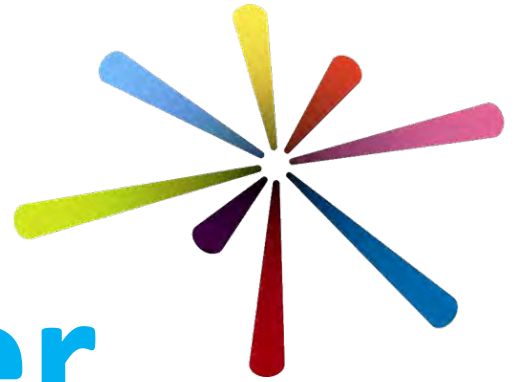


# The East Manchester Academy



## Enrolment Information Booklet



We will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens.



## **CONTENTS**

You will find a number of important pieces of information enclosed in this booklet as follows:

- Biometric systems in school
- Photographs and other images
- Use of I.T Equipment, the internet and email
- Emergency school closure
- School Trip and other off-site activities
- Student Contract
- Parent Contract
- Health and Medical conditions
- Emergency use of Salbutamol inhaler
- ParentPay

Please contact Student Services at the school if you have any questions regarding the forms.



## **BIOMETRIC SYSTEMS IN SCHOOL**

### Introduction

We use biometrics for the following systems:

- School meals

This means that, instead of using cash or tickets for meals, students use their fingerprint. All students have their fingerprint scanned when they join the school.

### 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 fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

### Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique image will then be used for the system described above.

### Can fingerprints be used by any other agency?

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

### How does it work?

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

**\*Current COVID restrictions have prevented The East Manchester Academy from using fingerprint technology biometric data. Students are instead provided with plastic identity cards and a lanyard.**



## **PHOTOGRAPHS AND OTHER MEDIA**

### **Introduction**

We like to celebrate the achievements of all our students, both academic and extra-curricular.

Consequently, we take a lot of photographs and take video footage around school for use within the school (internal use) and outside the school (external use):

### **For internal use**

- In displays around school
- In our school prospectus
- On the school's website
- On display screens in our corridors, and Bistro

### **For internal and external use**

- On the school's website
- In our school magazine
- In the media productions that the students create as part of their studies
- In footage captured by CCTV cameras (see the school's CCTV policy)
- On the school's official Facebook, Twitter, Instagram and YouTube channels

### **What security precautions does the school take?**

All photographs and video are carefully vetted and selected before they are used anywhere. Photographs and video of students are only accessible to staff. We make sure that full names of students are not shown on any material that can be accessed by the public (e.g. the school website). CCTV footage may be shared with the police. If your child is to be identified in an article in the press, we will contact you first.

Occasionally, photographs and videos are taken by school-support partner organisations. The school always reserves the right to carefully vet any of these images on your behalf before they are used.



## **AGREEMENT FOR COMPUTER NETWORK, INTERNET AND MOBILE PHONE USE**

A copy of the e-safety Policy is available from the school website, or you may request a paper copy to be sent home.

**Unacceptable Use is defined as any activity; where the ICT equipment is used without permission, which is outside the specific learning aim for that lesson or activity, which is illegal, could be considered extreme or radicalising, dangerous or where, equipment is used to make any student, member of staff or member of the public feel uncomfortable or vulnerable.**

Students are asked to say that they understand and agree to the following:

1. I have read and understood the school's definition of Unacceptable Use.
2. I understand that the term 'ICT equipment' applies to any computer, phone or mobile electronic equipment belonging to me or the school.
3. I will only use ICT equipment when I have permission from my teachers.
4. I will not allow the use of any ICT equipment to interfere with my learning or the learning of others.
5. I understand that I must not take any images of adults or pupils without their consent.
6. I will log-on to school equipment only with my own password and will not disclose my password to anyone else.
7. I will only use my own account when accessing the Internet via the school wi-fi connection on a device that does not belong to school.
8. I will not create or send any material which is offensive to others or engage in any activities which could be regarded as e-bullying.
9. I will not try to bypass the network security settings including trying to access any messaging or chat services or inappropriate websites.
10. I understand that I will be given an email address and that I am responsible for any messages or content sent from that account.
11. I understand that my email account will be used as registration for web based systems e.g. Frog and Doodle (full list available from the school website) and that my use of these systems may be tracked.
12. I understand that the school may check my files and my school e-mails and will monitor everything I do on the computer network, including any Internet sites that I visit.
13. I understand that I am responsible for any actions or activity on any account where I am required to log-in
14. If I break any of the rules set out in the policy, the school will take action in line with the Behaviour Policy.



## **EMERGENCY SCHOOL CLOSURE & COVID-19 CONTACT SELF ISOLATION**

It is, of course, our intention that the school will remain open, except in the most extreme of circumstances. These circumstances may include, but not exclusively:

- Dangerous conditions on site – such as excessive snow, ice and associated problems.
- Insufficient staff being able to access school resulting in low levels of supervision.
- Boiler, heating or kitchen function issues.

Should it be necessary to close the school before the start of a school day, due to health and safety being endangered as above, details will be posted on our website from 7.00am on the morning of the closure. We will send a text to parents and carers and provide updates on the website throughout the day.

If we need to close the school early, for extreme weather or any other unforeseen event such as loss of water or electricity or if we need to send your child home to self-isolate

- we will need your consent to send your child home immediately in Year 7, 8 and 9.
- we will send your child home immediately for students in Year 10 and 11 unless you object.

Details of any closure will also be sent via text and parental e-mail where this has been provided to us as a means of contact. The website will always have full information and updates.

If you have indicated on the consent form that you would not wish your child to be released early, they will be supervised in school or in an alternative location if necessary, but only until the end of the normal academy day.



## **SCHOOL TRIPS AND OTHER OFF SITE ACTIVITIES**

As part of your child's education, students will be offered the opportunity to take part in activities which may take place outside the school site, such as trips or visits. In addition, they may have the opportunity to take part in extra-curricular activities such as sports, or clubs. Some of these activities will take place during the school day; some may take place outside of normal school hours.

Please read the following information about the consent that you are giving:

<ul style="list-style-type: none"><li>• I acknowledge that my child has a medical condition. I confirm that I have completed the Individual Health Care Plan and that they will bring any medication relating to this condition on an off-site visit with them.</li></ul>
<ul style="list-style-type: none"><li>• I consent to my child participating in school trips and other activities that take place off the school premises.</li></ul>
<ul style="list-style-type: none"><li>• I consent for my child to be given first aid or urgent medical treatment during any school trip or activity.</li></ul>
<ul style="list-style-type: none"><li>• I confirm that I will keep the school informed about any changes to home/emergency contact details or medical information about my child.</li></ul>

### **Further information**

1. The school will send you information about each trip or activity before it takes place.
2. Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.
3. The trips and visits covered by the consent above include:
  - All visits which take place during the school day
  - All visits which take place during the holidays, or during a weekend, at school
  - All off-site sporting fixtures, both inside and outside the school day
  - All adventure activities (except on residential trips)
4. You will be asked for your specific consent when your child is involved in a residential trip, or a trip which takes place off the school premises outside the school day
5. You can, if you wish, tell the school that you do not want your child to take part in any particular activity
6. The school will make a small charge for some educational or extra-curricular activities. If the cost of any trip or visit or activity causes an issue, please ask your child to contact the trip organiser



## **STUDENT CONTRACT**

### **As a student I agree to:**

- Attend school every day and every lesson
- Arrive at school on time at 8.15am ready for lessons to start at 8.30am
- Arrive at lessons on time
- Take a pride in my appearance and wear full school uniform (in the correct way)
- Make sure I have the correct clothing and equipment for all lessons
- Follow reasonable instructions, obey school rules and accept consequences in an appropriate manner
- Use all technology and social media responsibly e.g. Instagram, Facebook
- Not bring inappropriate and unlawful items into school
- Be aware of my own personal noise level
- Show courtesy, care and respect for everyone who enters the school
- Show respect for the school environment and facilities
- Show respect for other people's possessions

### **I will always try to:**

- Work and learn the best I can at all times
- Take care with the presentation of my work
- Complete all my homework and hand it in on time
- Use my planner to record information and get it signed once a week
- Make best use of school ICT facilities and the Learning Resource Centre
- Act as an ambassador/representative of the school when in uniform outside of school e.g. school trips and on the way to and from school
- Ask for help when I need it
- Make use of all opportunities to be active and eat healthily
- Let school know about my successes or concerns
- Inform an adult if I feel bullied or threatened in any way
- Support and encourage other students
- Make the best use of any additional support the school offers e.g. school health advisor, school counsellor etc.
- Make the best possible use of all the opportunities both in and out of school
- Make full use of school reward system
- Be proud of my achievements and support the celebration and achievements of fellow students





## **PARENT/CARER FAMILY CONTRACT**

### **As a parent/carer I agree to:**

- Ensure my child attends school every day, on time and ready for lessons at 8.15am.
- Ensure my child wears the correct uniform
- Ensure my child has the correct equipment for all lessons
- Contact the school as soon as possible about any absences (0161 230 8039) and provide documentation when required relating to doctor's appointments etc.
- Not take holidays during term time
- Support the School's Behaviour Policy
- Approach the school in a calm manner when reporting difficulties
- Attend parental meetings, progress evenings, academic tutorials and other events
- Monitor and comment on my child's progress using the school planner and sign it weekly
- Make use of my access to SIMs to monitor my child's progress
- Adhere to any agreed targets relating to my child's behaviour
- Support my child's learning at home and at school by being aware of what they are studying
- Encourage and help in completing homework
- Celebrate hard work, effort, achievement and successes
- Read with my child at every available opportunity
- Provide a quiet learning environment and equipment for my child to study at home
- Allow my child to make the best use of ICT facilities and support the School's e-safety policy
- Wherever possible encourage my child to make use of additional facilities that are offered such as the Study Zone
- Encourage my child to be active and eat healthily
- Let the school know about any outside successes or worries
- Co-operate with the school to sort out differences from time to time
- Read all notes and letters from school and respond appropriately
- Inform school promptly of any changes of home circumstances; this includes telephone numbers and email addresses, which are essential if we are to contact you in an emergency
- Encourage my child to make as full use as possible of all the opportunities whilst at school
- Work in partnership with school to ensure best progress
- Allow school to take photographs of my child for display in school, on the school website, in the school magazine, or through the school's social media



## **HEALTH AND MEDICAL CONDITIONS**

In order to support you and your child, as part of the Admissions process for our school, we ask you to complete a questionnaire about any physical, mental, emotional or welfare needs.

We will ask you to review the information that we hold in respect of your child's health and well-being on a regular basis, to ensure that we are continuing to help meet their needs, and also, to keep your child safe.

In addition, we also have a School Health Advisor on site for the majority of the school week. The School Health Advisor is employed via the NHS and can be approached by you, or your child, for help and advice about any health concerns that s/he might be experiencing, or be concerned about.

The School Health Advisor will have access to your child's NHS local file, and may be able to contact other health professionals about your child; for example, your child's GP or the Child and Adolescent Mental Health Service (CAMHS). We may also ask the School Health Advisor to confirm when your child has attended appointments at specialist services.

All health information is strictly confidential and is only shared with specific named individuals in school. It would not, for example, be shared with your child's teachers, unless it was in the interests of your child's safety, and you gave us specific instructions to do so (e.g. for diabetes, asthma or epilepsy).

We keep a record of any first aid incidents involving your child during their time at our school. If the first aid information is a confidential matter, this would only be shared with the School Health Advisor, or the Child Protection team; for example, if concerns were raised about e.g. a pattern of incidents.

In addition, if a member of staff has a concern about the health of a student, they can make a referral to the School Health Advisor.

Finally, if your child has a serious accident in school, or appears to have a life-threatening illness, condition or episode, we will call an ambulance. At the same time we will attempt to contact you as parent/carer, or, if we cannot contact you we will try all the emergency contacts that we have in our records, and ask you to come to school immediately. If the ambulance team attend our school and recommend that your child is transferred to hospital without delay, and a parent/carer has not arrived at school, a member of our staff will accompany your child to hospital and remain there until a member of the family arrives.



## **USE OF EMERGENCY SALBUTAMOL INHALER**

In accordance with recent guidance issued by the Department for Education, we hold a set of salbutamol inhalers for use in emergencies for students showing symptoms of asthma or having an asthma attack. As stated these are for emergencies and are not to replace the working inhaler that your child brings into school every day.

Please complete the enclosed Individual Health Care Plan and Asthmatics only section of this form if you wish your child to have access to the inhalers in an emergency.



# Parent Pay

The way to pay from September 2017



[www.parentpay.com](http://www.parentpay.com)

**Pay online....  
for peace of mind**

**Trips  
School Meals  
Events**

## A convenient way to pay

From September 2017 we are changing the way we accept payment for School Meals, Trips and Events. Payments will only be accepted on line via the ParentPay website or by cash at a PayPoint at local retailers\* therefore cash will no longer be accepted in school for these items. Paying online gives you peace of mind that comes with knowing that your money reaches school safely.

- Step 1 - Have your activation letter ready, once received**
- Step 2 - Login at [www.parentpay.com](http://www.parentpay.com)**
- Step 3 - Follow instructions to activate account**
- Step 4 - Select 'Pay for items'**



\*Many high street shops and local retailers now have a Pay Point facility on the premises where you can also add funds to your account.