

MARSHALLS PARK ACADEMY



NEW JOINER INFORMATION BOOKLET

 /Marshall'sParkAcademy

 @Marshall's_Park

www.marshallspark.org.uk

contact@mpa.swecet.org

THE SCHOOL DAY

	Monday	Tuesday to Friday
Students must be on site by:	08:35	08:35
Registration and Assembly	08:40 – 08:55	08:40 – 08:55
Period 1	08:55 – 09:55	08:55 – 09:55
Period 2	09:55 – 10:55	09:55 – 10:55
Break	10:55 – 11:15	10:55 – 11:15
Period 3	11:15 – 12:15	11:15 – 12:15
Period 4	12:15 – 13:15	12:15 – 13:15
Lunch	13:15 – 13:50	13:15 – 13:50
Period 5	13:50 – 14:50	13:50 – 14:50
Registration	14:50	14:50
End of school day	15:25	15:00

SCHOOL TERM DATES 2018-2019 AT MARSHALLS PARK ACADEMY

AUTUMN TERM 2018

<i>Non student day – staff training</i>	<i>Monday 3 September 2018</i>
First day of term	Tuesday 4 September 2018
Half term	Monday 22 October to Friday 2 November 2018
Last day of term	Wednesday 19 December 2018

SPRING TERM 2018

<i>Non student day – staff training</i>	Monday 7 January 2019
First day of term	Tuesday 8 January 2019
Half term	Monday 18 to Friday 22 February 2019
Last day of term	Friday 12 April 2019

SUMMER TERM 2018

First day of term	Monday 29 April 2019
Bank holiday	Monday 6 May 2019
Half term	Monday 27 May to Friday 31 May 2019
Last day of term	Friday 19 July 2019
<i>Non student day – staff training</i>	<i>Monday 22 – 24 July 2019</i>

WHO SHOULD I CONTACT?

Information about Absence or Appointments

Telephone the school absence line (01708 436216) every day to report your child's absence, leaving their name, form and reason for absence. A written note must be provided to the Attendance Officer upon your child's return to school. If your child is going to be late for school this can also be reported on the absence line, along with any forthcoming appointments. (All students must be in their form rooms by 8.40 a.m.)

Request for Leave of Absence

Time off school is only permitted in **exceptional** circumstances. Forms can be obtained from the Attendance Office and must be returned well in advance.

Contact the Form Tutor

Via email or telephone with regard to any of the following:

Attendance / Punctuality issues: friendship problems within the Year group, general issues about homework. If your child is experiencing problems with a student in another Year group, home issues.

Contact the Subject Tutor

With regard to subject related issues, e.g. your child's progress, homework concerns, equipment concerns etc.

Contact the Curriculum Leader

If you feel that a specific subject issue needs further investigation.

Contact the Year Leader

If there are several areas of the Curriculum that are causing your child difficulty - home issues, e.g. difficult family matters or If there is an emergency or urgent situation.

Contact SEND department

If you have any queries regarding special educational needs and disability (SEND).
Our SEN Co-ordinator is Ms McCartney.

General enquiries

Please call the main office and someone will be able to assist you.

PARENT APP

We have introduced the SIMS Parent App which allows us to enhance communication with parents. Parents/Carers will be able to access many aspects of school life including attendance records, positive and negative behaviour logs, assessment information, school diaries, and other announcements. Once your child has started the school, we will send you an invitation to download the App. At the moment, you can only view the timetables, diaries and reports but we will be enabling other areas of the App soon.

SOCIAL MEDIA

We would like to direct all parents to our website which we ensure is kept up to date. On the website you will find details of our curriculum, the school calendar and key events, our policies, letters sent home to year groups, newsletters and also the Headteacher's blog (which is posted every Friday).

The school also has Twitter and Facebook social media and we would like to encourage as many parents/carers and students to either 'follow' the school on Twitter or to 'like' the school on Facebook. The school uses both of these tools to post important messages; news items and general information.

Facebook – www.facebook.com/MarshallsParkSchool

Twitter @Marshalls_Park

The following departments also have their own twitter accounts

@MPS_RE

@MPS_MoreAble

@MPS_Media

@MPS_Careers

@MPS_Dance

@MPS_English

@MPS_Library

@MPS_Geography

@MPS_Music

@MPS_Drama

@MPS_PE

@MPS_Maths

@MPS_DT

There are a number of websites used by different departments to help support the student's learning. We encourage them to use:

www.gcsepod.com

www.pixl.org.uk

www.showmyhomework.co.uk

www.samlearning.com

www.pearsonactivelearn.com

We also use Micro Librarian Systems and Accelerated Reader. However, further information regarding other resources will be given to the students in September.

YOUR CHILD'S ATTENDANCE

Students should be on site before 8.35am. A bell will sound to indicate that they need to make their way to their form room. A second bell will ring at 8.40am to advise that form time has begun. Any students arriving to form after this bell will be recorded as LATE and a 10 minute detention will be set for the end of the day with their Form Tutor. Parents will be notified of this by text. If a student arrives after form time has finished, they must sign in at the Attendance Office. The school register closes at 9.10am and should your child arrive after this time then it will be recorded as an unauthorised absence. A further detention will be set by the Year Leader. You will be notified of when this will be.

A student who is late more than 5 times in a half term will be referred to their Year Leader whereby persistent timekeeping issues will be addressed. Other interventions may be put in place.

Absence Due to Sickness

If a student is unwell, please call the school absence line on **01708 436216** before 9.30am each day of their absence. This absence also needs to be confirmed in writing on the first day your child returns to school. A student with an absence of 5 days or more will need to substantiate their absence with medical evidence. **If a student is absent prior to or does not return after a school term, the parent will need to provide medical evidence to cover the absence.**

Persistent attendance / timekeeping issues will result in the Education Welfare officer at Education Welfare Advisory Support Service (EWASS) becoming involved.

Medical Appointments

Whilst we understand that it is not always possible to book an appointment outside of school hours, we would ask that you request the earliest or latest appointment of the day to ensure that the least amount of school time is lost. As a school, we do not authorise medical appointments that take all day unless there are exceptional circumstances.

Absence in Term Time

Leave of absence in term time must be requested at least 14 days prior to the period of absence where possible. Forms can be collected from the Attendance Office. Only in **exceptional** circumstances will we authorise your request for taking a student(s) out of school. If we do not agree to your request and you decide to proceed with the absence then your child will be marked as "unauthorised" in the school register. This will also be referred to the Education Welfare Service which may lead to a Caution or a Fixed Penalty notice being issued without warning and / or a prosecution in the Magistrates Court.

Many thanks in advance for your assistance

MEDICAL

Our medical officers are Mrs Deveji (Monday/Tuesday) and Miss Beard (Wednesday/Thursday/Friday)

No medication (whether prescribed or non-prescribed) will be given without written parental consent. If your child regularly suffers with headaches and/or other pains, please speak to one of our medical officers who will be able to provide you with advice on "permission to administer forms" and holding medication for your child.

This is in line with our Supporting Students with Medical Conditions Policy which can be found on our website.

BICYCLES

Students are permitted to travel to school by bicycle. However, they will need to come to the main office and get a bike pass. We strongly urge students and parents to adhere to the following:

- Bicycles are maintained in a roadworthy condition.
- Cyclists are strongly advised to wear a cycle helmet for protection.
- Bicycles **must** be locked securely in the cycle racks.
- Cyclists **must** dismount and walk their cycle on and off the school premises.
- Cyclists should ride their bikes safely at all times and be mindful of other roads users and pedestrians and not congregate in large groups within the neighbouring area.

Permission will be withdrawn if these safety standards are not observed. We may also ask students to attend a bike safety course, which will be held at school.

Please also note that bicycles must NOT be left overnight on school premises. Bicycles are left at the owners' risk.

ACCESS TO THE SITE

Parents/Carers must make an appointment to see staff before coming to the school. All visitors must report to the school reception located at the front of the school and sign in as a visitor.

All Marshalls Park Academy staff wear a badge for ease of identification.

The school office is open between 08:00 and 16:30. All visitors must report to Reception.

CAR PARKING

We have a visitors' car park to the left of the school (as you face the main entrance to the school) for parents/carers to drop off and collect students. The staff car park to the right of the school **MUST NOT** be used, as it is for staff car parking and deliveries and operates a barrier system. There is also ample parking in the side streets opposite the school. Please note that this will be reviewed as building work develops.

BIOMETRICS – CASHLESS CATERING SYSTEM

We have biometric cashless catering, which enables students to access their canteen account. This system provides a fast and hygienic setting for the delivery of food to students. Please see below which provide further details on ParentPay, which will dovetail with our current biometrics system.

For our biometrics system we are required to have written parent/carer consent (form attached) before using the biometric data from anyone under the age of 18 under the Protection of Freedoms Act 2011 which refers specifically to finger recognition technology. A digital map is taken of your child's finger and from this map the software picks several important areas (landmarks). The full image or map of the finger print is not stored, only the landmarks are kept.

Biometrics has been so successful that we have also introduced this system into the library, which has again helped to vastly reduce waiting times.



PARENTPAY

At Marshalls Park we use Parentpay, a cashless system, throughout the whole school. This includes school meals, trips, clubs and events. You will get sent a unique code with which you can activate your account. If you already have a child registered, then you can simply add an additional person to this existing account.

By using ParentPay you will be able to pay online using your credit or debit card.

What are the benefits to parents and students?

- ParentPay is easy-to-use and will offer you the freedom to make online payments at any time
- Payments can be made by credit/debit card
- Full payment history and statements are available to you online
- Your child will not have to worry about losing money at school
- Parents can choose to be alerted when their balances are low via email and/or SMS or text

If you want to find out more about ParentPay go to: www.parentpay.com/Parents

LIBRARY

This is a quiet area for students to read, research and complete homework. Students may access the library at break and lunchtimes and after school at the Homework Club. Computers are available. The library uses www.Eclipse.Net which allows students access to the library catalogue, search KS3-4 specific websites, reserve books which are currently on loan and write book reviews. The library is also used to support the Accelerated Reading Scheme followed by lower school students, i.e. Years 7 – 9 (library form attached for completion).

Accelerated Reader is a formal programme which is effective in developing students' reading levels. It tests reading ages, recommends books and helps develop vocabulary and comprehension through online quizzes about the books.

The programme is supported by weekly reading sessions in registration and D.E.A.R. (Drop Everything And Read) where students and staff across Years 7, 8 and 9 are given opportunities to read for pleasure at different times across their timetable of lessons.

CANTEEN

Opening times

Breakfast: 08:00 – 08:30

Break time: 10:55 – 11:15

Lunch time: 13:15 – 13:45

An example of a weekly menu

	Mon	Tues	Wed	Thurs	Fri
Main (1)	Beef chilli or veg chilli with rice	Cottage pie	Sausage & mash	Chicken curry with rice	Burgers (served on different days)
Main (2)	Seasonal salad	Pesto pasta with chicken and herbs	Meat pie & mash	BBQ chicken	
Veg	Suffered pepper with corn and rice	Quorn cottage pie		Veg curry, chick peas & sweet potato	
Sides	Potato wedges	Green beans	Roast potatoes	Wholegrain rice	Chips/beans
Dessert	Flapjack	Carrot cake or choc chip muffins	Sponge pudding	Banana sponge	

Available every day are: paninis, jacket potatoes, rolls, baguettes and salads with a variety of fillings. We also have a fresh pasta bar with a choice of sauces along with large fridges with a variety of cold choices.

ParentPay

The school operates a cashless canteen biometric system. Cash will not be accepted at the point of sale. We now use ParentPay so that you can top up your child's account online. An activation letter for ParentPay will be issued to you separately.

Free School Meals

Students entitled to Free School Meals will have a fixed amount credited to their account each day, which must be used by lunchtime. The monies may be used to purchase any item in the canteen. This may also be topped up by students.

Water

Educationally, water is good for the brain. All students should have water with them in school. They are allowed to drink this in lessons. Water is available in the canteen at break and lunchtimes and also from a water fountains situated outside of the canteen and in the Quiet Area playground.

HOMEWORK

At Marshalls Park Academy we believe that structured and engaging homework not only significantly improves the progress of the students that we teach but develops them into more independent learners. To support our students and parents we have invested in a web-based programme called “Show my Homework”.

“Show my Homework” will allow students and parents to see exactly what homework has been set and when it needs to be completed. This can be done by logging onto the site or by using the free download phone app to set up notifications. Furthermore teachers will be able to use the app to provide detailed marking as appropriate and to feedback in a timely manner. With our school’s subscription we have also made available the use of online learning resources that students will be able to access once logged onto the site. These can be used to help reinforce what is being learnt in class, for independent study and for help with the homework.

Within the redraft of the homework policy each year group will be set homework around developing a particular set of skills, enabling students to become more independent and preparing them for the challenges of year 11. The skills for each year group are as follows:

Year 7 – Engagement in learning

Year 8 – Consolidating good learning habits

Year 9 – Building Independence

Year 10 – Developing wider contextual knowledge around the subject

Year 11 – GCSE preparation

Login codes for the “show my homework” website will be given to the students during their first week at school, with codes for parents being sent out via email. In the meantime if you wish to view the website it can be found at www.showmyhomework.co.uk. There are also guides for parents and students on how to get the most out of “show my homework” and they can be found on the website.

PRIVACY NOTICE, MAY 2018

The General Data Protection Regulation (GDPR), which is being introduced on 25 May 2018, is a data protection law to keep peoples' personal information safe – such as their address. Organisations, businesses and the government all collect, process and use information, and the GDPR sets out lawful ways in which this can be done.

Schools collect certain information about pupils; however, schools have to tell pupils and their families about how their personal information may be collected, processed and used.

Data controller: This refers to who decides how and why any personal data is processed.

Data processor: This refers to who processes data on behalf of the data controller.

Data protection officer (DPO): This person is in charge of ensuring that the school is acting lawfully with regards to data protection law. The school's DPO is Helen Walker.

Personal data: This is the information by which an individual can be identified, such as their address and date of birth.

Who processes your information?

Marshalls Park Academy is the data controller of the personal data you provide to us. This means the school decides why and how any personal data relating to you and your family will be processed.

Sometimes, your information will be given to third parties, such as the government; however, this will only be done if you consent to it, or where the law requires the school to share the information, for example in police investigations. When the school gives your data to third parties, the third parties will be responsible for protecting your information in the same way the school does.

Why do we collect and use your information?

The school holds the legal right to collect and use personal data relating to you and your family, and also has the right to gather information about pupils from their previous school, Local Authority (**LA**) and/or the Department for Education (**DfE**).

The school collects and uses personal data in order to follow the law, including the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

For special /sensitive data:

- In relation to the protection of children under the "Keeping children safe in education Statutory guidance for schools and colleges September 2016"; "Working together to safeguard children
- In relation to the safeguarding of children under the Safeguarding Act 2006

In line with the above, the school will use personal data of pupils and their families for the following reasons:

- To support learning
- To monitor and report on progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of your information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data that you provide to the school is required, some is provided on a voluntary basis. When collecting data, the school will tell you whether you are required to provide this information or if your consent is needed. Where consent is required, the school will provide you with detailed and clear reasons for the information being collected and how it will be used.

How long is data stored for?

Personal data relating to pupils at Marshalls Park Academy and their families is stored in line with the Trust's GDPR Retention Policy.

As specified by the GDPR, the school does not store personal information forever; information is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is legally required to share pupils' data with the DfE, this includes the following:

- Pupils on roll at the school
- Attendance figures
- Performance data

The National Pupil Database (**NPD**) is managed by the DfE and contains information about pupils in schools in England.

Marshalls Park Academy is required by law to provide information about our pupils to the DfE as part of compulsory data collections, such as the school census; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NPD with third parties who promote the education and/or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has strong processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Marshalls Park Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, e.g. college
- Local Authorities
- The NHS
- Companies and suppliers the school works with to provide educational support services to meet the school's operational and curriculum needs, for example catering, homework applications, library systems, etc.

Third parties are subject to a robust approval process to ensure data security and GDPR compliance.

The school may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

The school is also required to pass certain personal information to careers services once pupils reach the age of 16. The information that is accessible by careers services includes details of information passed on to careers services.

What are your rights?

Parents and pupils have the right to:

- Be informed about how Marshalls Park Academy uses your personal data.
- Request access to the personal data that Marshalls Park Academy holds about you.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased when it is no longer needed.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, rather than legal requirement, you have the right to withdraw this consent at any time.

If you have a concern about the way Marshalls Park Academy and/or the DfE is collecting or using your personal data, you can speak to Helen Walker, our DPO, on 01708 724134 or hwalker@mpa.swecet.org, who will be able to help you and answer any questions that you have. Alternatively, you can call the Information Commissioner's Office (ICO) on 0303 123 1113.

More information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.marshallspark.org.uk or download our [GDPR Data Protection Policy](#).

ICT POLICY

This policy covers the acceptable use of ICT, mobile devices, internet, e-mail and social media facilities at Marshalls Park Academy.

The facilities offered by the school's system include a personal account for each student offering e-mail and access to subject resources.

ICT Systems

- All students are expected to use the hardware and software provided with care and respect.
- Students will be allocated a username and password for the school ICT systems. They must keep their password secret and only use their own username and password to access the school network.
- Students will not attempt to make any changes to the set-up and configuration of the school PCs or to install any software either from CD, USB storage, e-mail, bluetooth, wifi or via the internet.
- Only personal computers (including portables) owned and supported by the school can be used to access the schools ICT systems within the school premises, unless you have the permission of the ICT team.

Mobiles/Earphones

- Students who bring mobile phones into school must not use these devices during school time, unless they are specifically instructed by a member of staff to do so.
- Students are advised to keep mobile phones/earphones in their bags, or securely and unseen on their person until they leave school at the end of the day.
- Students seen using mobile phones/earphones without permission risk having such devices confiscated and placed in the school office:

Use of the Internet

- The school will, as far as possible, supervise student internet sessions and, where appropriate, will monitor usage.
- Internet use within the school will be driven by clear learning intentions that are set in the context of well-framed tasks.
- By default, access to newsgroups or 'chat areas' will not be permitted. Students are not permitted to access chat websites or instant messaging software.
- Access to social networking sites by students is not permitted.
- Students should not give out any personal details over the internet.
- Students should not build personal websites during school time.
- Students receiving questionable materials must report this immediately to the teacher or a member of the ICT team.
- Students should not download or access games during lesson time.

Use of E-mail

- Students will use their email account sensibly and responsibly. Students should not be emailing each other during lesson time unless instructed to do so by their teacher.

Unacceptable Usage of ICT, Internet, E-mail and Social Media Facilities

The following actions are considered unacceptable:-

- Accessing, creating, transmitting, or publishing any offensive, obscene or indecent messages, images, sounds, data or other material; any data capable of being displayed or converted to obscene or indecent messages, images, sounds, data or other material;
- Any photos or video footage taken without permission;
- Creating, transmitting or publishing offensive, violent or abusive material or any material which is likely to cause offence, inconvenience or needless anxiety to others.
- Deliberate unauthorised access to facilities, services, data or resources within the school or any other network or service accessible via the internet.

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Deliberate activities which would result in:

- any use of e-mail, internet or social media that would be embarrassing to any individual or the school;
- wasting staff or other users' efforts or network resources, including time on remote systems and the efforts of staff involved in the support of those systems;
- corrupting or destroying other users data or invading the privacy of other users;
- disrupting the work of other users;
- using the work of others and claiming it as your own;
- using the internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large image files, bitmap or tif files, the use of peer to peer or file sharing software or the downloading of music files);
- the introduction of any unauthorised software, including viruses;

Students should not use or download or copy from any storage device including MP3 players, mobile phones, PDAs, games consoles, USB memory devices, USB watches or any other storage device, unless they have permission from their teacher.

DRESS CODE

School Uniform

Uniform is a way of public recognition for the school and, as such, it should be worn with pride. The school has an established set of rules outlined below and makes great efforts to uphold the dress code. Uniform is not fashion-orientated and, should individual items of clothing be deemed inappropriate, we will contact parents/carers.

Full school uniform must be worn to and from school. Our uniform helps to maintain our good reputation. It is essential that all school uniform and equipment be clearly labelled with your child's name. If any item of uniform is lost or damaged, please send a note to your child's form tutor. The item should be replaced at the earliest opportunity.

General Uniform (Please use this as a checklist)

- Black blazer with school badge.
- Plain dark-grey or black trousers for boys or girls. Girls trousers must have side pockets, a waistband, be straight legged and loose.
- Plain dark-grey or black knee-length skirt for girls (no culottes or slits in skirt).
- Plain white shirt with a collar suited to wearing a school tie.
- Plain dark-grey or black V-necked jumper (if worn).
- Plain black tights or black ankle socks for girls.
- Plain black, flat, shoes/trainers – we strongly prefer shoes rather than trainers to uphold a smart appearance.
- Dark-coloured outdoor coat with no inappropriate insignia or lettering.
- An appropriate bag to carry books to, from and around school.
- If a hair accessory is worn, it must be simple and plain.

The school badge and tie can be purchased from our Resources department.

Jewellery and Hairstyles

Extremes of hairstyle, colour or cut are not acceptable. Unnatural hair colour is not allowed. Hair adornments should be plain and simple. Nail extensions, nail varnish, lipstick or eye make-up may not be worn and, if worn, will have to be removed at school. One plain ring and watch may be worn. Students may wear one plain stud earring in each ear. Students must restrain or tie back hair during all practical lessons.

P.E. Kit

All P.E. kit must be labelled with the student's name. If this is not labelled it is unlikely that your child will recover any lost items.

Girls

- Red polo shirt with logo
- School reversible rugby/hockey shirt **or**, red school hoodie.
- Navy shorts
- Red football/hockey socks.
- White trainers (non-marking sole).
- White sports socks (indoor activities)
- Plain navy blue tracksuit bottoms (logos and brand names are not allowed)
- Mouth guard and football boots
- Shin pads

Boys

- Red polo shirt with logo
- School reversible rugby/hockey shirt **or**, red school hoodie.
- Navy shorts
- Red football/hockey socks.
- White trainers (non-marking sole).
- White sports socks (indoor activities)
- Plain navy blue tracksuit bottoms (logos and brand names are not allowed)
- Mouth guard and football boots
- Shin pads

Dance Kit

Red Polo shirt with logo and plain navy tracksuit bottoms or black leggings.

Red polo tops with logo and the red school hoodies can be purchased from
Premier Schoolwear, Unit 7, Tonbridge Works, Tonbridge Road, Romford, RM3 8TS
www.premierschoolwear.co.uk
01708 377600

THE FRIENDS OF MARSHALLS PARK

invite you to join them

MPA



Please join us to find out more

**For further information, please contact Mrs Walker
in the main school office – 01708 724134**