ROYTON & CROMPTON

Honesty • Excellence • Aspiration

E-ACT ACADEMY

E-ACT

Transition Booklet
Year 6 Students, Parents and Carers
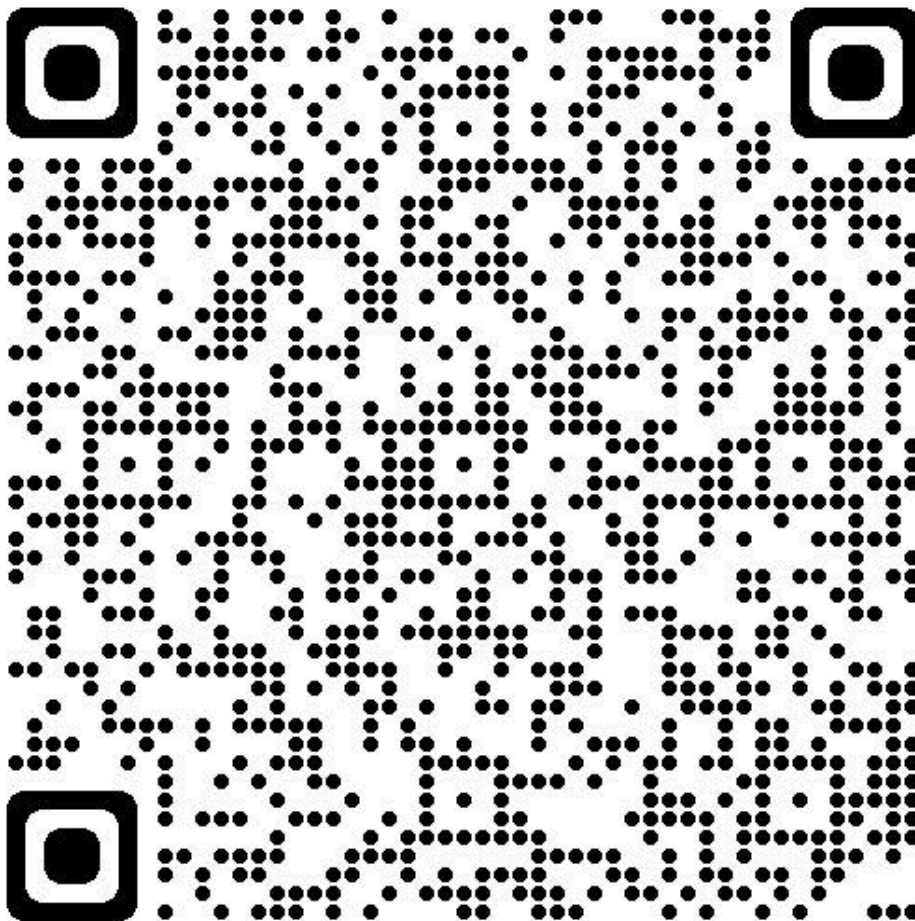
OPENING
MINDS
OPENING
DOORS

HONESTY   •   EXCELLENCE   •   ASPIRATION

Contents

SCAN THE QR CODE FOR MORE DETAILS

Home Academy Agreement

The Academy

The Academy will:
- Welcome, value and support our students as they make the transition to the world beyond our Academy to be global citizens.
- Provide an environment, a curriculum and opportunities, which enable students to be aspirational and fulfil their potential.
- Expect and reward excellence, honesty, conduct, presentation and attendance.
- Care for the wellbeing and safety of students by following policies, including those on Bullying and Child Protection.
- Be open and welcoming to all parents and carers, encouraging them to be involved in the life of the school, informing them about school matters and the progress of their young person.
- Provide regular updates on student progress and our interventions in place if required.
- Collaborate with external partners who can support students and parents/carers through the period of transition to the world of work, training and further education.
- Set and mark student's classwork and homework in line with the Marking Policy.
- Provide a rich extracurricular provision that will build students cultural capital and moral compass.

Signature

Parents/Guardians

We/I will:
- Support the vision, values of the Academy.
- Support the Academy policy on conduct and rules (Rewards and Sanctions).
- Ensure our/my young person attends school every day and is on time.
- Not book holidays/appointments during term time.
- Ensure that our/my young person adheres to the academy uniform policy.
- Work in co-operation with the school to resolve issues and problems that may arise and let the school know of any issues that might affect our/my young person's work, behaviour or attendance.
- Ensure that our/my young person completes all homework set and submits this on time.
- Encourage our/my young person to show kindness and consideration to others and to always behave appropriately.
- Attend parent's evenings and Annual Review Meetings, as well as an annual review meeting which will support the transition and progress of our/my young person.
- Treat staff with courtesy and respect and work as a team to deliver excellence.

Signature

Pupils

I will:
- Follow the Academy behaviour expectations and model excellence at all times.
- Model excellence at all times and put my learning first above everything else.
- Attend school regularly.
- Arrive on time every day and attend all lessons punctually.
- Always wear the correct uniform.
- Be friendly, co-operative, and thoughtful and aspire to be the change I want to see in the world.
- Always have the correct equipment for each lesson and be ready to learn.
- Always try to do my best in all lessons and complete all work on time.
- Aim high and aspire to achieve excellence.
- Involve myself in additional opportunities provided by the Academy.
- Respect the buildings and everyone in it.
- Report any bullying immediately.
- Ensure that any mobile phone/device is not seen or heard during the academic day.
- Embrace and model the student absolutes.

Signature

Data Collection Sheet

PLEASE COMPLETE ALL SECTIONS IN FULL

Pupil's Surname _____
Forename(s) _____
Date Of Birth _____ / _____ / _____ Gender: Male / Female Form _____
Legal Surname (If Different) _____
Siblings (Who Attend This Academy) _____

****

Contact 1 **Parental Responsibility?** **Yes / No**
Title: Mr / Mrs / Miss / Ms Relationship To Pupil: Mother / Father / Carer / Other _____
Surname _____
Forename(s) _____
Address _____
Town _____ Postcode _____
Does The Pupil Live At This Address? **Yes / No**
Home Phone _____ Mobile _____
Work Phone _____
Email Address _____
****

Contact 2 **Parental Responsibility?** **Yes / No**
Title: Mr / Mrs / Miss / Ms Relationship To Pupil: Mother / Father / Carer / Other _____
Surname _____
Forename(s) _____
Address _____
Town _____ Postcode _____
Does The Pupil Live At This Address? **Yes / No**
Home Phone _____ Mobile _____
Work Phone _____
Email Address _____

****

Meals Sandwiches / School Meal / Free School Meal (please circle)

Dietary Needs _____

Medical Practice _____

Medical Conditions _____

Disabilities _____

Allergies _____

Ethnicity _____

Religion _____

First Language _____

Home Language _____

Country Of Birth _____

Adopted from Care / Special Guardianship / Child Looked After _____

****

Signature of Parent / Carer _____

Date _____

Academy Meal Arrangements

Dear Parent/Carer,

The academy's catering service is provided by an external provider, Aspens, and full details of the new menus and range of food choices are available to all pupils are on the academy website. As part of this new arrangement, there is a cashless payment system which relies on biometric technology using numerical points of a finger image for the payment of food in our restaurants. This system provides parents with a convenient way of paying for and accessing a range of information on what their child is eating.

Pupils are recognised by the system using biometric imaging technology. The biometric system takes measurements of your child's finger image and converts these images to a template to be sorted by the system. An image of your child's finger is not stored. The template (i.e. measurements taken from your child's finger image) is what is used to permit your child to access the cashless catering system.

Parent/carers are able to enter payments onto the system using ParentPay, which is a national online facility, or pay by cash via the PayPoint. **Cash is not accepted in the restaurants.** However, we have two cash loader machines in the academy where pupils can top up their accounts manually with cash should you wish.

ParentPay allows parents/carers to top up their child's account online at any time, both quickly and easily with a credit or debit card to pay for academy meals. For parent/carers who prefer to use cash they can top up their child's account at local PayPoint store or manually in academy using the cash loader machines. Those parents who choose the PayPoint method will receive a payment card through the post should they request one.

To obtain an academy meal once a child's account has been credited pupils will simply place their finger on a scanner in one of the academy's restaurants, a display will then show the pupils name and current balance. A daily spent limit of £5 will be set for all pupils. For those pupils on free academy meals a payment of £2.10 will be added daily, this will be removed at the end of the day if it is not used.

Under the Protection of Freedoms Act 2012 (sections 26 to 28) academies are required to notify each parent of a child and obtain the written consent of at least one parent in order to use a child's biometric information for the cashless catering system. You child may object or refuse to use the biometric system should they wish. You may withdraw consent at any later stage. However, without using the biometric system pupils will be unable to purchase food or drinks in the academy.

You should note that the law places specific requirements on academies when using personal information, such as biometric information.

(a) The academy CANNOT use the information for any purpose other than those for which it was originally obtained and made known to parent(s)
(b) The academy must ensure that the information is stored securely
(c) The academy must tell you what it intends to do with the information
(d) Unless the law allows it, the academy cannot disclose personal information to another person/body.

The academy is happy to answer any questions you or your child may have. If you require any further information, please contact the academy via the academy email address or main academy number.

Should you wish your child to have a meal or access any of our catering provision, it is important that you sign, date and return the Biometric Parental Consent Form and return to the academy.

BIOMETRIC CONSENT FORM

Please complete this form **if you consent** to the academy taking and using information from your child's biometric finger image as part of an automated biometric recognition system. This biometric information will be used by Royton & Crompton E-ACT Academy for the purpose of our cashless catering system.

In signing this form, you are authorising the academy to use your child's biometric information for this purpose until he/she leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the academy.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the academy.

_____

Having read guidance provided to me by Royton & Crompton E-ACT Academy, I give consent to information from the biometric finger image of my child;

Pupil name …………………………………………………………………….

Form group ……………………………………………………………………

Being taken and used by Royton & Crompton E-ACT Academy for use as part of an automated biometric recognition system for the purpose of the Academy's cashless catering system.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer: ……………………………………………………………….

Signature: ………………………………………………………………….

Date: ………………………………………………………………….

E-ACT Photography Consent Form

E-ACT uses photographs and videos of pupils and parents in lots of different ways. The purpose of this form is to explain our practices in this area and also to ask for your consent for certain uses of photographs and videos.

HOW E-ACT AND OUR ACADEMIES USE PHOTOGRAPHY AND VIDEO OF PUPILS AND PARENTS
Because we consider that using photography and videos in the following ways is more privacy intrusive, we are asking for your consent for this first.

Please circle the following boxes to indicate whether you consent to the particular uses below:

I/We consent to E-ACT:

Publishing photographs and videos on the E-ACT website and on the website of my academy: **YES / NO**

Publishing photographs and videos on social media: **YES / NO**

Publishing extra information alongside photographs and videos such as pupil names and evidence of achievements. This applies to the website, social media and printed material: **YES / NO**

Allowing my child's name and photograph to appear in a local newspaper, for example in connection with a story about my academy: **YES / NO**

YOUR CONSENT

- There is no obligation on you to consent if you don't want to.
- If you change your mind you can withdraw your consent by informing your academy.
- If you withdraw your consent, then we will do what we can to stop using the photograph or video as soon as possible e.g remove it from our website. However, for certain uses this will not be possible e.g. where it has been published in our prospectus and this has been printed and is currently in circulation.

Pupil's Name: _____

Pupil's Signature: _____

Parent/Carer Name:_____

Parent/Carer Signature:_____

Date: _____

For more information about how E-ACT may use your child's information, please see our Pupil & Parent Privacy Notices which are published on the E-ACT website:
 www.e-act.org.uk
If you have any concerns about us using photographs and video please contact the academy.

PHOTOGRAPHS AND VIDEOS FOR TEACHING RELATED PURPOSES

Please note that we do not seek consent before using photographs and videos which will be used for teaching purposes. For example, we do not seek consent before taking or using photographs or videos:

- To help with learning, such as when we record a Drama lesson.
- As part of our internal admin processes. For example, to help a teacher recognise a pupil if covering a lesson for a colleague.

USING PHOTOGRAPHS AND VIDEOS IN CONNECTION WITH PUBLICITY

Similarly, as a general rule we do not seek consent before using photographs and videos for the purpose of promoting E-ACT or your academy or for celebrating success stories. For example:

- We will often include 'good news' stories concerning pupil achievements in parent and staff newsletters. As part of this we may publish pupil names and photographs alongside stories.
- We may use photographs in our prospectus. For example, a photograph showing a teacher and a number of pupils in a classroom setting. We will not include names or any other information about the pupil alongside the photograph unless you have consented.

If you **DO NOT** want E-ACT or your academy to use photographs and videos as described above, please contact your academy in writing.

Technology and Network
Acceptable Use Policy (Pupil)

Royton & Crompton Academy is committed to providing advanced technology resources and access to learning opportunities for our students. These resources are to be used only for educational and communication purposes. The academy offers these resources with the recognition that access to the network includes risks with the benefits it offers.

While the Internet has many sources of excellent information that are useful to our curriculum, it also has sources of information that are inaccurate, inappropriate or offensive. There is also the potential to commit illegal acts on a network or the Internet. Royton & Crompton Academy working very hard to make a safe e-learning environment but it is impossible for Royton & Crompton Academy to guarantee that no student will ever access these sources, either deliberately or inadvertently.

Therefore, Royton & Crompton Academy's Acceptable Use Policy has been prepared for all users of our network and computing resources. Users must conform at all times to the following policy. A "user" refers to any pupil using Royton & Crompton Academy's computing facilities.

Ethical Use of Computer and Network Resources

Proper Uses

A pupil may connect to and use Royton & Crompton Academy's computing and networking resources only for the purposes related to the pupil's studies. All other uses are prohibited at all times.

Royton & Crompton Academy Expectations

Above all else, pupils are expected to use any computer technology in a way that will not disrupt its use by others and that does not contravene any of the academy's policies or procedures. Pupils are expected to voluntarily limit searches to topics and sites that are deemed appropriate, to "logout" properly, and to report information relating to or in support of improper or illegal activities to the academy teacher immediately.

If you are aware of any breaches of this policy or have seen or been given any distressing or illegal material then it is your responsibility to inform a member of staff immediately or use the anonymous reporting concern tool on your computer.

During the academy day, teachers will guide pupils towards appropriate materials. Outside of the academy, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

Improper Uses

Acts inconsistent with ANY of the academy's policies are considered improper uses of the academy's computer and network resources.

Unlawful Use

Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel.

Intentionally destroying or damaging equipment, software or data belonging to Royton & Crompton Academy or others. Intentionally disrupting electronic communications or monitoring them without authorization. Copying copyrighted material without permission.

Unethical Use: some of these may also be illegal

Violating computer system security, software license agreements or another user's privacy. Posting, e-mailing or transmitting, abusive, threatening, obscene or harassing materials. Posting, e-mailing or transmitting, images or audio recordings not authorized by the owner.

Using academy facilities for commercial purposes without the permission of the management. Using computer telecommunication facilities so as to impede or disrupt computing activities of others, distribution of unsolicited advertising, chain letters, mail bombing; phoning or message broadcasting after a recipient has requested that they stop using without permission, computer accounts or network identification numbers (IP addresses) that are assigned to others.

Harassment

The user should not use Royton & Crompton Academy's technological resources in a manner that is harassing to others. This includes cyber bullying, posting images or e-mail messages that intentionally cause discomfort to others. In addition, displaying images, sounds, or messages on a computer in a public area that causes discomfort to others who share that area is prohibited. Users should assume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

Privacy

No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords or data belonging to other people whether at the academy or elsewhere, unless specifically authorized to do so by those individuals. Users should also understand this also includes taking digital pictures or audio recordings of staff and students without their permission and using them or transmitting them to others in any way.

Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security procedures the users themselves follow. A System Administrator may assume access rights to a user's private files, when required for maintenance of the academy's computer resources, in emergencies, or in the course of investigating possible wrongdoing.

In addition, Royton & Crompton Academy use monitoring/remote access software to help pupils' during the lesson, identify viruses, excessive bandwidth use, inappropriate use of internet and technology. We also log users' activities like login and logout time, applications used and internet usage. User should assume nothing on our network is private, and that they should not keep personal or inappropriate content on academy computer equipment.

System Security

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper and secure password. Passwords should never be shared. A forgotten password or unauthorized use of a password should be reported to your class teacher. Attempts to access information, files or system areas that are beyond the level of security that a user has been granted will be considered a forfeit of system privileges.

E-Mail

Use of email by an academy pupil is permitted and encouraged where such use is suitable for study purposes and supports the goals and objectives of the academy and its study units. You should not open any hyperlinks in emails or attachments to emails unless the source is known and trusted. If in doubt mark the email as "Spam" and delete it.

Email is to be used in a manner that is consistent with the academy's standards of learning conduct and as part of the normal execution of a pupil responsibility. Email by a pupil to a member of staff must only take place within the confines of the academy email system. Emails that are unrelated to learning activities or for personal gain are unacceptable.

Vandalism

Creation, modification or transmission of any software having the purpose of damaging computer systems or files (e.g., computer viruses) is prohibited. All software and files downloaded will be systematically checked for viruses before they are used on Royton & Crompton Academy's systems.

Any malicious attempt to harm or destroy data of any person, computer or network linked to the Royton & Crompton Academy is prohibited. Intentionally destroying or damaging equipment, swapping keyboard keys and disconnecting network/mains cables are prohibited.

Viruses

Viruses are unauthorized computer programmes that may destroy or damage computer files on an infected computer. Users should be aware of the possibility that a virus may be located in any file or disk obtained from a third party. For this reason, users must obtain the permission of the class teacher before loading any data onto an academy computer.

ACCEPTABLE USE POLICY AGREEMENT

PARENT OR GUARDIAN:

I, as the parent or guardian of this pupil acknowledge that I have read and understand the Royton & Crompton Academy's Computer and Network Acceptable Use Policy and I understand that violations of this Policy may result in the Academy rescinding his/her Royton & Crompton Academy's Internet and academy network privileges, and may include additional disciplinary action.

I understand that a copy of this agreement will be kept on file at the academy.

PARENT/GUARDIAN: _____

SIGNATURE: _____

DATE: _____/_____/_____

PUPIL:

I, the Royton & Crompton Academy User, by using the academy network, acknowledge that I have read and understand the Royton & Crompton Academy's Computer and Network Acceptable Use Policy and I understand that violations of this Policy may result in some of following sanctions;

- The Academy rescinding temporary or permanent my Royton & Crompton Academy's Internet and academy network privileges.
- Your parents/carers will be informed.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

PUPIL'S FULL NAME: _____

SIGNATURE: _____

DATE: _____/_____/_____