

Name of

Pupil: _____



The Westwood Academy

Important Information sheets
for Parents/Carers
Signatures required

Please complete all relevant fields highlighted purple then return the completed booklet to school reception

Notes to help you fill in the following forms

Pupil Information

- Please pay particular attention to the spelling of your child's name. This will be used for **all** lists and references to your child throughout their time at Westwood, including school trips, exam entries and certificates.

Contact Information

- The information in this section relates to the details the school needs to hold on contact for each pupil
- The school must be informed about everyone who has legal Parental Responsibility for a child or young person as well as any court orders in place in relation to them.
- As a minimum, a name should be provided for all contacts that have Parental Responsibility, even if address or telephone numbers are not known. A copy of any court order should be provided to the school.
- If you are unsure of what Legal Parental Responsibility is or who has it, go to www.gov.uk/parental-rights-responsibilities
- The contact priority field indicates the order in which contacts will be telephoned should the need arise and can be amended if required. In an emergency it is our policy to contact home followed by daytime telephone numbers. It is most helpful to us if you are able to include a grandparent, friend or neighbour for us to contact should you be unavailable. Preferably someone who is local to the school.
- If we have not already this information from you, please give details of all relevant contacts below (continue on a separate sheet if necessary).
- Priority 1 contact will be used for all school communications.

Siblings in school

We sometimes need to send out information to families rather than individuals. We usually distribute via the oldest child.

Ethnic Origin

This is a statutory requirement of the DfE/EfA.

Medical and Dietary requirements

- Please give us all the details about your child's doctor and your child's health.
- This section is for you to record any food allergies or specific dietary requirements relating to cultural or religious reasons.
- If your child is vegetarian or vegan, please be specific about whether your child can eat eggs, cheese, fish etc.

Dinner arrangements

- This part of the form enables us to keep track of the meal arrangements for your child in school.
- It is important to the school to be aware of all pupils who are entitled to free school meals, even if your child brings a packed lunch or pays for dinner. This is because the proportion of pupils entitled to free meals can affect our funding and the judgement of our progress by Ofsted.
- If you think you may be eligible to receive free school meals, please ask in school for an application form. If parents are in receipt of any of the following benefits, they may be entitled to claim free meals for their child:

* Income Support	* Jobseekers Allowance (income-based)
* Child Tax/Pension Credit	* Income related employment and support allowance
* Support under Part VI of the Immigration and Asylum Act 1999	

Please be aware that all information remains confidential and at no time are other pupils made aware of who has a free school meal.

Parents in military service

- The school is required to collect information on pupils with parents who are Service personnel serving in regular HM Forces military units of all forces and exercising parental care and responsibility
- This information is used by the Department for Education to identify the impact that being a Service child has on their education.
- Information of this nature will remain completely confidential.

DATA COLLECTION SHEET

Please answer all sections clearly and inform the school as soon as possible if any of this information changes

LEGAL FORENAME:		PUPIL'S HOME ADDRESS:
Middle Name:		
LEGAL SURNAME:		
Preferred Forename:		
Preferred Surname:		
DATE OF BIRTH:		Post Code:
GENDER: Male / Female	HOME TEL. NO.	
	Email:	

Contact Information

Please give details of those who have legal parental responsibility for this pupil and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

Priority	Name/Relationship	Home Address	
1		Tel: Mobile: Email:	
2		Tel: Mobile:	
3		Tel: Mobile:	

Siblings in School (if any):

Name:	Registration Group	Name:	Registration Group

Medical and Dietary Requirements

Dietary Requirements:			
Medical Practice Name & Address:			
Medical Condition(s):			
Meal Arrangements:	School Dinner (Free or paid for)		Packed Lunch

Travel Arrangements

<input type="checkbox"/> Walk	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Car	<input type="checkbox"/> Taxi	<input type="checkbox"/> Public Bus	<input type="checkbox"/> School Bus	<input type="checkbox"/> Car Share
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Ethnicity:	First/Home Language:
Religion:	Country of Birth:
<p>Data Protection Act 1998: The academy is registered under the Data Protection Act for holding personal data. The academy has a duty to protect this information and to keep it up to date. The academy is required to share some of the data with the Local Authority and with the DfE.</p>	
Signature:	Date:

Please note: It remains parents and carers responsibility to ensure that any changes to information given on this form must be communicated in writing to school.

PRIVACY NOTICE

For all
Pupils at The Westwood Academy

Privacy Notice - Data Protection Act 1998

We, The Westwood Academy, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please the Head Teacher's office if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> or the LA website below.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

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

If you want to receive a copy of the information about you that we hold or share, please contact the Head Teacher's office on telephone number 024 7646 7779.

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 Data Protection Act 1998.

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 the LA and DfE store and use your information, then please go to the following websites:

www.coventry.gov.uk and

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

BIOMETRIC CONSENT FORM

Dear Parent/Carer

The Department for Education has issued new rules for schools regarding the electronic storage of 'Biometric Information of Children in Schools' and how this relates to the Data Protection Act 1998.

The change in the legislation requires school to notify parents of the school's intention to use **automated biometric recognition systems** and to gain written permission from the parents to do so in relation to their child.

At the Westwood Academy we have been using biometric data in the school for many years to issue books and more recently in the schools Academy Café reducing queuing times and providing anonymity for Free School Meals being just some of the many advantages. Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 & 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the Library and the Academy Café's cashless system.

The law requires that: we only use your child's biometric information for such educational administrative purposes; the data is securely stored; it is not disclosed to any other organisation and it is deleted when your child leaves the school.

In order to comply with the new DfE regulations, please complete the details below. Your support is much appreciated.

Pupil's Name: _____ **Year:** _____ **Mentor Group:** _____

I give consent to information from the scan of my child's finger being taken and used as part of the school's automated biometric recognition system only. I understand that I can withdraw my consent at any time in writing.

Signed: _____
Parent/Carer

Date: _____

PHOTO CONSENT FORM

Name of Parent / Carer:	
Address:	
Contact telephone number:	
Name of child:	
Child's Date of birth:	

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 produce, as well as on our website and internal information screens. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Your child may participate in curriculum work that involves recording images or video. Also CCTV is in operation on School grounds for crime prevention and public safety. From time to time, our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event; pupils will often appear in these images, which may subsequently appear in local or national newspapers, or on television.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and return the completed form to the school. ***Please note if this form is not completed and returned, the School will assume the answer is Yes to the questions below***

	Please circle your answer:
<p>Do you give permission for the Westwood Academy to use your child's photographic image for the following:</p> <p>As part of curriculum work or as part of video for curriculum purposes including webcam. The school prospectus and other printed publications that we produce for promotional purposes including our school website? <i>(Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies)</i></p>	Yes / No
<p>May we combine your child's name with their image in school publications such as the Newsletter?</p>	Yes / No
<p>Are you happy for your child to appear in the media?</p>	Yes / No

I have read and accept the conditions of use of this form.

Parent/Carer Signature: _____ Date: _____

Photo Consent Conditions of use:

Data Protection Act 1998

The Data Controller is Ms Jane Benton, Head Teacher of The Westwood Academy.

The information you provide will only be used for the purposes which you give consent for on the other side of this form and will be kept securely for future publications compatible with the original purpose. The photographers may also have copies of these photographs.

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings for promotional purposes after your child leaves this school without consent.

We will **NOT** use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other promotional publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

'Curriculum purposes' includes using images and/or video material made by pupils as part of their coursework. This may be submitted to Examination Boards for assessment and moderation.

When making options with regard to subjects and/or coursework, pupils must have regard for the level of consent which they have.

We may include pictures of pupils and teachers that have been drawn by the pupils. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will use only images of pupils who are suitably dressed for the relevant activity, to reduce the risk of such images being used inappropriately.

While every effort will be made to track consents and activities it will still be necessary for individual pupils to indicate and excuse themselves from image based activities for which they do not have consent.

Videos by parents of School plays must be kept for personal and domestic purposes and not for any other use.

This consent may be withdrawn, suspended or varied at any time upon receipt of a letter or a revised consent form signed and dated to that effect.

You are recommended to retain a copy of your responses to this document.

The taking of unauthorised images and videos, including the use of mobile phone technology is strictly forbidden.

PARENT/CARER CONSENT FORM FOR AN EDUCATIONAL VISIT WITHIN THE CITY BOUNDARY

Pupils name:

Date of Birth:

I understand that, whilst The Westwood Academy staff in charge of the party will take all reasonable care of my child, they cannot necessarily be held responsible for any loss or damage suffered by my child during the visit. All visits are covered by the public liability insurance. Details of cover are available on request.

MEDICAL INFORMATION

1. My child has a condition requiring medical treatment or medication. Yes No
If yes, give brief details:

2. Any recent illness, accident or injury suffered by your child recently which staff should be aware of:

3. My child suffers from the following allergies:

4. My child has the following lifelong condition or disability:

5. I enclose a letter giving more details from the above answer(s) Yes No

6. Date of last anti-tetanus injection:

7. My child suffers from travel sickness. Yes No

8. Family doctor: _____ Telephone: _____

Address: _____

Parent/Carer Name: _____ Signature: _____

Please note: It remains parents and carers responsibility to ensure that any changes to information given on this form must be communicated in writing to school.

CONSENT TO ADMINISTER EMERGENCY VENTOLIN/SALBUTAMOL INHALER

First Aiders cannot give any medication unless this form is completed and signed.

Please complete the consent form below, only if your child suffers from Asthma you would like them to be added to our register for use of an Emergency Inhaler.

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol/Ventolin from an emergency inhaler held by the school for such emergencies.

I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler.

Student's name: _____

Date of birth: _____ College: _____

Address: _____

Home Number: _____ Mobile Number: _____

This medication has been prescribed for my child by:

Name of GP: _____

Tel No of GP: _____

Whom the school may contact for verification purposes. **I confirm that it is necessary to give this medication during the school day.**

Signed: _____ (Parent/Carer)

Date: _____

MUSICAL INSTRUMENT LESSONS

Dear Parent/Carer

Is your child interested in continuing or taking up additional music lessons?

Lessons are subsidised quite significantly by the school. Parental contribution towards Music tuition is £60.00 per instrument, per term. This gives your child a lesson shared with a small group of other pupils of between 20 and 30 minutes long depending on how many pupils are in the group. There is a maximum of four pupils per group unless it is a group session.

Listed below is a list of all instruments taught at The Westwood Academy. If your child wants to learn an instrument which is not on the list and they have access to that instrument, please contact Mr Noakes, Head of Music and he will be able to advise you whether or not that instrument can be taught here.

Please indicate below if your child is interested in participating in a lesson. You will be contacted before lessons are due to start with further details. If your child selects an instrument, which then turns out to be oversubscribed and an alternative is not suitable, any monies paid will be returned. Lessons cannot begin unless the first payment has been received.

Expression of Interest in Receiving Extra-Curricular Music tuition

Pupil's Name: _____

My child is interested in receiving tuition in the following areas (tick as appropriate)

Guitar	<input type="checkbox"/>	Keyboard	<input type="checkbox"/>	Drums	<input type="checkbox"/>	Vocals	<input type="checkbox"/>	Other	<input type="checkbox"/>
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If other, please state instrument: _____

Signed: _____

Parent/Carer

Date: _____

PUPIL CODE OF CONDUCT

1.) Self-Respect

- Take care over the way you present yourself in school (uniform, punctuality and general behavior).
- Take care of your belongings.
- Work hard, doing your best to complete classwork, homework and coursework on time.
- Be proud of your achievements.
- Be co-operative and trustworthy.
- Think things through for yourself, don't just follow others.

2.) Respect for Others

- Move quietly and sensibly about the buildings, giving way to each other in crowded areas such as doorways and staircases.
- Be a good listener, trying to understand other peoples' point of view.
- Always speak politely to staff and fellow students.
- Be helpful and welcoming toward visitors and people who are new to the school.
- Do not bully or act in any way that is cruel or unpleasant to others.
- Do not steal damage or interfere with other people's work or property.

3.) Respect for Learning

- Make it as easy as possible for everyone to learn and for the teachers to teach.
- Arrive on time for lessons,
- Make sure that you bring everything you need for lessons.
- Begin and end lessons in a courteous and orderly way.
- Don't hesitate to ask teachers for help with your work, but also help each other when appropriate.

4.) Respect for the School Environment

- Take care of the whole school, so that it is a place we can all be proud to work in.
- Look after the rooms and furniture, and leave them in a tidy state for others to use.
- Take particular care of displays of work around the school.
- Put all litter in the bins provided and do your best to make the whole school a litter-free zone.
- In your movements around school site, think about the health and safety of yourself and others, both on your way to and from school, around the school.

I (Pupil name) have read and accept the conditions of this code of conduct

Pupil's signature:

Date:

MOBILE DEVICES PROTOCOL

If pupils wish to bring mobile phones or any mobile device into school then they should be aware that the school will accept no responsibility for any loss of or damage to the device.

If pupils have a mobile device in school then they should abide by the following rules:-

- Personal mobile devices must be switched off at all times.
- Mobile devices are not allowed in examination rooms;
- Pupils may not use mobile devices whilst on school premises unless instructed by a teacher
- Mobile devices must not be used to record sound, take photographs or movie images on the school premises unless this is directed by a teacher for the specific purposes of supporting the curriculum.
- Mobile devices will be confiscated when seen or heard within the school if permission for use is not sanctioned. The member of staff will take the phone to school reception (or leave with College Director) as quickly as possible. Upon receipt, the office will bag and name the phone and a log will be kept of those phones received and re-issued to parents. The phone will be placed in the school safe until parents are able to collect the phone at the end of the school day.
- Non-compliance with confiscation will result, as a minimum, in an internal exclusion;
- Pupils found abusing the use of a mobile device e.g. making threatening calls etc. will be banned from bringing the mobile device to school and will face further action;
- Any images seen on the World Wide Web that bring the school's name or any individual into disrepute may result in an exclusion from school and appropriate further action;
- At The Westwood Academy, pupils must adhere to this policy; non-compliance is not an option;
- The Head teacher's decision on all matters related to mobile devices is final.

I understand that The Westwood Academy takes no responsibility for any mobile devices damaged, lost or stolen on the school site. I have read the information and agree to obey the rules.

Pupil's signature: _____

Date: _____

Parent/Carer signature: _____

Date: _____

ACCEPTABLE COMPUTER USE

Keeping safe: Stop, Think, before you enter the electronic world.

Here are our rules for responsible ICT use.

These rules will keep everyone safe and help us to be fair to others:

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- If I see anything I am unhappy with or I receive a message I do not like I will not respond to it but I will tell a teacher/responsible adult.

I have read the information above and agree to obey the rules.

Pupil's signature: _____

Date: _____

Parent/Carer signature: _____

Date: _____

THE WESTWOOD ACADEMY HOME SCHOOL AGREEMENT

The Home School Agreement is based on the belief that education at The Westwood Academy is a partnership between staff, governors, parents/carers and pupils. This agreement outlines the expectations that the school has of parents/carers/pupils and the expectations parents/carers/pupils can have of the school.

THE SCHOOL:

THE SCHOOL WILL:

- encourage, recognise and reward good behaviour and deal fairly and effectively with poor behaviour;
- set regular and appropriate homework, mark it promptly, give praise as necessary and communicate any concerns to all parties;
- monitor attendance and punctuality, rewarding good attendance and reporting unauthorised absence to parents/carers;
- provide parents with the exact requirements for equipment and uniform and keep parents fully informed of pupils arriving without these;
- provide regular information on pupils' progress through parents' evenings and annual progress reports;
- make every effort to provide a clean and safe school environment;
- provide good quality teaching and learning and have high expectations of all the children we teach;
- work to meet the needs of all pupils to ensure they are given the opportunity to achieve their potential.

Signed: _____

PARENTS/CARERS:

I/WE WILL, WORKING IN PARTNERSHIP WITH THE SCHOOL:

- encourage, recognise and reward good behaviour and fully support the school in dealing with poor behaviour, and any other concerns with my child;
- ensure my child does homework and check and sign homework diaries weekly;
- ensure my child attends school every day and arrives on time;
- inform the school of my child's absence on the first day by 8.45am and by telephone through the Student Reception on 7642 6905;
- ensure my child meets the requirements for uniform and equipment and inform the Pastoral Director of any difficulties with this immediately;
- fully support the school by attending parents' evenings and other school functions, notifying the Pastoral Director if unable to attend;
- inform the Year Head of any changes in circumstances that may affect my child;
- under no circumstances to book family holidays during school time as this will disadvantage my child in terms of their education.

Parent/Carer Signature: _____

PUPILS:

I WILL:

- behave according to the school rules, respect my classmates and all members of staff and the community;
- carry out homework to the best of my ability, which must be handed in according to the deadlines set;
- attend school every day and arrive on time being punctual to lessons during the day;
- bring the correct equipment and wear the correct uniform every day;
- keep my parents informed about school life and make sure that they receive all letters;
- show respect for the school environment and treat it with care.

Pupil Signature: _____

FREE SCHOOL MEALS – CLAIM YOUR ENTITLEMENT

Free school meals are available for any eligible child, who attends school on a full time basis. This includes sixth form pupils.

Your child will be eligible for Free School meals if you or your partner receives either:

- Income Support
- Income based Job Seekers Allowance
- An Income-related employment and support allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit **provided they are not entitled to Working Tax Credit** and have annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190.

Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period.

To claim this benefit or for more information please go to the Coventry City Council website www.coventry.gov.uk and scroll down to the Free School Meals where you can find more information and an application form to complete, or ring 02476 833773 for further information.

THE WESTWOOD ACADEMY – ATTENDANCE GUIDELINES

The Westwood Academy firmly believes that regular school attendance is important and that pupils need to attend regularly in order to take full advantage of the educational opportunities available to them. The School believes that irregular attendance undermines the educational process and leads to educational disadvantage. Excellent attendance is vital if pupils are to maximise their learning opportunities and fulfil their academic potential. The Westwood Academy thus has a strong system in place to enable those in it to do everything in their power to promote the philosophy of regular attendance. We believe that good attendance is important because;

- It is a pre-requisite for a successful school experience
- It ensures the highest possible educational attainment
- It is an achievement in its own right
- It is important in preparing pupils to be responsible adults

It is important that everyone – pupils, parents, and staff work together to enable it to happen. Promoting good attendance must be seen as a priority. We need your support to ensure that we can provide your child with their opportunity to develop academically, socially and emotionally.

Our aim is for every child to achieve a minimum of 95% attendance during every year of their school life. However we do recognise that children will occasionally fall ill or may need time off for a medical appointment. If your child is ill please telephone Student Reception on 024 7642 6905 and advise us the reason for sickness absence. For longer periods of sickness absence, please ensure we also receive a medical note alongside either a telephone call from yourself or a letter to your child's mentor. If your child has a medical appointment which cannot be arranged outside of the school day please inform us as soon as possible. Any holiday taken during term time will count as unauthorised absence.

Should you have any questions concerning school attendance please contact your child's College Director in the first instance.

