



**THE BOURNE ACADEMY**

# STUDENT INFORMATION RECORD

AMBITIOUS SELF-CONFIDENT PHYSICALLY LITERATE INDEPENDENT RESILIENT EMOTIONALLY LITERATE

*(Please complete all sections in CAPITAL LETTERS)*

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

Tick when completed by the Academy

# CONTENTS

As part of the Academy safety policy we need to ensure that we have correct and up to date information concerning your child. Please fully complete this booklet and return to the Academy at your earliest convenience. (By 14 June 2024 for September entry).

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

The following document covers:

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

# DATA PROTECTION POLICY

## **Who processes your information?**

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

## **Why do we collect and use your information?**

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

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

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

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

## **What are your rights?**

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

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

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

# PARENT/CARER CONTACT INFO

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

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Name of siblings currently attending the Academy:

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 Year Group: \_\_\_\_\_

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 Year Group: \_\_\_\_\_

## **FIRST EMERGENCY CONTACT**

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

## **SECOND EMERGENCY CONTACT**

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

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

# OTHER CONTACTS

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

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

## **3RD CONTACT**

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

## **4TH CONTACT**

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

## **5TH CONTACT**

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

# FIRST AID AND MEDICAL FACILITIES

The Academy will provide adequate First Aid and Medical attention for students, staff and visitors in the Academy. It is emphasised that First Aid is provided by qualified First Aiders and not trained doctors or nurses.

## **Medication**

Students are not allowed to carry any medication, prescribed or non-prescribed, unless cleared by the Lead First Aider, eg inhalers. If a student requires medication during the Academy day a medical form should be fully completed and handed in with the medication to First Aid/Reception, to be kept secure. On joining the Academy we request consent to give over the counter pain relief or antihistamine for minor ailments; this is provided by the Academy should your child require this.

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

## **First Aid**

The First Aid room is open at break and lunchtime only. Students are not allowed out of lessons unless it is an emergency illness or injury. A headache, stomach-ache, feeling sick or minor injuries such as papercuts, do not require emergency first aid and students will be returned to lessons until First Aid is open.

Please remember, for safeguarding reasons it is Academy policy that students are not allowed to use their mobile phones in the Academy. Therefore, in the event of illness or injury, parents and carers will be contacted, in the first instance, by the First Aider. Students who use their phone to contact parent/carer may be subject to a strike on their first impressions card.

## **Appointments**

If your child has an appointment and needs to leave during the Academy day, please inform Reception in advance 01202 528554.

## **Contacts**

Contact details must be kept up to date at all times, it may slow down treatment if we are unable to contact you in an emergency.

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

# STUDENT MEDICAL INFORMATION

STUDENT NAME

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NAME AND ADDRESS OF GP PRACTICE:

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

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AUTO ADRENALINE INJECTOR (eg EpiPen) Yes/No (Please circle)

ANY OTHER MEDICAL INFORMATION:

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

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Does your child have an 'Individual Healthcare Plan' in place?

Yes

No

I consent to the Academy First Aiders administering Paracetamol, as per pack instructions, after 12:30hrs without contacting you. (Dosage; as per pack instructions)

I consent to the Academy First Aiders administering Ibuprofen as per pack instructions, after 12:30hrs without contacting you. (Dosage; as per pack instructions)

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

\*Please cross out which statement does not apply

Parent / Carer Name (please print) \_\_\_\_\_

# CONSENT FORM

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

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

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

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

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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

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

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

Student Name \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Parent/Carer Name (please print) \_\_\_\_\_



# EQUAL OPPORTUNITIES

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

Nationality: \_\_\_\_\_

First Language: \_\_\_\_\_

Second Language: \_\_\_\_\_

Ethnic Group (please circle):

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

# STUDENT TRAVEL SURVEY

Please tick the most appropriate method of transport:

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

# EXTERNAL AGENCIES

*(Not required for Department of Education)*

Agencies currently working with your family and/or child:

Social Services  Education Psychologist

Other (please state) \_\_\_\_\_

# STUDENT BEHAVIOUR POLICY

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

## Detentions

The teacher will give a detention on the next available day if a student:

- Receives a GREEN slip (and are removed from the learning environment)
- Has not handed in homework by the advised deadline or if it is deemed as 'incomplete'.

The detention is set, and parents/carers are notified by TEXT message. Provided parents and carers have kept their contact details up to date with the Academy, the message will be generated as the detention is set. The detentions will always be after school. During the detention, the student is required to reflect on their conduct and develop strategies to prevent future sanctions of the same type.

Students who fail to attend a DOL Detention will be set a 2.15hr Principal's detention on a Friday.

Students who miss a Principal's detention on a Friday will be escalated as per the Academy's Behaviour Policy.

## Punctuality to School

Students who arrive late for school (after the morning bell) will gain their morning attendance mark via the late room. This is located in the Reflection Room (Reflection). Punctuality is important; however, we recognise that on rare occasions there could be unexpected circumstances that cause delays in the morning. Two instances of lateness each half term is deemed acceptable. Therefore, if a student is late more than twice, they will be required to complete 5 lessons in our Reflection Room. They will also be issued with a two-hour Principal's detention, after school, on the next available Friday.

## Lateness to Lesson or Line Up

If a student is late to lesson without a good reason, the class teacher will strike the student's 'First Impressions Card' (FIC).

## First Impressions Cards (FIC)

A First Impressions Card (FIC) will be fixed into the school planner – this is a system whereby students are recognised and rewarded for meeting our expected 'first impressions'. Students are required to always have their planner and FIC on them whilst in the Academy. Students who forget or lose them will work in our Reflection Room, whilst every effort is made to locate them (including contacting home to support if appropriate). FIC cards are reviewed weekly in tutor time and those students who have not incurred any strikes will receive positive House Points from their tutor. Students who fall short of the expected standards on uniform, equipment, punctuality to lessons and line ups, conduct in/around the Academy and at social time, will be allocated strikes on their card – a 5th strike would result in time working in the Reflection Room for five lessons. Refusal to hand over a FIC when requested would also result in the same sanction. FIC cards will be reissued at the start of each half term.

## Breaking other rules in the Academy

- If a student is defiant, eg. walks out of a lesson, refuses to hand over a mobile phone or personal music device, they will be GREEN slipped. If the defiance continues the student may be suspended.
- If a phone is confiscated, this will be placed at the Academy Reception where the student will be allowed to collect it, at the end of the day. Repeated incidents of this type will result in the student not being allowed to bring their phone into the Academy.
- If a student is highly aggressive or threatening, swears at an adult, or severely disrupts the learning of others, they will be suspended.
- If a student uses inappropriate language in earshot of an adult around the Academy, they will be reminded of the Academy expectations surrounding respect via an educational conversation. If the student continues, this will be seen as deliberate use of offensive language, appropriate sanctions will then be issued, the most serious of which could result in a suspension.
- If a student misbehaves at social time, they will incur a strike on their FIC; repeated behaviour of this type could result in a loss of social time (LOST) for a set period of time in the Reflection Room.
- Students who continually fail to follow Academy expectations around behaviour, will be placed in the Reflection Room for an extended period of time. This will be at the discretion of the Leadership Team.
- Students who forget to bring their planner will be in the Reflection Room until rectified.

## Uniform

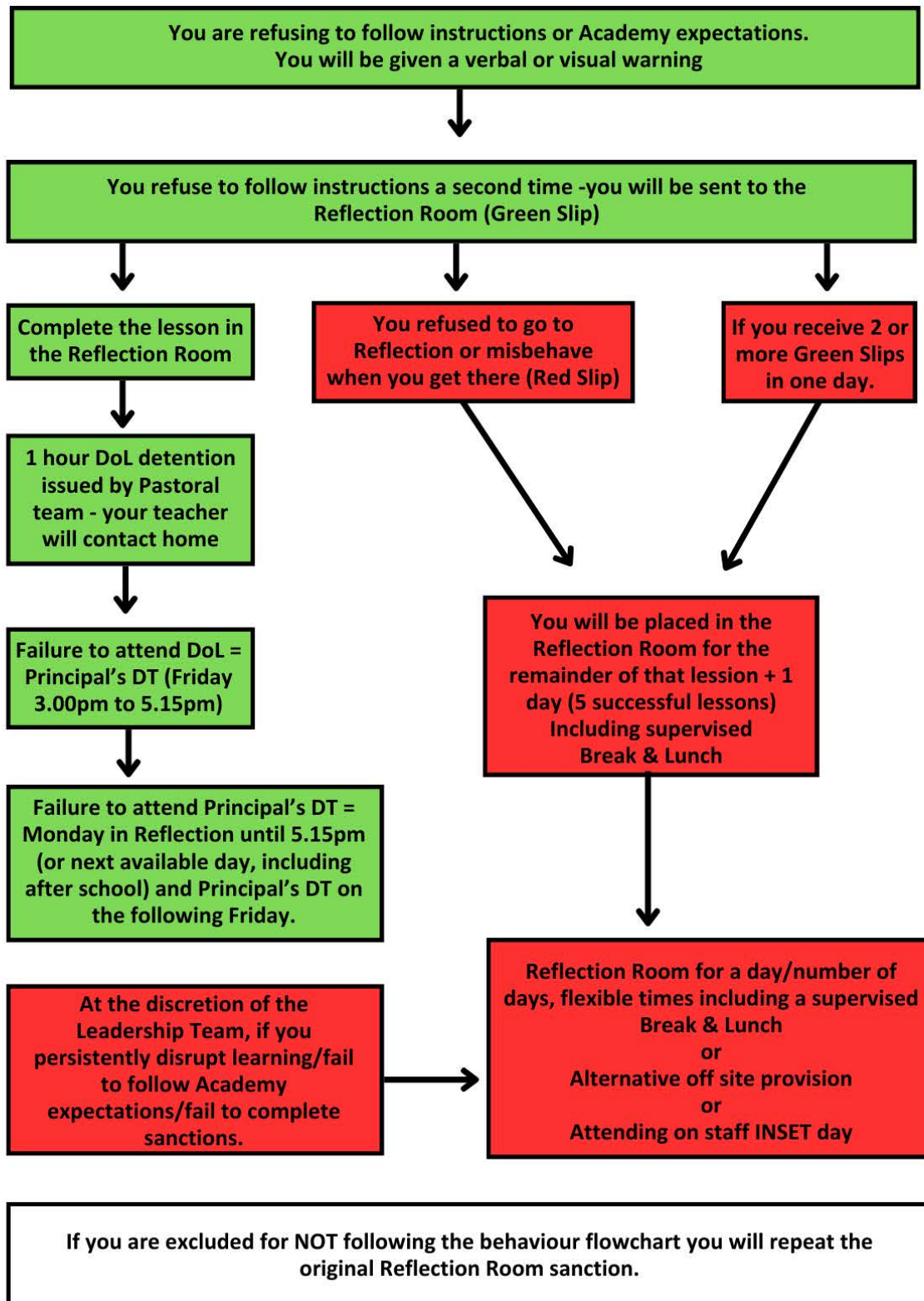
- Students who arrive wearing incorrect uniform will be in the Reflection Room until uniform is rectified. This includes trainers, false nails, false eyelashes
- Minor uniform misdemeanours such as untucked shirt, inappropriate skirt length would incur a strike on a student's FIC.

**(Please find the full policy on our website)**

# STUDENT BEHAVIOUR POLICY

## Student Behaviour Flow Chart

If your behaviour falls short of Academy expectations:



# HOME SCHOOL AGREEMENT

*"You have a right to education."*

United Nations Convention on The Rights of the Child 1989

## **As a student I will:**

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

Student Signature: \_\_\_\_\_

Student Name \_\_\_\_\_

## **As a Parent/Carer I will:**

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

Parent/Carer Signature: \_\_\_\_\_

Parent Name (*please print*): \_\_\_\_\_

## **At The Bourne Academy we will:**

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