



ENDEAVOUR
LEARNING TRUST



BURSCOUGH
PRIORY ACADEMY

YEAR 7 INDUCTION FORMS

June 2023



Forms to Be Completed in This Booklet and returned to school at your earliest opportunity

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Welcome to Burscough Priory Academy

We are very excited that your child will be joining our school community. We know that they will enjoy their learning journey with us.

We need some information from you, so could you please follow the steps in this booklet and return the completed booklet in the self-addressed envelope.

To ensure a smooth transition for your child it is essential that all forms are completed, signed and dated and returned to school by the requested date. Please note that some forms need to be signed by both parent and student.

Personal Data

Burscough Priory Academy collects and uses personal data in order to meet the legal requirements and legitimate interests set out in the GDPR and UK law. The data collected will be used to meet legal requirements, support student learning and provide pastoral care.

Burscough Priory Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Collection Policy and records are only kept for as long as is necessary to fulfil the purpose for which they were intended. For further information please see the [Privacy Notice for Students at Endeavour Learning Trust](#), which accompanies this pack, and is also available on the website.

Students have the right to: be informed about the use of their personal data; access the data the school holds; request data is amended if it is inaccurate or incomplete; request data is erased where there is no compelling reason to continue processing it; request data is restricted and object to the processing of their personal data. Where the processing of data is based on consent, as a parent at Burscough Priory Academy you have the right to withdraw this consent at any time.

Parents are requested to keep school up to date with any changes to contact details and medical information. Please let us know of any changes by contacting the General Office on 01704 893259 or via email on enquiries@burscoughprioryacademy.org



Answering Your Questions

With this 'Year 7 Induction Forms' booklet you should also have the following,

- Year 7 Induction Information Booklet;
- Bus Information Booklet;
- Privacy Notice for Students at Endeavour Learning Trust;
- Lancashire County Council Free School Meals and Pupil Premium Form;

Policies

All school policies are available on the website [Home / Our Academy / Policies](#)



Burscough Priory Academy Home/School Agreement

At Burscough Priory Academy we are very fortunate to have supportive parents who recognise that educating young people is a process that involves a strong partnership between home and school, positive working relationships and clear lines of communication. The aim of this home-school agreement is to work together to ensure a safe and positive school environment.

‘Great schools at the heart of our communities’

Our Schools are driven by our Trust values:

Truly Collaborative - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve

People Centred - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest

Inclusive - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best

Unique - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools

Aspirational - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

Parent Responsibilities:

I/We agree to

- Ensure that my child arrives at school on time at 8.45am and that they are prepared for lessons that start at 8.50am;
- Ensure that my child wears full school uniform appropriately;
- Ensure that my child attends regularly and report absence promptly via ClassCharts.
- Attend Tutor and Subject Consultation Evenings to discuss my child's progress;
- Support my child with the organisation and completion of homework;
- Support and reinforce the school's policies and guidelines for behaviour and regularly review my child's achievements and behaviours through the school's ClassCharts system;



Burscough Priory Academy Home/School Agreement

- Let the school know about any concerns or problems that might affect my child's work, welfare or their behaviour;
- Work together with academy staff for the benefit of children. This includes approaching the school to make appointments to discuss and resolve any issues of concern;
- Park with consideration and respect for others when delivering and collecting children from school.

Student Responsibilities:

I agree to:

- Attend school regularly aiming to achieve an attendance of 98%;
- Arrive at school on time before 8.45am;
- Be fully prepared for lessons with the correct equipment;
- Wear school uniform properly and be tidy in my appearance;
- Adhere to the school rules and procedures;
- Do all my classwork and homework to the best of my ability and hand it in to meet the deadlines set by staff;
- Be polite and considerate to others in the school community;
- Respect the school environment and its wider community;
- Strive to reach my individual targets.

Social Media:

Social media and social networking sites play an important role in the lives of many youngsters. This agreement gives clarity to the ways in which social media is used by students, school staff and parents at Burscough Priory Academy.

- Parents should make complaints through official school channels rather than posting them on social networking sites. Parents who do this will be requested to attend a meeting at which the relationship between school and home will be discussed and parameters set;
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community. In the event that any pupil or parent/carer of a child educated at Burscough Priory Academy is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any parent/carer or pupil removes such comments. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites;
- Cyber-bullying and the use by any member of the school community to humiliate or intimidate another by inappropriate social network use will be dealt with as a serious incident of bullying.



Burscough Priory Academy Home/School Agreement

In order to support a calm and safe school environment, the school does not tolerate:

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- Using loud and/or offensive language;
- Threatening harm or the use of physical aggression towards another adult or child;
- Approaching someone else's child in order to discuss or chastise them;
- Physically damaging or destroying school property;
- Abusive, threatening, malicious or inflammatory emails, phone or social network messages;
- Smoking, the consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The behaviours on school premises will be reported to the appropriate authorities and Local Academy Councillors may prohibit an offending adult from entering the school grounds to safeguard our school community.

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Tutor Group: _____



Parental Consent for the Use of Biometric Information in School

In order that we can protect your child's interests, and to comply with the Protection of Freedoms Act 2012 and the Data Protection Act 2018, please complete this form to confirm or decline your consent to the school taking and using information from your child's fingertip as part of an automated biometric recognition system. This biometric information will be used by Burscough Priory Academy for the purpose of the Cashless Catering system provided by Biostore.

If consent is given, you are authorising Burscough Priory Academy to use your child's biometric information for this purpose only until he/she either 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 to the Academy main office.

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

Student's Name: _____

Tutor Group: _____

Having read the guidance provided to me by Burscough Priory Academy,

- ☐ **I give consent**
- ☐ **I do not give consent**

to information from the fingertip of my child being taken and used by Burscough Priory Academy for use as part of an automated biometric recognition system for a Cashless Catering system for which this data will be used.

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

Parent Name: _____
(Block capitals please)

Signature: _____

Date: _____



Network Use Permission Form

Please refer to the [Endeavour Learning Trust Acceptable Use Policy](#) on the Academy website

I have read and understood the Acceptable Use Policy and as a school computer user, I agree to comply with all associated policies.

For Student & Parent Use:

Student Name _____

Student Signature _____ Date: _____

Parent or Guardian (applicable to users aged 16 and under)

I have read and understood the Acceptable Use Policy. As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use school computers, electronic telecommunications, email, school apps, the Academy wireless network and the Internet according to this policy. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature _____ Date _____

For Staff Use ONLY:

Staff/Trustee/LAC _____

Signature _____ Date: _____

For Office Use:	
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Username	
Tutor Group (if applicable)	
Job Title (if applicable)	



Parental Agreement for School to Administer Prescribed Medicine

Burscough Priory Academy will not administer prescribed medicine unless you complete and sign this form

Name	
Tutor	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – yes/no	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	
Telephone	
Relationship to Student	
Address	

I understand that I must deliver the boxed medicine personally to the General Office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ Date _____



Music Lessons – Expression of Interest

As you are aware, your child will study Music as part of the National Curriculum at Burscough Priory Academy. In addition to the timetabled music classes there is also an exciting opportunity for your child to take part in additional music lessons during school time. We are extremely fortunate to be able to offer lessons on the following: guitar, ukulele, piano, keyboard, vocals, drums, violin, viola, cello brass instruments and the flute, oboe, clarinet, saxophone and bassoon. In some cases, instruments are provided with the lessons. This is a fabulous opportunity for your child.

Lessons take place during the school day and we operate a rotating timetable so that pupils do not miss the same lesson every week. The fees for these extra music lessons are paid at the start of each term and the providers will give you details of the costs involved.

Tuition	Provider
Guitar and ukulele	Simon Webster
Piano and keyboard	Adam Christopher School of Excellence
Drums	Adam Christopher School of Excellence
Singing	Adam Christopher School of Excellence
Brass – trumpet, trombone, French horn and tuba	Lancashire Music Service
Woodwind - flute, oboe, clarinet, bassoon and saxophone	Lancashire Music Service

In addition to the lessons featured above, there are further opportunities for your child to be involved in musical activities both at lunchtime and after school. These are advertised on the school noticeboards and the website.

If you are interested in any of the lessons listed above, please complete this form. You will then be contacted directly by one of our music tutors at the start of the autumn term with the details and costs. No other data other than that provided on the reply slip will be shared with the provider and we will make it clear they should not use the data for any other reason.

There may be some financial assistance that the school can offer for students in receipt of free school meals. Please contact the school if you would like to know more.

If you have any further questions regarding these extra music lessons, please do not hesitate to contact Mrs Nelson at enquiries@burscoughprioryacademy.org

Student name: _____ Tutor group: _____

I am interested in my child participating in an additional music lesson.

Please indicate the instrument or voice: _____

Parent email address to be forwarded to music tutors: _____

Signed: _____ (Parent)

Date: _____



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