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### **Welcome to Burscough Priory Academy**

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

This booklet and all of the accompanying documents contain all of the information you will need to assist with your child's transition to Burscough Priory Academy. This includes all of the necessary forms.

### **Answering Your Questions**

Along with this booklet you should also have:

- Burscough Priory Academy Forms Booklet.
- Bus Information Booklet.
- Privacy Notice for Students at Endeavour Learning Trust.
- Lancashire County Council Free School Meals Form

#### **Policies**

All school polices are available on the website Home / Our Academy / Policies





### **School Uniform**

Our school uniform is important to us. It is one way in which we identify ourselves as a school family and it promotes a strong, cohesive school identity which supports high standards and expectations in all areas of school life. It promotes a genuine sense of readiness to work and a focused frame of mind.

For full details of the school uniform and the way in which it should be worn please see the 'School Uniform and Appearance Policy' on the website.

Smartness and high standards of appearance are expected at all times.

#### The uniform consists of:

#### **Compulsory uniform:**

- White shirt with top button fastened and shirt tails tucked into trousers/skirt
- Charcoal grey school trousers (regular fit) or thick pleated charcoal grey knee length skirt
- Navy blazer with school badge
- School tie (different version for Year 11)
- Plain, grey socks in the same grey as the trouser or skirt
- If wearing a skirt, socks should be long but no higher than the knee (no patterns or bows) **or** plain black tights (minimum 40 denier) can be worn
- Plain, black, smart, sturdy shoes

#### **Optional Uniform:**

Charcoal grey V-necked school jumper with purple trim

\*Our stockists may have items that still have existing stock that has a school logo on them and these can be worn.

\*With regards the length of skirt please be advised that the skirt needs to sit half way over the knee at the start of the school year. Any student starting in September with a skirt that is too short will be required to purchase a new skirt of the correct length. This is non-negotiable.





#### PE Kit

### **Compulsory PE kit:**

- Navy T-shirt with school badge
- Navy sports shorts (no sports logo)
- Navy football socks (no sports logo)
- Trainers
- Football / rugby boots/ shin pads/ gum shield—staff will notify when these are required

### **Optional PE kit:**

- Navy quarter zip top (no sports logo)
- Navy blue sports leggings (with reflective strip)
- Navy track pants (no sports logo)

\*Our stockists may have items that still have existing stock that has a school logo on them and these can be worn. Plain items of sports clothing, shorts, track pants or socks can be worn and sports logo or brand marks are not allowed.

#### Fashion Items / Other:

- Earrings no more than one piercing per ear; with one plain gold or silver stud, which should be removed for P.E.
- No jewellery except for earrings (as above) and a watch (smart watches are not permitted).
- Hair should not obscure a student's vision and extreme hairstyles or colourings are not allowed. If parents are unsure as to the suitability of a hairstyle, they should check with the pastoral team in school first.
- Hair accessories should be small, plain and black and shaved patterns in hair or eyebrows will not be permitted.
- Make up should be discreet.
- Nail varnish or false nails are not allowed.
- Facial hair should be tidy and is therefore at the discretion of the Headteacher.
- No student should have any tattoo which is visible (including swimming kit).





### **Arrangements for Ordering Uniform**

Monkhouse have created a new Parent Guide which is available on their website at <a href="https://www.monkhouse.com/parentguide">www.monkhouse.com/parentguide</a>

The guide includes details of:

- · School uniform and prices
- How to order online or in store
- How to book a personalised 1:1 store appointment
- Offers and promotions on essential and accessory items
- New click and collect options from Burscough Priory Academy
- Parent newsletter
- Late night shopping times
- Extended free returns into September

Should you have any queries about your requirements please contact Monkhouse's customer service team:

Tel: 0161 476 7216 - Monday to Friday - 8.30am to 5.00pm





### **Essential Equipment**

### **Compulsory Equipment**

Blue, Black, Green and Red Biro	Coloured Pencils	Eraser
HB Pencil	Ruler 30cm	Sharpener
Mini Whiteboard	Whiteboard Marker Pen	Apron – this will be confirmed as required

### **Faculty Essential Equipment**

### **Creative**

- A4 Art Sketch Book (Cartridge Paper)
- 2B or 4B Pencil

### **Mathematics**

- Protractor
- Compass
- Scientific Calculator (Recommended CASIO FX-85GT-CW)

### **Science**

• Scientific Calculator (Recommended CASIO FX-85GT-CW)

### **Modern Foreign Languages**

• Spanish Dictionary – Small Pocket

### **Physical Education**

- PE Kit (labelled with student name)
- Football Boots
- Shin Pads
- Trainers
- Hair Bobbles

#### Music

• Earphones





The following items are available to purchase via School Gateway with collection from the School Office. We strongly recommend you buy an apron and sketchbook.

- Apron £7.50
- A4 Art Sketch Book £1.00
- Earphones £1.00
- Scientific calculator £13
- Mini flexible whiteboard 50p
- Whiteboard marker pen 50p





**Breakfast: 8.30am - 8.45am** 

Every morning at Burscough Priory students can buy breakfast 8.30am -8.45am in the Dining Room. This is one way of making extra sure that our children are fully awake and fuelled for the day but it is also an opportunity for them to meet their friends and start the day happy and motivated.

Our current menu includes the following:

- Toast 25p
- Crumpet 40p
- Teacake 75p
- Bagel 80p
- Bacon or Sausage Barm £1.20
- Choice of fruit 30p
- Choice of yogurts 40p
- Bottled Water From 65p
- Milk Carton 40p
- Fruit Juice Cartons 50p

Lunch items for later in the same day can be pre-ordered at any time before the end of break.





### **Menu Examples**



#### **Traditional Choice Meal Deal**

Vegetarian Choice Meal Deal

Pasta & Noodles Choice Meal Deal

### Desserts of the Day

# Week

### **Traditional Choice Meal Deal**

Traditional Choice Meal Deal

Mooday
Tuesday
Pulled Cajun Chicken Enchiladas with Spicy Vegetable Rice
Beef Koenna Curry with Turmeric Rice & Corinder Naan
Roass of the Day with Traditional Trimmings, Roast & Manhed Potatoe
Caribbean Style Chicken Curry with Steamed Rice
Harry Ramadens Crupy Battered Pish Fillel or Salmon Pish Pingers wi

Vegetarian Choice Meal Deal

Loaded Veggie Rurger with Faprika Wedges, Mixed Salad & Colesla
Cheddar Cheese Puff Fastry Whirl with Herby Potatoes & Baked Be
Wednesday
Thurnday
Prilady

Wegetarian Sausage Roll with Crispy Potatoes, Mixed Vegetable Me
Homemade Margherita Pluza with Chips & Mixed Salad

### Pasta & Noodles Choice Meal Deal

### Desserts of the day



### Traditional Choice Meal Deal

### Vegetarian Choice Meal Deal

### Pasta & Noodles Choice Meal Deal

### Desserts of the Day





### Study in the Library: 3.15pm - 4.15pm

At Burscough Priory Academy, we have a study session from 3.15pm – 4.15pm, Monday to Thursday in the Library. This is one way of making sure students have the opportunity to complete their homework in plenty of time prior to the hand-in deadline.

It is also an opportunity for students to read in the library with their friends on homework and research tasks to support their learning. This supportive and conducive environment will allow students to end the day happy and motivated learners!





### **Online Payment System and Cashless Catering**

The online payment system we use at Burscough Priory Academy is 'School Gateway'. This enables parents to pay for trips, incidental school expenses, equipment and school meals. The introduction of online payments allowed us to install a cashless catering system with biometric identification.

#### **Online Payment System**

School Gateway is the online payments system which facilitates online payments and enables a purchase history to be viewed. Similar systems have already been installed in many schools nationally, bringing a number of important benefits to students, parents and schools:

- Simple to use internet and mobile app-based user system
- Payments are made through School Gateway so they are secure and reliable
- Parents can view what purchases have been made
- · Reduce the risk of students losing cash
- Payments are online

Please access the system, either directly via <a href="https://login.schoolgateway.com">https://login.schoolgateway.com</a> or via the Parent section of Burscough Priory's website. From here you will be asked to enter the email address and mobile number that is registered with school and then you are required to press the 'send pin' button which, in turn, will send a text message containing your PIN. Contacts who are listed as priority 1 or 2 on their child's record are able to make payments through School Gateway. If you have any queries then please contact the school on <a href="mailto:enquiries@burscoughprioryacademy.org">enquiries@burscoughprioryacademy.org</a>

### The portal for uploading your details opens on 29 August 2023.

### **Cashless Catering**

The cashless catering facility is provided by Biostore. This is the company that manages the biometrics and canteen system. School Gateway integrates with this system.

In order to use the cashless catering system students simply place their fingertip on a scanner to make a payment for their food. The system does not record fingertips / fingerprints and an image of your child's fingerprint is not stored. The information collected will be used solely for school purposes and held on the school system only. This technology is very secure and is commonly used within other schools across the UK and locally.

#### **Student's Biometric Information**

The Academy wishes to use information about your child as part of the automated recognition system provided by Biostore for the purposes of using the cashless catering system. The **information** from your child that we wish to use, is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to obtain the written consent of a parent before being able to use a child's biometric information. Once obtained, the biometric data is used and stored in accordance with the UK General Data Protection Regulations (UK GDPR).





Please be reassured that the law places specific requirements on schools when using personal information, such as biometric information about students for the purposes of an automated biometric recognition system.

#### For example:

- the Academy cannot use the information for any purpose other than those for which it was originally obtained and made known to parents;
- the Academy must ensure that the information is stored securely;
- the Academy must tell you what it intends to do with the information;
- unless the law allows it, the Academy cannot disclose personal information to another person/body – you should note that the only body that the Academy wishes to share the information with is Biostore. This is necessary in order to implement the cashless catering system.

### Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of a parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to the use of their biometric information, then the Academy cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Please note that we are a cashless school and students who are not registered on this system will not be able to use the online payment system. These students will need to bring packed lunches.

Please note that when your child leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

#### What to do next?

Please complete and sign the 'Parental Consent for the Use of Biometric Information in School' form which is included in the Year 7 Induction Forms booklet.

Please note that the form needs to be completed if consent is given or not.

When you have received your information regarding your online account, please register in order that you can make payments on line. This information will be sent to parents during late August, before the start of term.





### Online Payments - A Brief Guide

The online payment system is provided by 'School Gateway'. In order to make a payment to Burscough Priory Academy, you will need to use the following website address to register your account <a href="https://login.schoolgateway.com">https://login.schoolgateway.com</a> with your email and mobile number that the school holds on record for you.

### <u>School Gateway – How Do I Sign up?</u>

Please activate your School Gateway account as soon as possible. It is quick and easy to do. Authorised parent/guardian contacts are able to sign up a School Gateway account.

#### **Preferred Option:**

 Download the free app: If you have a smartphone, please download School Gateway from your app store (iPhone and Android). The app shows the same information as the website PLUS it saves the school money when we send you a notification.



### OR

• Visit the website: <a href="www.schoolgateway.com">www.schoolgateway.com</a> and click on "New User". You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

The screen will open up with your Child's Account. If you have more than one child at the school, you can select which child you are making the payment for.

You can now pick the items you want to pay for which may include school meals, calculators and school trips.

Once you have confirmed your payment your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.

You can also use the system to check:

- Previous online transactions
- Catering items purchased in school

Some Frequently Asked Questions (FAQs) are available on the <u>School Gateway login page</u> and a Quick Reference Guide is also available on the Academy website under Parent Information. The School Gateway website has help for Parents if required at <a href="https://schoolgateway.co.uk/help/">https://schoolgateway.co.uk/help/</a>





#### **Lockers**

As students move from primary to high school, one of the major changes they will notice is the amount of equipment they have to carry. In order to help manage this transition and avoid the need to carry heavy bags, we have a number of lockers in school available to rent.

The lockers are located at various points across school. If your son or daughter chooses to take advantage of this storage facility, they will be allocated a locker and given a key. In order to cover the possible loss of keys or damage caused to the locker itself, we require a refundable deposit of £10 per locker. In addition, the cost of hiring the locker will be a further £10 for the duration of the loan, which means a total cost of £20. For those in receipt of Free School Meals please contact school.

As you are aware we now operate an online payment system within school and before school starts in September you will receive a letter providing you with details of how to set up an account for this online payment system. Once the account has been set up, the system will then allow parents to pay for trips, incidental school expenses including lockers and equipment. Before school starts in September, you will receive the 'Burscough Priory Academy Agreement for Rental of Locker' form for you to complete and return to school at the start of the school term. Please note this form needs to be signed by both parent and student.

Although we have a quantity of lockers, there are not enough for every student in school to have one. Year 7 students are given first refusal until **15 September 2023** If your child is keen to rent a locker, the form should be returned to school at the start of the autumn term.

In the event that the locker is in a suitable condition and the key returned, at the end of Year 11 or before if the locker is no longer required, deposits will be credited back to the account. To do this you will need to complete an online BACS refund form available by request from school.





### **Acceptable Use Policy & Network Use Permission**

As part of the Academy's technology programme, we offer students supervised access to computers including the internal network, email and the internet. Before being allowed to use the computers, all students must obtain parental permission and both they and you must sign the <a href="Network Use Permission">Network Use Permission</a>' Form as evidence of your approval and their acceptance of the Academy rules and associated policies. This form is included in the forms booklet.

The Acceptable Use Policy is available on the Academy website in <a href="Home/Our">Home/Our</a>
<a href="Academy/Policies">Academy/Policies</a>

Access to computers will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Academy supports and respects each family's right to decide whether or not to apply for access.

Whilst on Academy premises, staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance related to the use of appropriate sources of information. This includes television, telephones, movies, radio and other potentially offensive media.





#### **Free School Meals**

\*If you are a Lancashire resident and your child is already in receipt of Free School Meals at primary school, you do not need to reapply. However, if you are a resident of another authority you will need to check with your local authority to see whether you need to reapply\*

you know that your child could qualify for free school meals?

There has recently been a number of changes to the criteria for the eligibility to free school meals. The current criteria and the implications are detailed below:

- Universal Credit (provided you have a household income of less than £7,400, after tax and not including any benefits you get)
- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guarantee element of Pension Credit;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit.

In addition, the following students will be protected against losing their free school meals as follows,

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time;
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period;
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the
  eligibility criteria at that point (because they are earning above the threshold or are
  no longer a recipient of Universal Credit) will continue to receive free school meals
  until the end of their current phase of education (i.e. primary or secondary).

If your child is eligible, it means they can enjoy delicious, healthy meals without the bills and fuss of making packed lunches. In addition to free lunches, those who are eligible can also have a free breakfast before school.

Burscough Priory Academy actively encourages all families entitled to free school meals to apply. No-one else will know that your child qualifies as we use a cashless system that means that payment is discreet. Your child's catering account will be topped up daily automatically with £1.65 for breakfast and £2.40 for lunch (apparently this is a school decision and nothing





to do with LCC) Please note that students cannot carry over the breakfast allowance to lunch, or 'save up' their allowance. Purchases beyond this amount are funded by parental 'top up'.

Claiming free school meals also helps us support your children further in school. We receive extra funding, known as the 'pupil premium', for every eligible pupil who is registered. The pupil premium grant is funding provided to schools to focus additional resources on helping pupils who are eligible in this category to reach their full potential, to make sure this is in line with their peers. The more students that are registered for free school meals, the more funding the school receives on their behalf. Please remember registering for free school meals does not mean your child has to take up free school meals if they do not want to but it does bring this 'top up' funding to enable us to ensure they are supported in other ways to make sure they can do their best.

If you think that you may be eligible, please complete the 'Lancashire County Council Free School Meals and Pupil Premium' form which is included in this pack and send it to the Pupil Access Team directly at: Pupil Access Team South, Room C37, County Hall, Preston, PR1 OLD Tel: (01772) 532109





### **ClassCharts for Parents**

ClassCharts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using ClassCharts is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time.

ClassCharts is used to share information with parents about:

- Achievement Points
- Behaviour Points
- Attendance
- Homework
- Detentions

#### What is ClassCharts for Parents?

You will be able to use ClassCharts to keep track of your child's achievements, access behaviour reports, report an absence, view assigned homework tasks and track scheduled detentions. You will receive your account details in September 2023.

If you have more than one child at the school, you can use the same parent account to view achievement data for all your children.

ClassCharts for parents can be accessed via the website, or iOS and Android apps.

You can access the parent website and links to the parent apps here: PARENT LOGIN

You will receive your individual parental login once your child has started at Burscough Priory Academy.

We recommend that you allow this app to send push notifications.

Further information about ClassCharts and the **ClassCharts Parents User Guide** can be found on the <u>school website</u>.







### **Burscough Priory Academy Website, School App and Social Media**

### **Academy Website**

Our Academy website is an excellent resource to see the latest news, statutory information, school letters, the school calendar and other resources and information you may need whilst your child is at Burscough Priory Academy.

You can also submit an enquiry online via the **Contact Us** page

The website can be found at this address www.burscoughprioryacademy.org/

#### Social Media

The Academy has both Facebook and Twitter (@burscoughprioryacademy) accounts and we use these on a regular basis to update parents and students with the latest news and messages. These accounts are a great way to keep you up to date with current events and news and celebrate the achievements of the students.

We would also politely request that if there are concerns regarding school issues that we are contacted directly rather than comments being posted through social media. Please note the relevant section of the Burscough Priory Academy Home/School Agreement on page 14.

You can access our Facebook and Twitter accounts from the Academy website homepage.





### Term Dates 2023 - 2024

#### **Autumn Term 2023**

INSET day Friday 1st September
INSET day Monday 4th September
INSET day Tuesday 5th September

Term begins for ALL students Wednesday 6<sup>th</sup> September

Half-term break Monday 23<sup>rd</sup> October - Friday 27<sup>th</sup>

October

INSET day Monday 30<sup>th</sup> October

INSET day Friday 24<sup>th</sup> November

End of Term Friday 22<sup>nd</sup> December (12.30pm)

### **Spring Term 2024**

School open to all Students Monday 8<sup>th</sup> January

Half-term break Monday 12<sup>th</sup> February – Friday 16<sup>th</sup>

February

End of Term Thursday 28<sup>th</sup> March (12.30pm)

### **Summer Term 2024**

Open to all Students Monday 15<sup>th</sup> April

May Day Bank Holiday Monday 6<sup>th</sup> May

Half-term break Monday 27<sup>th</sup> May - Friday 31<sup>st</sup> May

End of Term for students Friday 19<sup>th</sup> July (12.30pm)

INSET day Monday 22<sup>nd</sup> July

