



# BURSCOUGH PRIORY ACADEMY

YEAR 7 INDUCTION FORMS

June 2020



**Forms To Be Completed in This Booklet**

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**Additional forms included in this pack.**

**These should be completed and returned to school in the self-addressed envelope with this completed booklet.**

Data Collection Sheet
Photographic & Video Consent Form



## **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, the Data Collection form and the Photographic and Video Consent form 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](mailto: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;
- Whittakers uniform guide with prices;
- Chromebook information;

## 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.

### **Burscough Priory Academy's School Aims:**

Burscough Priory Academy is at the centre of a community of inspirational partnerships which nurtures respectful, independent, lifelong learners working together to shape a better future for all. Our motto, "E pluribus unum" is Latin for "Out of many, one" which epitomises the ethos of our school and to this end as a school within Endeavour Learning Trust our overall aims are to provide:

Endeavour Learning Trust our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Multi Academy Trust (MAT)

### **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 provide a phone call to the attendance line with an explanation if my child is absent;
- 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 or 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.

### Students 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 entry 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 and 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/Guardian's Name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Tutor Group: \_\_\_\_\_



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**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.

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: \_\_\_\_\_



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**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.

<b>For Student &amp; Parent Use:</b>	
Student Name	_____
Student Signature	_____ Date: _____
<b>Parent or Guardian (applicable to users aged 16 and under)</b>	
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, 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 _____

<b>For Staff Use ONLY:</b>	
Staff/Trustee/LAC	_____
Signature	_____ Date: _____

<b>For Office Use:</b>	
Username	_____
Tutor Group (if applicable)	_____
Job Title (if applicable)	_____



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**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	
<b>Medicine</b>	
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	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Telephone	
Relationship to Student	
Address	

I understand that I must deliver the 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 \_\_\_\_\_



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**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 [vnelson@burscoughprioryacademy.org](mailto:vnelson@burscoughprioryacademy.org)

Students' name: \_\_\_\_\_ Tutor group: \_\_\_\_\_

I am interested in my son/daughter participating in an additional music lesson.

Please indicate the instrument or voice: \_\_\_\_\_

Parent email address to be forwarded to music tutors: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent/guardian)

Date: \_\_\_\_\_



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## Year 7 Residential Trip

For several years Endeavour Learning Trust has organised very successful trips to Paris and Euro Disney in the summer term of Year 7. The main purpose of the trip is to visit a major European capital city and experience the excitement of a world-renowned theme park. Unfortunately, in the current situation within the COVID 19 pandemic it is not possible to confirm that this trip will go ahead. However, we would like to plan in an optimistic manner that this will be the case, or at least a suitable alternative would be organised.

The cost of such a trip would be approximately £500, which would include all of the following:

- 3 nights bed and breakfast accommodation;
- 3 evening meals at local restaurants and packed lunches;
- Fully comprehensive travel insurance;
- Return Travel;
- Full day theme park pass;
- Souvenir Hoodie.

Further details about the trip will be finalised in October 2020 when a payment schedule will also be published. In order to start the organisation of the trip we would like to ask for **expressions of interest** to be part of this fabulous experience.

Please note for students with elder siblings at the Academy there will also be a number of other trips. The information for these trips will be published in October 2020.

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I would like to express an interest for the Year 7 Trip in July 2021.

Name of student: \_\_\_\_\_ Tutor: \_\_\_\_\_

Signature: \_\_\_\_\_



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