



Transition to SBL Academy

Welcome Booklet for Parents and Carers (May 2019)

May 2019

Dear Parents and Carers

Welcome to Sir Bernard Lovell Academy. I would like to introduce myself as Transition Coordinator for the Academy. The step into secondary education is an exciting time of growing independence, meeting new friends and broadening horizons. We are also aware that children and their parents/carers can have questions and anxieties around new routines, home study or developing new friendships. A team of staff will support you and your child with this transition, and we work closely with our Primary colleagues to make the process as seamless as possible. My aim is to coordinate a smooth process so that your child gets the best possible start to their secondary education.

At SBL we have designed our transition activities to give parents key information early and to offer opportunities that will make students feel as settled as possible prior to that all important first day: **Wednesday 4th September 2019**. So that we can be fully prepared for your child's arrival, we also collect important information that will allow us to provide the best possible care from the start. This Transition Pack is the first step in that process.

In this pack you will find information about key aspects of Academy life, such as uniform and catering arrangements, allowing you to plan for these things. You will also find a list of dates where you or your child can visit the academy to meet with staff and students. Importantly you will find enclosed a number of key documents **which must be** returned to the Academy as soon as possible and no later than **Tuesday 11th June 2019**. These documents have been bound into a booklet – we ask that parents/carers keep the Reply Booklet intact.

I look forward to working in partnership with you in order to manage this important and exciting next step of your child's academic journey.

Yours faithfully

Mrs Tracy Hart
Primary Liaison and Transition Coordinator

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To aid the smooth transition from your child's current school please find enclosed a variety of information.

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Please ensure that the Reply Booklet accompanying this welcome pack remains intact. **Complete all sheets in the Reply Booklet and return it to Sir Bernard Lovell Academy.**

A copy of this Welcome Pack and the Reply Booklet can be found on the transition page of our school website.

A more detailed 'Information for Parents and Carers' booklet will be distributed to Year 6 parents on Transition Evening, Tuesday 2nd July 2019.

TRANSITION TIMELINE

We look forward to meeting you and your son/daughter at the following events.

Parent Information Evening – Thursday 6th June: 6 p.m – 7.15 p.m

The purpose of this evening is to meet key members of staff, to discuss the academy expectations and ask any questions that you may have about daily life at SBL Academy. There will be a presentation from the Principal. There will also be the opportunity to ask questions around key aspects of school life such as uniform, catering arrangements and parents evenings.

Transition Day – Tuesday 2nd July 2019: 8.30 a.m. – 2.45 p.m.

All new students are invited to spend the day with us, getting to know the school, the staff and their new friends. New students will meet their House Captains and Vice Captains, whose job it is to help Year 7 students settle in when they arrive at SBL.

Children should arrive to the Sports Hall no later than 8:30 a.m. and should be collected from the Sports Hall reception no later than 2.45 p.m. Please note that the rest of the school will be in progress and there will be a large number of cars arriving for the end of the school day (3.05 p.m).

We expect students to wear their primary school uniform for this day. Please make sure your child has a packed lunch, which they will be able to eat in a designated Year 6 lunch area.

Transition Evening – Tuesday 2nd July 2019 – 6 p.m. – 7 p.m.

Parents and carers will have the opportunity to review what has happened during Transition Day and find out more about what children will be learning in Year 7. There will be a short presentation followed by the opportunity to meet and talk with your child's tutor.

Space for this is limited therefore we ask that children do not attend.

Summer School - Monday 5th August to Friday 9th August 2019

Sir Bernard Lovell Academy will run a Summer School to aid transition for those children who may be finding the process a little overwhelming. Places are allocated in consultation with Primary colleagues and from reviewing the information sent by parents in the Reply Booklet accompanying this welcome pack. If you feel strongly that your son or daughter would benefit from additional support during the summer break, and you would like to discuss the possibility of a place on Summer School then please contact school reception on 0117 456 5900 to request that an appropriate member of staff contacts you.

First Day of Term for Year 7 & Year 12 – Wednesday 4th September 2019.

This is the first day for students in Year 7 and Year 12. The rest of the student community will return to school on Thursday 5th September. Year 7 students should arrive to Main Reception by 8.30 a.m. where staff and House Captains will be ready to greet them. Year 7 pupils will start the day with registration and a welcome assembly. They will then have the opportunity to spend some time with their tutor in their tutor group. Lessons will begin after break – 11.25a.m.

Students will finish the school day with an assembly and will leave via Main Reception at 3.05p.m. After this point, students should make clear arrangements to leave the school site via student exits. Please make sure where necessary that your child has made sufficient arrangements to meet parents, carers and siblings in a suitable location.

Please note – Year 7 will have their school photographs taken on the first day of term. Please ensure that you have completed and signed the photographs consent form in the returns booklet.



CONTACT DETAILS

Sir Bernard Lovell Academy North Street
Oldland Common Bristol
BS30 8TS

Telephone: 0117 4565900

Email: sblovell@sblonline.org.uk **Website:** www.sbllearning.org.uk
[Follow us on Twitter @SBLAcademy](https://twitter.com/SBLAcademy)

Transport

South Gloucestershire Council provides transport to Sir Bernard Lovell Academy for students living in Wick, Doynton and Marshfield. The Transport Section at South Gloucestershire Council (Telephone No: 01454 863924) will inform parents about coach companies and the departure times; you will be contacted in the near future.

Bicycles

Students may ride bicycles to school, please ensure:

- The bicycle is roadworthy
- A padlock is brought to school so that the bicycle can be left safely, locked in the cycle store
- A safety helmet is provided and worn by the student.

Parents/carers must accept that the school cannot be held responsible for any theft or damage to bicycles.

Students are expected to ride safely and sensibly to and from school. If students are reported as behaving inappropriately on their bicycles then the school may withdraw the right for your child's bicycle to come onto the premises. Parents/carers will be contacted with any concerns so that they can take preventative action with their child.

THE SCHOOL DAY – THE SCHOOL YEAR

The times of the school day are as follows:

08.45 - 09.05 Registration
09.05 - 10.05 Lesson 1
10.05 - 11.05 Lesson 2
11.05 - 11.25 Break
11.25 - 12.25 Lesson 3
12.25 - 13.25 Lesson 4
13.25 - 14.05 Lunch
14.05 - 15.05 Lesson 5

The school day ends for students at 3.05 pm. Extra-curricular clubs run from 3.05 pm. and also at lunchtime.

Breaks and lunchtimes

No students are allowed off site at morning break. Students should remain on the school site during lunch times unless there are extenuating circumstances. In these cases parents/carers of Year 7 students should make an application for alternative off-site lunch time arrangements addressed to the Transition Team.

School Term and holiday dates for 2019-20

Term 1: Wednesday 4 September 2019 to Friday 25 October 2019

Term 2: Tuesday 5 November 2019 to Friday 20 December 2019

Term 3: Tuesday 7 January 2020 to Thursday 13 February 2020

Term 4: Monday 24 February 2020 to Friday 3 April 2020

Term 5: Monday 20 April 2020 to Friday 22 May 2020

Term 6: Monday 1 June 2020 to Friday 17 July 2020

Inset days:

Monday 2 and Tuesday 3 September 2019

Friday 25 October 2019

Monday 4 November 2019

Monday 6 January 2020

Friday 14 February 2020

Monday 20 July 2020

Students do not attend school on INSET days.

During term time any absence due to holidays will not be authorised.

SCHOOL UNIFORM

Compulsory Items:	
School Blazer	This item can be purchased from 'Initially Yours'.
House Tie	Different colour for each House. This item can be purchased from 'Initially Yours'.
White Shirt	Long or short sleeved white button up shirt with a structured collar.
Grey trousers	Smart formal grey trousers with pleated/ flat front. Jeans or skinny styles (including leggings) and shorts are <u>not</u> permitted.
Kilt-style skirt	As an alternative to trousers, a knee length grey checked SBL kilt-style skirt can be worn. Only available from 'Initially Yours'.
Black Formal Shoes	Black shoes should be plain black leather/faux leather with no markings of any other colour and must be of a formal style. Boots, trainers and skate shoes are <u>not</u> permitted. Ensure you check the images and examples on our website

School Jumper (optional) – navy and blue school v-neck jumper, only available from Initially Yours. This jumper is designed to be worn under the blazer during the winter months but under no circumstances is it to be worn instead of the blazer.

Uniform Suppliers – Initially Yours, 211 Soundwell Road, Soundwell (Kingswood), Bristol, BS15 1 PT. Tel: 0117 967 4472. www.initiallyyours.co.uk

Please contact Initially Yours directly to arrange a fitting appointment. This will ensure the store order the correct size garment. Initially Yours are taking orders NOW!!

Outdoor wear – Navy blue or black coat.

Jewellery – For reasons of safety and security we advise that students do not bring jewellery to school. Our expectations regarding the wearing of jewellery is as follows.

Students can wear:

- One wristwatch
- One small ring – signet or plain band
- One plain stud/sleeper in each ear only
- One necklace – simple chain and small medallion

All jewellery will have to be removed for PE and sport.

Facial piercings are not permitted at SBL Academy and students will be required to remove them whilst at school. Please ensure that if your child is having any new piercings done, they are done at the start of the summer holidays so that they can be safely removed whilst in school.

Hairstyles - the academy does not permit extremes of style or colour, for example extreme shaving or bright hair dyes. Hair colours should be natural in tone if hair is dyed or coloured.

Make-up - Students are allowed to wear discreet make up in school. If a student is wearing excessive make up they will be asked to remove it.

PE AND SPORTS KIT

Compulsory Items:	
SBL Logo polo shirt	Unisex or women's fit polo shirt.
SBL Logo PE shorts/skort and/or plain navy tracksuit bottoms	Tracksuit bottoms must be plain navy. Leggings are not permitted
Navy football socks	Can be purchased from any sports shop.
SBL rugby top (boys) SBL ¼ zip training top (girls)	A rugby top can be worn as a warm weather top all year round but is essential when rugby is on the curriculum.
Sports Trainers	Leisure shoes and daps are not permitted. Sports trainers should have good laces and grip. These can be purchased from any sports shop.

Uniform Suppliers – Initially Yours, 211 Soundwell Road, Soundwell (Kingswood), Bristol, BS15 1 PT. Tel: 0117 967 4472. www.initiallyyours.co.uk

In cold weather all students are allowed to wear a plain navy blue or white base layer underneath their SBL polo shirt. Students are not permitted to wear any other type of hoody/jumper/coat.

Outdoor Footwear

Football on the astroturf – Students will need to wear trainers or moulded boots only - plastic stud style boots are not permitted. Shin pads are compulsory and must be worn.

Football/Rugby on the school playing field – Students need to wear football boots that will allow them more grip on the grass. Shin pads are compulsory and must be worn.

Personal Protective Equipment

When taking part in specific activities students may be required to wear specific footwear and bring personal protective equipment. Details relating to these activities are below:

Football/Hockey/Rugby – Shin pads are compulsory and must be worn. For Hockey & rugby gum shields are optional but strongly recommended.

Non participants

If students have an injury they will still need to take on a leadership role within the lesson. No student is exempt from learning. In the case of an injury, students need to bring a note from a parent/carer explaining why they cannot participate practically **and also bring their PE kit.**

We understand that in some extreme situations students will not be able to change into PE kit e.g broken leg – the PE staff will use their professional discretion to identify the rare occasions that it is not appropriate for a student to be asked to change into PE kit.

Jewellery, hair & nails

In accordance with BAALPE Health and Safety guidance, no student is permitted to wear jewellery when participating in PE and Sport. Jewellery should not be taped. Long hair must be tied back and nails should not be visible beyond fingertips.

EQUIPMENT FOR LEARNING

All students must come to school fully equipped for their lessons. Please see below for the requirements of the equipment your child should bring to school.

Black or blue ball point pen x 2

Pencil

Ruler

Scientific Calculator*

Eraser

A suitable bag to carry books, full PE kit and equipment.

Tutors will check students' equipment every morning to ensure they meet our minimum expectations.

Each student will receive a student organiser. This provides information, a home study diary and acts as a home school communication tool. We follow a two week timetable organised into Week A and Week B.

We minimise variation where possible but ask for your support to ensure that your child brings the correct books and equipment each day. We suggest packing school bags the night before.

*SBL Maths Department recommends a Casio FX-85GTX calculator

ACCESSING PROGRESS INFORMATION **INSIGHT PORTAL**

The INSIGHT Portal is a web based system that Sir Bernard Lovell Academy uses to provide parents and carers with information about their child's progress in school. The portal has been very well received since its introduction in 2017 and has significantly improved the quality and accessibility of information for parents and carers. The system provides secure, online access 24 hours a day via PC, laptop, tablet or smart phone.

How does it work?

INSIGHT Portal is a secure on-line system which means that you are able to log onto the website using a personal user name and password. **These will be provided in September.** You will be able to see at a glance, information about attendance, attainment and behaviour and be able to access all school reports on-line.

Students can access their own accounts using their normal school usernames and passwords issued when they start at SBL. Parent and carer accounts have the ability to change personal details and book parents' evening appointments. For this reason, we recommend that parents and carers keep their username and password secure and do not share them with their children!

Individual accounts will be set up for parents who live across two households. The same information will be accessible through either parent account, so that all parents can be kept fully informed of their child's progress.

The INSIGHT Portal can be accessed from the school website homepage. Information shown on the portal includes:

Parents' Evening - Bookings and appointments for parents' evening can be made through the INSIGHT Portal. The system will allow you to see the availability of your child's teachers and select an appointment time that suits you.

Home Study - The INSIGHT Portal provides the facility to see home study tasks that have been set, check when they are due and monitor whether your child has completed them.

Attendance – You can monitor your child's attendance using the system.

Contact details – We advise parents to regularly check the accuracy of the information we hold and update us with any changes.

SEND information - If your child has any special educational needs you can use the INSIGHT Parent Portal to check our record of these.

Academic reports - All of your child's school reports will be available via the portal, not just the latest one. You will be able to view the reports on-line, print them or save them to your own computer. You will be notified by e-mail when new reports are available. The option of receiving paper copies of reports will still be available to parents and carers preferring this method.

Lessons, Rewards and Behaviour – the portal will provide you with up to the minute information about your child's lessons together with lesson timetables for future weeks. You can even see rewards and sanctions issued in each lesson.

Examinations - For students taking public exams there is a section which contains information about your child's examination entries, exam timetable and exam results.

INSIGHT App

There is also an App for smart phones / tablets, available for both Android and Apple devices. For more information on this, click on the link at the top of <https://insight.sblonline.org.uk>

If you have any queries or would like further information, please contact the Insight Administrator at Insight@sblonline.org.uk.

We hope that you will find this system helpful and informative.

Please note that if your son/daughter has an older sibling at SBL, you will not require a separate login. INSIGHT will 'link' students automatically to the username you currently hold. This will allow you to view each child's profile separately. You do this by clicking on the down arrow on the top bar next to the student's name.

HOME STUDY

Home Study is work that students complete at home. At SBL we believe Home Study has a very important role in helping students to achieve their full potential. Your child's new teachers will make Home Study tasks available on the school website for completion over the summer break. They will help your child prepare for their new subjects. If for any reason you are not able to access the tasks when they are posted online, please contact the school and the work will be sent to you in an envelope.

All Home Study tasks are recorded on INSIGHT so that parents and carers can see the work that is to be completed.



LUNCHTIME ARRANGEMENTS

The catering service at SBL Academy is the Trust's in-house catering: 'Zest'.

We open for breakfast at 8 a.m. and then again mid-morning and lunch time. Food on offer includes meal deals, Jackets, Street Heats (grab and go) Pots, a selection of fresh sandwiches, wraps and rolls along with freshly baked treats, all of which comply with current government standards for food provided in schools.

There is a daily meal deal which consists of a main course, dessert and a bottle of water.

If you think that your child is entitled to a subsidised meal then please contact Mrs Christie in Student Services or South Gloucestershire Council, Kingswood, Bristol, Tel 01454 868008.

Students are not permitted off site at lunchtime. Those who do not wish to eat in the main dining hall may bring a packed lunch to school. We encourage healthy eating and a 'green' approach to the environment. Please therefore send lunches that fit within these guidelines. Students are encouraged to bring re-fillable water bottles.

Please note – the catering team are able to cater for a wide range of dietary requirements. If your child has specific needs on medical grounds please ensure you provide details on the data collection sheet.

Cashless Catering

Sir Bernard Lovell Academy operates a cashless catering system. The cashless system allows you to top up your child's on-line account using Tucasi, which is also used for on-line payments for school trips.

Your individual access code to activate your Tucasi account will be provided on Transition Evening in July.

The cashless catering system recognises each individual student, holds individual cash balances, records cash spent and cash received, and records details of items purchased. Similar systems are widely used at schools across the local area.

Benefits of the cashless system include the following:

- Improved security for handling cash transactions in the school
- Students will not have to remember to bring cash
- Account limits can be set
- Parents can see what money is being spent on

The academy sets a daily spend of up to £5.00 which would mean that no food above this limit can be purchased. Parents and carers can request that the daily spend is amended for their child and should email the Kitchen Manager via the main school email address sblovell@sblonline.org.uk if they wish to do so.

The system works in exactly the same way for all students, including those entitled to a free school meal (FSM). For FSM, the amount allocated is £2.50 per day, credited just before lunch time begins. At the end of the day the balance is re-set to £0 regardless of whether the amount has been spent. Parents in receipt of FSM can choose to increase the funds available to their child's account so that their daily spend is up to £5.

Parents/carers can log into their child's on-line account at any time to check the current balance or to view details of purchases made.

The cashless system uses finger imaging technology. The system scans certain points of the finger and creates a mathematical representation. This is the information compared at each scan. There is no way that the system can be used to recover a finger print as it does not store a copy. **For further information about Finger Imaging please see the FAQs overleaf.**

If you do not wish for your child to have their finger image registered we can issue them with a card to use as an alternative identification method. There will be a deposit of £5 required for a card which will be refunded if the card is returned when your child leaves the Academy.

Students will need to be registered for the cashless system, please complete the consent form in your Reply Booklet.



Finger Image Registration FAQs

What is BioStore?

BioStore is the central database which will be located within the school, and will store the information which identifies students uniquely to the cashless catering system. Each student will be registered by placing a finger on a fingerprint scanner.

Why use Finger Image Technology?

Students cannot borrow or steal credentials from each other. Queues are reduced, because the rate of identification of students is faster. Students need no longer carry cards, remember PIN numbers, or use cash to buy a meal.

Finger imaging systems save time and money for both school and students because the need to replace lost cards and forgotten passwords is eliminated.

Does BioStore record images of individual fingerprints?

BioStore does not store images of fingerprints on its system, and never will. Only mathematical representations of certain points of a finger image are recorded, typically between ten and sixty depending on the characteristics of the finger. This mathematical data is encrypted and is called a template. The data is extremely secure in its encrypted form, and even if it were not encrypted it would be impossible to recreate the original fingerprint image from the stored data.

Is it possible to recreate a fingerprint from the data stored by BioStore?

No, the BioStore system only stores a short string of encrypted numbers, not enough data for the original print to be reconstructed.

How secure is the stored data? What would happen if somebody stole it?

The BioStore database is protected by a licence key, meaning that the database and any backup of its contents can only be accessed on licensed hardware. The hardware is stored in the school's own secure facility, so that the encrypted data is only available to the registered licensee. Even if a school's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another school.

If I lose my bank card then it can be replaced. But I can't replace my finger. If a template is stolen, have I lost my identity forever?

The simple answer is no. The fingerprint template stored in the database is merely a string of encrypted numbers. If this string of numbers were to be removed from the database, it would be useless, because it cannot be recognised as a fingerprint. A fingerprint scanner checks for a real finger – it does not recognise a string of numbers.

Could the police or a court of law use the fingerprints stored in a BioStore database?

BioStore does not store fingerprint images. The recorded templates are comprised of a set of numbers which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousands, of people. However, in a wider population the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would not be able to use this information as evidence.

What happens about twins, or someone who has hurt their finger?

Even identical twins have different fingerprints, and will not be mistaken for each other by BioStore. Occasionally someone's fingerprints may deteriorate because of exposure to some chemical products, and sometimes temperature changes can cause reduction in fingerprint quality. However, a cut finger would not cause any problem for BioStore, unless it resulted in major disfigurement.

Is there any alternative for students who are unable to provide biometric data for some reason, such as a disability?

Alternative identification methods can be used where students are unable to, or would prefer not, to provide biometric data.

If I object to my child being fingerprinted, what will happen?

The school will issue any student who wishes to opt out of the biometric system with an alternative method of identification.

PUPIL PREMIUM & FREE SCHOOL MEALS

Did you know that registering for Free School Meals brings extra funding that can be used to support your child in various ways.

Are you eligible for Free School Meals? You may be – check the eligibility list below.

If you are – PLEASE REGISTER NOW

Why is it important? Registering for Free School Meals is easy, totally confidential and will help us support your child through extra resources. It doesn't mean your child actually has to have free meals – that's up to you.

How does it work? If you are eligible and you register, the school is given extra money – it is targeted at helping children achieve their full potential. This is called Pupil Premium and helps us with targeted intervention, one-to-one tutoring, adapting timetables and much more.

Who is entitled to Pupil Premium Funding? In addition to those currently in receipt of Free School Meals, your child may also benefit from Pupil Premium if you answer 'yes' to any of the questions below.

Have you claimed Free School Meals within past 6 years?	Is the student a child of Service personnel or left the services within past 6 years?	Is the student a Looked after Child?	Has the student been Adopted from the care system or left the care of the Local Authority?
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What else do we do with the funding?

This year, we are working with parents and carers to:

- Help with the cost of school visits
- Support music tuition
- Subsidise or meet the cost of after school and out of school activities
- Arrange one-to-one tutoring
- Support with funding for school uniform

Pupil Premium funding and Free School Meals do not affect any other benefits you may be claiming. *Don't put-off registering. There is a real benefit to you and your child if you do this.*

Do you qualify?

The eligibility criteria for Free School Meals (FSM) was changed in March 2018. This letter explains these changes and how they may affect you.

What is the new eligibility criteria?

Children are entitled to receive Free School Meals if they or their parents or guardians receive any of these benefits:

- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The Guarantee element of Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

If your child is currently in receipt of FSM, be aware that most people won't be affected by the new criteria. If you're currently claiming FSM but don't meet the new criteria, your child will continue to receive FSM until the end of the Universal Credit rollout period, even if your earnings rise above the new threshold or you stop being entitled to Universal Credit. The rollout period is currently scheduled to end on 31st March 2022. Once Universal Credit is fully rolled out, your child will keep their FSM until the end of their current phase of education, which will be secondary.

Please act now to make sure your child doesn't miss out by completing the form in the Reply Booklet and return this to Sir Bernard Lovell Academy.

ATTENDANCE & PUNCTUALITY

Excellent attendance is one of the most important contributing factors to overall school success. We expect every student to aim for 97% attendance and look to better this for the majority of students. **This means taking no more than 5 full days off during the course of the year wherever possible.**

If a child is prevented for any reason from attending school, or is late, parents/carers are required to notify the Attendance Officer at the schools as soon as possible and **on each day of each absence.**

To report an absence or lateness:

Call 0117 4565900 and select '1' or email absence@sblonline.org.uk

It is essential and expected that parents/carers arrange routine medical appointment outside of the normal day in order to minimize the loss of learning time.

Attendance Procedures

Your child's tutor will discuss attendance every week during a designated attendance tutor session. Where a student has incurred absence during the previous week, this will be discussed with the tutor. Students who experience attendance difficulties will be offered prompt and appropriate support.

If your child's attendance falls below 95% you may be invited in to discuss this with the Pastoral Team, and possibly the Educational Welfare Officer.

If a student's attendance drops below 90%, they are considered by law as a persistent absentee. Whilst the school will always endeavour to work closely with parents/carers regarding the attendance of their child, persistent absence may lead to the Local Authority issuing a penalty notice of up to £120.

Where repeated illness is a clear reason for a pattern of absence we will require supporting information (for example repeat prescription information, medical appointment cards or other information from a health professional before absences are authorised.

Holiday in term time

In line with government legislation, the Principal will generally not approve holidays in term time. There are specific extenuating circumstances that may be considered and these will be considered on a case-by-case basis.

Punctuality

We expect students to be punctual to the school and to lessons. Students must arrive in school by 8.40 a.m. There is a breakfast club available in the school dining room from 8 a.m. every morning.

Arriving late can be unsettling for students and they may miss vital aspects of learning. Persistently late students will be dealt with in line with our behaviour policy.

BEHAVIOUR POLICY OVERVIEW

Introduction

Our aim is to establish the highest possible standards of behaviour at SBL Academy. This is important so that the Academy is always a warm, caring, friendly and happy place where learning can flourish and so that students can go on to meet their future ambitions.

At SBL we operate a 'Ready To Learn' style behaviour policy. Ready to Learn is a whole school behaviour and learning policy which covers all aspects of school life. All consequences are given through a central school system and are carefully monitored by the Pastoral Team, Behaviour Manager and senior staff.

Recognising when students get it right

A successful behaviour system must have a positive core. We operate a comprehensive rewards system by issuing House Points and positive acknowledgements in various ways. We celebrate achievement in all its forms – including academic success, extra-curricular engagement and service to the community. *See our full behaviour policy online for more details.*

Rules in the classroom

In each classroom we display 10 simple and clear rules that are designed to enable a purposeful learning environment.

If a student breaks one of these rules, an adult will tell them "you have a warning" and their name will be written on the RTL board. If they break a rule for a second time, they will be sent to the Isolation Room for 5 lessons. Students will access a supervised break and lunch session in the dining room.

Students remain in the Isolation Room until 3.05pm. The member of staff who referred them will talk with them to resolve the issue and move forward ready for the next lesson.

Parents/carers will receive a text message from the school if their child is sent to the Isolation Room.

Rules around school

At SBL, we expect all students to behave with respect at all times. This means moving around the school calmly, quietly and respecting each others' space.

To maintain a calm environment at break and lunchtimes we expect students to comply with 9 'Rules Around School'. There are no warnings for these misbehaviors – students will receive an 'Academy Detention'. These detentions are 20, 40 or 60 minutes depending on the rule that has been broken.

Parents will be texted 2 days before the detention and again on the day as a final reminder. If a student doesn't attend their detention, it will be rebooked with an increase of 20 minutes. If they miss their second chance detention they will be referred to the Isolation Room for 5 periods.

Rules relating to serious incidents

These are incidents which may warrant a parental meeting, Isolation, Fixed Term Exclusion, a governors' warning, or permanent exclusion.

See our full behaviour policy for the list of categories and descriptions.

Pastoral Care at SBL

Your son or daughter will be placed into a Year 7 tutor group at the start of the year. Each tutor group is assigned to one of our 4 houses; Atlas, Callisto, Europa or Titan. Students will see their tutor every morning for twenty minutes, to look after pastoral and academic needs. Your child's tutor will liaise with the Head of House and Deputy Head of House to resolve any problems that you may have. Learning Groups (subject lessons) are decided by the school.

Please encourage your child to view moving to secondary school as a time to meet new people and make new friends. To help students settle in, we will try to place them in a tutor group with someone that they already know.

To help in this process we ask parents to give the names of four children that your child knows and would wish to be with. **These names will not be treated in preference order.** We will do our best to ensure that s/he is placed with at least **one** of these peers, although we make no firm guarantees that this can happen.

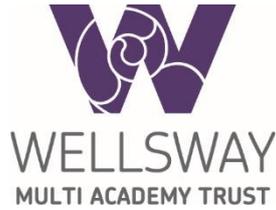
Please use the STUDENT INFORMATION FORM in the Reply Booklet to provide us with this key information.

It may be that your son or daughter is the only child coming from a primary school, or is in a school where a very small number are transferring to SBL. If this is the case, please do your best to indicate names of children we could pair your child with. We will be aware of your circumstances and will do our best to place your child sympathetically.

It really helps to know a little bit more about your child before they arrive at SBL. In order to help with this we invite parents, carers and students to jointly complete a short questionnaire. The information is not used in any formal way, other than to provide some basic information for the teachers who will be helping your child to learn.

Please use the STUDENT PROFILE form in the Reply Booklet to provide us with useful background information about your child's strengths and talents.





Privacy Notice

How we use pupil information

Following the introduction of a new data privacy law in the UK on 25 May 2018, Wellsway Multi Academy Trust has produced this Privacy Notice to make it easier for you to find out how we use and protect your information.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information
- Your photograph
- Biometric data for catering
- CCTV images

Why we collect and use pupil information?

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to facilitate catering arrangements
- to assist with personal and site security

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The EU General Data Protection Regulation 2016/679 (GDPR) including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the time specified in the Trust's data retention policy.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- the local authority in which the school is based
- the Department for Education (DfE)

See the [list of other third parties with which we may share pupil information](#).

South Gloucestershire schools only:

Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- who is involved in a child's care;
- any allergies they have;
- medications;
- recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
- diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant

information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit <https://www.connectingcarebnssg.co.uk>

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services;
- careers advisers;

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing [insert name of school administrator]. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers.

For more information about services for young people, please visit the website of the local authority in which your school is located.

The National Pupil Database (NPD)

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

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

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

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

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

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

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

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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

Requesting access to your personal data

Under data protection legislation, pupils and their parents have the right to request access to information about them that we hold. To make a request for your personal information, or to request access to your child's educational record, contact your school reception / administrator.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

- The WMAT Business Director (email - vmanuel@wellswaymat.com)



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