via the tootoot system on the school website.

### ***Is there a lot of homework?***

There is regular homework given in all subjects. Homework is very important to reinforce learning and help your child to become an independent learner.

During Year 7 your child can expect an hour's homework each day, though this can normally be done over the weekend. The amount of homework will be greater from Year 9 onwards.

### ***Can my child bring a mobile phone to school?***

Mobile phones and all electronic equipment (except for calculators) are banned from the school. If, however, you feel that your child needs to have a mobile phone for use to and from school, then your child **must** hand it in at Student services on a morning and collect it at the end of the day.

If your child is found to have a mobile phone or banned electronic equipment in lesson, the item will be confiscated. Parents will be asked to collect it from school.

### ***What happens if my child arrives late to school?***

If your child arrives late to school, they should report directly to the Student Reception. They will be signed in and then expected to attend their normal lessons. If your child is late to school without good reason, they may receive a detention. If they do not attend this it will be escalated and could result in a 1 hour detention on the same day, you will be contacted by school if this happens.

***What happens if my child needs to leave early due to an appointment?***

The school expects that parents and carers will book all appointments outside of school time (e.g. Friday afternoons). However, we realise that this is not always possible. If your child needs to leave early due to an appointment, they should bring a note from home to inform the school. Your child should report to their SSO at the start of the school day and they will be given an 'out of school pass'. When it is time to leave school, they will need to report to the School Office to sign out. Please note that students who need to leave early from school will have to be collected by a parent or other nominated adult.

***What happens if my child needs to leave school unplanned to go home early?***

If your child becomes ill in school, or needs to leave school early due to another unplanned reason, they will have to be collected from the School Office. If they become ill, your child's Head of Year will call home to arrange for someone to collect them.

***How will my child make payments to Admin for visits and events?***

If your child has to make a payment for visits or other events, you should log on to Parent Pay and make the payments. We **do not** encourage students to carry money to make payments for such activities.

***How will the school contact me if there is an emergency?***

If there is an emergency, the school will contact you using the telephone numbers you have provided.

If the school is unable to contact you, we will contact relatives or other nominated adults if you have provided their number.

It is important that you contact the school if your contact details change e.g. if you change your mobile number.

***How will school keep me updated of revision classes, after-school clubs, sudden closures to the school and other events?***

If you have provided your mobile number to the school, we will send a text message to you.

Text messages are used by the school to remind you of important revision classes or after-school clubs that your child should attend, as well as to let you know when we send a letter home with them. If the school needs to remain closed or finish early (e.g. due to snow), we will send a text message to you.

## SERVICE STANDARDS FOR PARENTS

There are certain service standards that you can expect from the school.

### External Phone Calls

Office hours are between 8.00am and 4.00pm on school days.

### Incoming Formal Letters from Parents (excluding pupil planner messages)

All formal mail from parents and carers, whether received by post or hand delivered, will be date stamped. Letters are to receive a reply within 5 school days or be acknowledged within 2 school days if a reply is not possible within that time.

### Student Reception and Visitor Reception

School Reception hours are 8.00am to 4.00pm on school days from Monday to Thursday and until 3.30pm on Fridays. The office will be staffed at all times during term time.

### Access to Teachers

Teachers can be contacted via the School Planner. However, if the matter is urgent, messages can be passed to teachers via the School Office.

### Pupil Planner (informal notes and messages)

Form Tutors will review and sign your child's Pupil Planner at least once a week. They will deal with issues according to the urgency of the matter raised. During morning registration, Form Tutors will ask students for any messages to be brought to their attention. Where the message is urgent, e.g. a parent collecting a child who is attending an appointment during the school day, it is the responsibility of the pupil to show the Form Tutor their planner during morning registration.

### Complaints

Separate complaints procedures are in place for parents and carers and students. A detailed copy of the procedure is available, by request, from the School Office or can be downloaded from the school website.

### Consultation

The school is committed to consulting and involving parents and carers in the work of the school. This will include regular reports to parents and carers regarding their child's progress, potential and achievement.

## Monitoring

This will take place monthly and be handled by the Senior Leadership Team and representatives of the Governing Body to include:

- Telephone monitoring by means of random calls to the school number.
- Monitoring of letters by samples selected at random on a monthly basis.
- Frequency and quality of responses to parents' suggestions and comments placed in the post box in the School Office.
- Random samples of Pupil Planners on a termly basis (this will be handled by Student Support Officers).

## ABOUT THE TRUST

### **Feversham Education Trust**

Feversham Education Trust is an Academy Sponsor situated in Bradford, borne out of the incredible success of Feversham Academy.

Our mission is simple: to provide the best quality of education in a secure learning environment.

Feversham Education Trust is dedicated to improving the life chances of all learners.

Feversham Education Trust is relentless in its drive to provide outstanding education in a secure learning environment for all learners.

We are a not-for-profit organisation with the aim of providing quality support and challenge to ensure outstanding outcomes for all learners in our schools.

We are fully committed to ensuring that all learners in all our schools regardless of their background or starting points achieve their true potential.

Our school improvement model is bespoke, recognising that just as every single learner is unique so are our schools and communities.

By working together, aligned in our vision, values, trust and commitment there really is nothing we cannot achieve.

### **Feversham Education Trust**

Deanstones Lane, Queensbury, Bradford, West Yorkshire, BD13 2AS

T 0330 383 2000

E [office@fetrust.org.uk](mailto:office@fetrust.org.uk)

W <http://www.fetrust.org.uk/>