



King's Academy Binfield

Welcome to King's Academy Binfield

.....
Please complete and return this booklet to your child's tutor.

**This Admission Booklet is also available on our website
<https://www.kgabinfoield.uk> under Join Us**

Admissions Booklet 2018/19

Student Name:

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**Please complete all sections of this booklet as appropriate
and return to your chld's tutor**



King's Academy Binfield Home School Agreement

Working in Partnership

As a Parent/Carer, I/we will:

- ensure that my/our son/daughter attends academy regularly, in full correct uniform, on time and properly equipped
- avoid making routine appointments for my child during school hours or family holidays or days out in term time
- fully support the staff and policies of the academy in maintaining good behaviour and discipline during the academy day and on the journey to and from academy
- contact relevant academy staff with concerns as they arise and report student absence promptly
- treat all staff with respect, work closely with them and attend consultations as arranged
- support my/our son/daughter with their extended learning and check/sign planners regularly
- support all opportunities for learning, praise good work and special achievements
- support my son/daughter's endeavours to uphold the academy's core values of determination, aspiration, respect and enthusiasm.
- ensure that my son/daughter respects all those within the academy community, academy property, the property of others
- discourage my/our son/daughter to bring valuable personal items to school, understanding that the academy is not liable for the cost of any personal property brought onto the academy site which is lost, stolen or damaged
- positively encourage my/our son/daughter to lead an active, healthy lifestyle and make the most of extra-curricular opportunities
- refrain from phoning or texting my child if it is necessary to contact him/her during the academy day, but will ring reception and allow them to pass on my message
- inform the academy of all up dated contact details/changes.

Signed **Parent/Carer** Date

As a STUDENT, I will:

- attend academy regularly, in full correct uniform, on time and properly equipped
- accept the academy's expectations and sanctions concerning work and behaviour
- respect all those within the academy community, academy property and the property of others showing courtesy, common sense and cooperation.
- improve my existing talents and develop new ones by setting targets and working hard to achieve them
- endeavour at all times to uphold the academy's core values of determination, aspiration, respect and enthusiasm.
- use my Student Planner to organise all extended learning which I will complete and hand in on time
- endeavour to participate in a range of extra-curricular activities, academy events and active citizenship opportunities
- ask for support and advice if needed and offer help and support to others
- not respond to or make text or phone calls during the academy day.

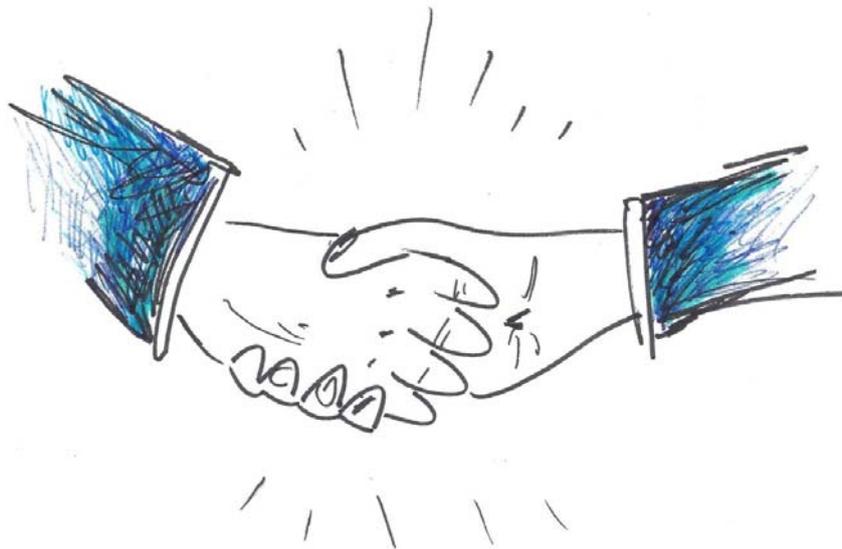
Signed **Student** Date

As a ACADEMY, we will:

- deliver high quality education in a safe and secure environment
- consistently monitor achievement, attendance, punctuality and uniform contacting parents/carers if there are concerns
- set, assess and monitor extended learning projects and assignments
- ensure that every individual within the academy community has the right to pursue their full potential without prejudice
- communicate student's progress through consultation evenings and academic monitoring
- encourage, recognise and celebrate each student's success
- keep parents/carers regularly informed about academy events and encourage them to take an active role within the academy
- deal quickly, sensitively and effectively with enquiries from students and parents/carers.

Signed **Principal** *Sarah Howells*

Date: September 2018





Sex and Relationships Education

Sex and relationships education is an important part of the Personal Development Curriculum at King's Academy Binfield and nationally. In Years 7 to 9 (Key Stage 3) students are taught about the physically, psychological, social and emotional changes at puberty (including menstruation in girls); different types of contraception methods; STIs, causes and symptoms; the law regarding sexual relations; and sexual consent, among other things. In Years 10 and 11 (Key Stage 4) students are taught about safe relationships in which topics in Key Stage 3 are reinforced and built on. An important aspect of these lessons deals with students' questions about what makes a healthy friendship and relationship and to be aware of the signs of corrosive and negative relationships. The academy views sex and relationship education as a vital element in a student's ability to manage risky situations and live healthy and safe lives in adulthood.

Parents have the right to withdraw their child from sex education within the Personal Development Curriculum (other than sex education in the National Curriculum as part of Science) up until the age of 15.

Sex Education Consent

I consent to my child receiving sex education as part of the Personal Development Curriculum.

Student Name

Parental Signature.....

Parental Name (please print)

Date.....

You have the right to withdraw your consent at any time. If you wish to do so, please contact your child's tutor.



School Trips/Sport Fixtures

I give permission for my child:

Student Name (please print).....

to participate in local trips and away sports fixtures as these arise.

Trips necessitating further travel are dealt with separately.

All reasonable care will be taken of your child during the visit/fixture but please ensure that your child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed. If your child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/fixture. In such a situation the school will not be required to refund any money.

Signed.....

Parental Name (please print).....

Date.....

Publicity/Photograph/Filming Consent

We like to publicise events, visits and a lot of the exciting work we do at King's Academy Binfield. We may take photographs of the students involved and use these images in our prospectus, in articles in the local newspapers, our website, academy media accounts or on display boards within the school. We may also make video recordings for school events such as drama productions and dance shows, and may make these recordings available for parents and carers to purchase.

King's Academy Binfield may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Where appropriate, we may add the name of the person featured in the photograph/film, for example in the newsletter to parents if the student has won an award.

We will not include personal email or postal addresses, telephone or mobile numbers on our website or in printed publications.

We will expect to be able to use photographs/films for a minimum of three years to a maximum of ten years from the date of signing this form.

If third party organisations we visit, or visit the school wish to take photographs, we will ask them to provide their own consent reply form. Please note that photographs may be taken at public events/performances by third parties, this beyond our control.

To comply with the Data Protection Act 1988 and the General Data Protection Regulations which come into effect on 25 May 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Please answer the questions below, then sign and date the form where shown:

May we use your child's photograph in printed and promotional materials, eg leaflets, prospectus, booklets, posters, DVDs and on project display boards?	Yes / No
May we use your child's image on our school website and/or our sister King's Group Academies websites and/or Bracknell Forest Council website?	Yes / No
May we use your child's image in exhibitions/displays not within school premises?	Yes / No
May we record your child's image on video?	Yes / No
Do you consent to your child's image and name being published with a press photograph?	Yes / No
May we use your child's <u>work</u> on our website/social media pages / project display boards?	Yes / No
May we use your child's image in a strictly positive way on social media, Twitter, Facebook and Instagram?	Yes / No

Signed.....

Name (pleaseprint)

Date

You have the right to withdraw consent at any time. If you wish to do so, please contact reception.

Medical Information

Please list any medical conditions, allergies, disabilities or any other matter the school needs to be aware of. For anything significant, we will send you another form to give us further details and if necessary ask you to complete an individual Health Care Plan with Mrs Phillips.

Asthma (please tick)	<input type="checkbox"/>
Allergies (please tick)	<input type="checkbox"/>

Please give brief details of allergies.

Other Conditions (please give brief details).

If your child has asthma, diabetes, anaphylaxis or epilepsy and is in need of an inhaler, insulin, epipen etc, they need to carry this with them and we need to keep a spare in the medical room in the original pharmacist's container. Make a note of the expiry date and ensure they are replaced in good time; this is a parental responsibility. A text alert service is now available to inform you of the medication's expiry date, please ask your doctor/pharmacist to set this up.

Any prescription medicines to be administered during the school day must be supplied to us in the original pharmacist's container and be accompanied by a parental agreement for administering medication form which can be collected from the school reception.

Paracetamol and anti-histamine (for allergic reactions and anaphylaxis only) will be kept in school and can be administered with parental permission. The school does not administer anti-histamine for hayfever. This can be given by the parent/carer before school starts.

In the case of administering the occasional dose of paracetamol under limited circumstances (if they get a headache, or any other type of mild to moderate pain), we will stick to the directions on the original packaging, which tell us the correct dose to give.

Obviously, we would not keep them in school unnecessarily if they were very poorly and would contact you if needed. If we did give them any paracetamol during school time, we would let you know about this by noting it in their planner.

With paracetamol, there needs to be a minimum of 4 hours in between doses, hence if we

needed to give them any paracetamol within 4 hours of when they first arrived at school, we'd contact you to ask if they'd already had any paracetamol that morning (including paracetamol contained in any cough or cold treatments they'd had that morning).

Travel sickness medication on school trips can be administered if provided. Any other medicine would need to be obtained on prescription from your doctor for us to store and administer at school.

Medical Practice Detail

Name of Doctor (if known).....

Medical Practice.....

Address.....

.....

Telephone Number.....

Medical Consent

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's medical records. If further information is required we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss. Each time the school administers medication, a note will be written in your child's medical records for your information.

The consent will last for the duration of my child's time at King's Academy Binfield:

Students Name	D.O.B.
Gender	Tutor Group (if known)

I give consent for the school to administer the non-prescription medications as below:

I give permission for the school to administer paracetamol if required	Yes / No
I give permission for the school to administer anti-histamine in the case of an allergic reaction	Yes / No
I give permission for first aid or urgent medical treatment whilst in the care of the academy; during the school day or on a trip/event	Yes / No

I confirm that I have administered these medications in the past without adverse effect and I will keep the school informed of any changes to this consent.

Signed.....

Name (please print)

Date.....

During the course of the school day we will do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting your child's welfare. This may require us to seek medical care for your child and in the case of being unable to contact you, accompanying your child to a hospital/medical practice. There may also be occasions where to protect the vital interests of your child or to make provision of medical care/treatment or to prevent unintentional harm to your child the school will share medical information with a third party e.g. making school canteen staff aware of food allergies. Under any other circumstances your explicit consent will be sought before the school discloses medical information.

I consent to my child receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present, in his/her best interests.

I am aware that where necessary to protect the vital interests of my child and to prevent unintentional harm to my child, medical information about my child will be disclosed to a third party.

Name of Child.....

Signed.....

Name (please print).....

Date.....

You have the right to withdraw your consent at any time. If you wish to do so, please contact reception.

Cashless Canteen

King's Academy Binfield runs a cashless canteen and an online payment system.

We use ParentMail, an Internet payment system to enable you to pay for school dinners as well as trips, books and other equipment available from school online. This gives you the option of paying online by debit or credit card in the convenience of your own home.

Similar systems are installed in many schools nationally, bringing a number of important benefits:

- Simple to use web interface
- Parents can view their payment history online
- Reduced risk of students losing cash

Before the start of the new term you will receive a letter detailing your user name and initial access code along with clear instructions on how to use the system for the purchase of food and payment of trips etc. You will be able to upload funds onto your account on the 1st day of term and then onwards in readiness for the start of term.

Please note: We will accept cash for the first week only but from then on all transactions must be made on line.

Benefits of this technology:

- As each child pays the same way no-one knows who has or is entitled to receive a free school meal (FSM) allowance which obviously removes any associated stigma. However, if your child is entitled to a free school meal but does not take up that meal, the funds will not be carried forward to another day. They can still add cash to their account for any purchases above their FSM allowance.
- By ensuring that all money is loaded to an account your child will be unable to make purchases off site at local shops for the undesirable items such as sweets, fizzy drinks etc. that affect their concentration and learning.
- Removes many of the associated issues found when using cash in schools, i.e. theft.
- Children having control of their own account helps them to learn important life skills.
- All transactions are recorded by day, child, food type etc. So, we can produce a report to show you what your child has eaten and when.
- Cashless catering has the added benefit of speeding up the lunch time queues and most importantly ensuring that your child eats a good meal in the school canteen every day.
- A daily spend limit of £5 has been programmed into the system but this can be increased or decreased by making a written request to the school.

You will be able to check the balance on the canteen account on-line and top up when necessary. It is usually best to top up before the account goes overdrawn but payments can be added on the day your child wishes to use the funds.

Overdrafts will not be allowed unless in exceptional circumstances. In such circumstances students should go to reception to discuss the situation. The school would not want students to go without something to eat during the school day but it is the responsibility of parents/carers to ensure that their child has sufficient funds in their account or to contact the school if there is a problem. If the school allows any debt for exceptional circumstances, then this should be paid as soon as possible as no further debt will be allowed.

Please do not hesitate to contact us if you have any queries.

CRB Cunningham Education Solutions

Headley Technology Park
Middle Lane, Wythall
Birmingham, B38 0DS

Tel: 0333 014 3065

E-mail: info@crbcunninghams.co.uk**Wednesday, 04 July 2018**

What Are Biometrics?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include finger image, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.



The history of biometrics

Once the domain of the local constabulary, biometric technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of finger images as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favour commercially.

Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.

Impact Biometrics is coming to King's Academy Binfield



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image.

The future is in your hands!

Frequently Asked Questions

Why do you need to take my child's finger image?

By taking an image of your child's finger we can turn this information into a digital signature.

Can finger images be used by any other agency?

No, the software we use turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

What happens when my child leaves the School?

When a student leaves school all data can be deleted very easily.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

Impact Biometrics Opt-In form

I **do** wish my child to be included in the Impact Biometric registration process

Name of Pupil: _____

Year: _____

Class: _____

Name of guardian or parent: _____

Signed _____

Please fill in this form and return to the school office

Permission for Duplicate Reports

Duplicate reports are available for any person with parental responsibility.

Please give details if a second report needs to be sent to a parent living at a separate address.

Name of Student

Name of Second Parent/Carer

Address of Second Parent/Carer:

.....

.....

Postcode:.....

Email:.....

Parent/Carers/Signature:

.....

Date:.....

King's Academy Binfield

Acceptable ICT Usage Policy for Students

Date: July 2018

This document is a guide to young people to be responsible and stay safe while using the Internet and other communication technologies. It clearly states what use of computer resources is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents/carers or, in the event of illegal activities, contact with the police.

- I will only access the academy network through my authorised username and password. I will not use the passwords of others.
- I will not use the academy IT systems for personal or recreational use, for on-line gaming, gambling, internet shopping, file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programmes on any academy computer or try to alter computer settings.
- I will only use my personal hand held devices (e.g. mobile phone/ipod) in the academy at times that are permitted. This could involve commuting to and from the academy, or to contact parents after participation in an extra curricular activity. When using my own devices, I understand that I have to follow the rules set out in this document.
- I will carefully write email and other on-line messages making sure the language I use is not strong, aggressive or inappropriate and shows respect for others. I am responsible for the emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation who has sent them.
- For my own safety and that of others, I will not disclose personal information about myself or others when on-line. I will not arrange to meet 'on-line friends' unless I take an adult.
- I will not take, or distribute, images of anyone without their permission.
- I will only use chat and social networking sites with permission and at the times that are allowed.
- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video. I will only use the work of others found on the Internet in my own work with their permission.
- I will take care to check that information I find on the Internet is accurate and understand that some work found on the Internet can be untruthful or misleading.
- I will immediately report any damage or faults involving IT equipment however this may have happened.

Signed

Date

Print Name:

Class/Tutor Group

King's Academy Binfield students must also have the signature of a parent or carer who has read this agreement.

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet Service Provider and King's Academy Binfield operates a filtered service, it is impossible for King's Academy Binfield to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to King's Academy Binfield to permit my child access to electronic information services and I certify that the information given on this form is correct.

Signature.....

Name (please print)..... Date.....

HOMEWORK

Homework or independent study will take many different guises at King's Academy Binfield, ranging from long term independent projects to revising for tests and exams to short pieces of work to reinforce learning. We expect all students to complete all pieces of homework set.

Homework will be recorded initially in the Student Planner, but we will soon be using Google Applications to record, submit and give feedback on homework.

To help us in our planning we would be grateful if you could indicate whether you have online access at home.

We currently **do** have Internet access at home

We currently **do not** have Internet access at home

Student Name

Signature: Date:

Locker Leasing



Lockers are available for an annual leasing charge of £5 per year plus a £10 refundable deposit. There will be an option each year to renew the lease of the same locker. The deposit is refunded on return of the locker key and if the locker has not been damaged through misuse.

If the student loses their locker key we ask that you pay £3 for a replacement key.

Payment will be available on 'ParentMail' in September.