



2024-25

# PARENT INFORMATION HANDBOOK



**BROADOAK  
ACADEMY**  
Time Courage Choice

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**TIME COURAGE CHOICE**



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# INTRODUCTION AND VALUES

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## Dear Parents and Carers



Welcome to our parent/carer handbook. The handbook contains a range of school information and policies for your information. Please can you and your child read, sign and return the Home Academy Agreement.

## BROADOAK VALUES

**We value Time;** time does not stand still, and we must make the most of it with everything we do. Time allows us to think, to make sensible choices. Time allows us to heal from sadness. Time is a gift that we can use for good in so many ways. We must ensure that we value time, from being on time to our learning, to using time to our advantage when planning our learning and our next steps, in school, in our wider community and beyond. We must use time to help us become better people by not waiting to help others, but by going out and proactively contributing to our community and to the lives of those who live there.

**We show Courage;** it is easy to give up, to say I can't do it, to say it's too difficult, to hide behind the view that we are not good enough, to follow others in wrongdoing. It is easy to not make a big decision or not take an important step. It is easy to not speak out against bullying, prejudice and discrimination. It is easy to stand by and watch or listen whilst others are unkind. Not at Broadoak! We show courage and nurture our young people to show courage. We show the courage to keep going even though things are difficult. We show the courage to stand up against unkindness in whatever form it takes. We show the courage to come back strong from whatever we see as our failures, to be better than we were before and to help others be better also.

# INTRODUCTION AND VALUES

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## BROADOAK VALUES

**We make the right choice;** choice is within everyone's control, but the consequences of our choices are not. As with courage, it is easy to make the wrong choice, but we support and educate our students to make the right choice. Whether this be in learning, in relationships with others, in how they behave, in how they treat themselves and others. Choice is powerful and we nurture our young people to understand the power of choice and how making the right choice will result in much better outcomes for them in lessons, in school, in the community and in their wider lives as they grow and develop through their time at Broadoak.

These values – Time, Courage, Choice – drive our endeavours in the pursuit of excellence for and from all in our academy. They drive our high standards and expectations. They support the growth of the pride we have in our Houses. They encourage us to embrace challenge and to inspire creativity and imagination. They promote a love of learning, an openmindedness and an inclusive school that grows from the very heart of what we stand for - community and belonging - the pillars that mean everything to everyone across our academy.







# PASTORAL LIFE

At Broadoak we passionately care about the welfare and wellbeing of our students. Each student will be in a tutor group that is part of one of our 4 Houses: Beech, Chestnut, Spruce and Whitebeam. Their tutor group will be made up of their peers, from their own year group.



Mrs Jen Laity  
Head of House - Beech



Mrs Gemma Deal  
Assistant Head of House - Beech



Ms Rose Hooke  
Head of House - Chestnut



Ms Ellie Maspero  
Assistant Head of House - Chestnut



# PASTORAL LIFE



Mr Jack Thorp-Greenwood  
Head of House - Spruce



Mrs Abigail Loewy  
Assistant Head of House - Spruce



Ms Sarah Ashby  
Head of House - Whitebeam

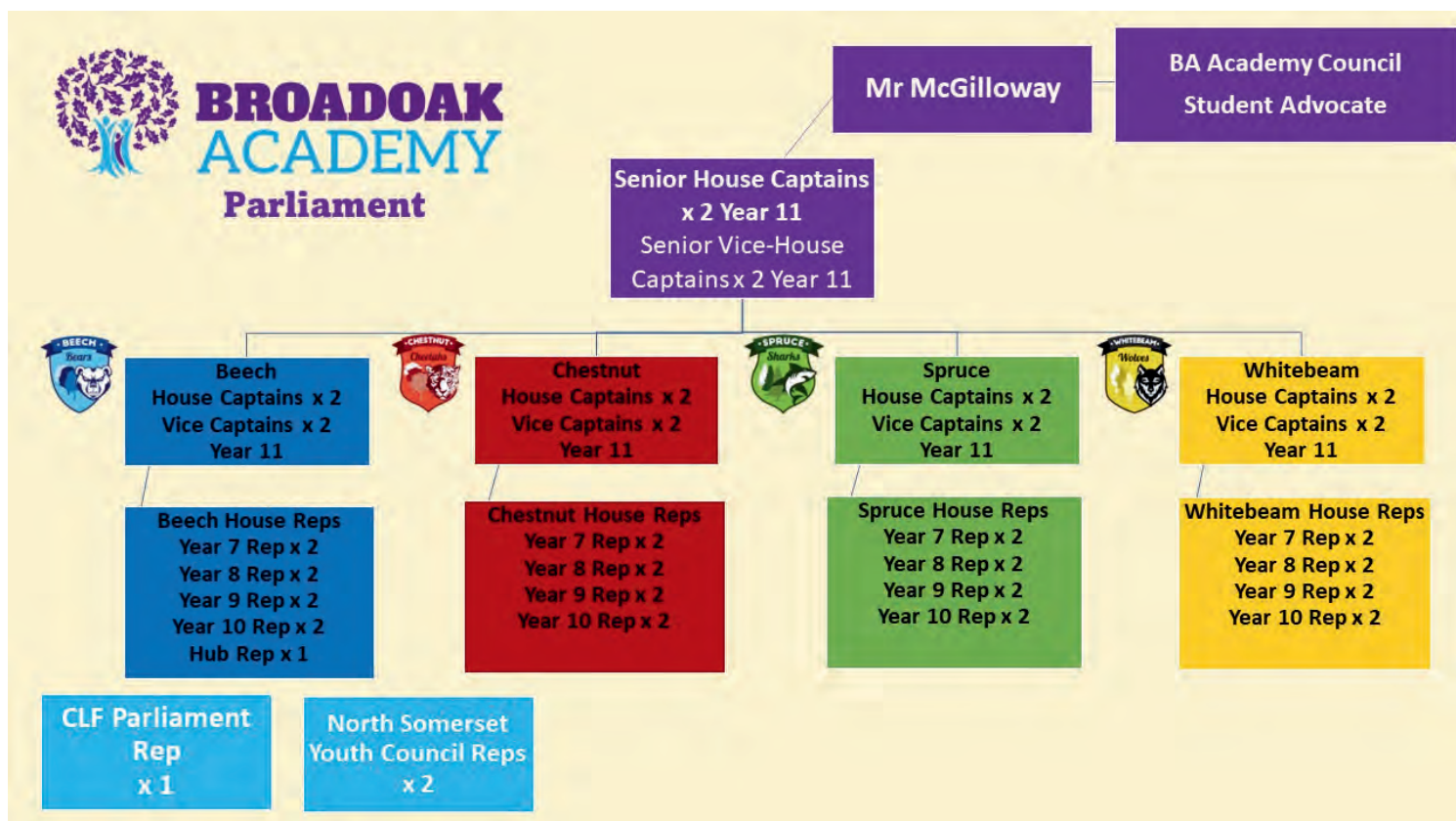


Ms Susan Gregory  
Assistant Head of House - Whitebeam

Each house is lead by a Head of House , supported by a non-teaching Assistant Head of House. Each house represents a spread of the academy population and where possible, we keep families within the same house. Houses raise the positivity of the academy, focusing on each of the school values and competition across the academic year.

# STUDENT PARLIAMENT

We work with our young people to listen to their views and empower them to become active citizens. The framework for these interactions is the Student Parliament. Each House has Year 11 House Captains and Vice Captains who are elected by the students and harness the student voice through House Representatives, working for positive change. House Representatives from Years 7-10 will take part in student parliament meetings, House Council meetings and Parliament Committee meetings at least once a term. Committees focus on key areas across the school including Community, Charity, Diversity, Environment, Behaviour, Learning, Sports and Facilities.





# TERM DATES

## Term 1

**First day of term for students:** Wednesday 4th September 2024

**Last day of term for students:** Wednesday 23rd October 2024

**INSET Dates:** Monday 2nd September 2024  
Tuesday 3rd September 2024  
Thursday 24th October 2024  
Friday 25th October 2024

## Term 2

**First day of term for students:** Monday 4th November 2024

**Last day of term for students:** Friday 20th December 2024

## Term 3

**First day of term for students:** Tuesday 7th January 2025

**Last day of term for students:** Friday 14th February 2025

**INSET Dates:** Monday 6th January 2025

## Term 4

**First day of term for students:** Tuesday 25th February 2025

**Last day of term for students:** Friday 4th April 2025

**INSET Dates:** Monday 24th February 2025

## Term 5

**First day of term for students:** Tuesday 22nd April 2025

**Last day of term for students:** Friday 23rd May 2025

**INSET Dates:** Monday 21st April 2025 (Bank Holiday)  
Monday 5th May 2025 (Bank Holiday)

## Term 6

**First day of term for students:** Monday 2nd June 2025

**Last day of term for students:** Tuesday 22nd July 2025

**INSET Dates:** Friday 4th July 2025  
Monday 7th July 2025





# BROADOAK UNIFORM

Students should take a pride in their standard of uniform and in their Academy. They represent the Academy through their appearance at all times both on the premises, on trips, visits and on the journey between home and Academy.

The Academy is often complimented on the smart appearance of our students and we appreciate the support we receive from parents on this matter. If you require any kind of support regarding uniform please email us at: [parents@broadoakacademy.clf.uk](mailto:parents@broadoakacademy.clf.uk)

**1. Official Broadoak black blazer with Broadoak badge embroidered on the pocket.**

Blazers must be worn at all times and may only be removed if it is warm in a lesson if the teacher gives permission.

**2a. Trousers tailored in plain black.**

Trousers must be tailored and straight; not excessively tight and tapered. They should be of a sensible length and 'sit on the shoe'. Students should be able to tuck in shirts comfortably. **No leggings, denim or stretchy fabric.**



# BROADOAK UNIFORM



## 2b. Black tailored shorts.



## 2c. Skirt tailored in plain black.

Skirts should be of a length sensible for school. One that allows students to move around throughout the day without the need to be adjusted to a suitable length. No stretchy fabric or tight skirts .



**3. Shirt in white with short or long sleeves** (not "leisure/polo" type). It should have buttons to the neck for tie-wearing and should be tucked in at all times.

## 4. Official Broadoak Academy House tie.

- Blue - Beech Bears
- Red - Chestnut Cheetahs
- Green - Spruce Sharks
- Yellow - Whitebeam Wolves

# BROADOAK UNIFORM

## Acceptable Footwear

**5. Plain black polishable shoes** of a safe and suitable type; strictly no trainers, boots, canvas shoes or high heels.

No coloured markings or brand logos are permitted.



## Unacceptable Footwear

No trainers not even black leather ones or any brand logos, markings or tags.

**6. Plain white, black or grey socks** (unpatterned) or plain black or natural-coloured tights.

**7. Optional** – in colder weather students may wear a plain black v-necked sweater under their blazers. The school will make students and parents aware when these are not to be worn.

**8. Jewellery:** No jewellery should be worn, apart from small ear studs, a maximum of 2 each in the lobe of the ear, though students may be required to remove these for some activities. No 'ear stretchers'. No facial jewellery is allowed, including nose studs or tongue piercings. Watches are permitted, but not smart watches.

**9. Make-up if worn should be discreet.**

It will have to be removed if noticeable. No nail varnish or nail extensions.



# BROADOAK UNIFORM



## 10. Hair

Students' hair should be acceptable for the school environment.

- Hair colour should be within the normal range of natural hair colours.
- No tramlines/shaved patterns.
- Students that observe hijab should wear a black hijab for school.

During the warmer months, a light white, or lilac hijab will be suitable.

Durags may also need to be worn on occasion by students to protect hair from damage.

Please check to avoid problems – the Principal's decision on hair is final.

**Broadoak Academy is proud to champion The Halo Code** and the right of staff and students to embrace all Afro-hairstyles.

We acknowledge that Afro-textured hair is an important part of our black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance. We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps (either in black or the Academy purple).

At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.

# BROADOAK UNIFORM

## **Please note:**

1. All items of clothing/equipment must be clearly marked with the student's name.
2. No excesses of fashion are permitted.
3. Garments / items not listed above will be confiscated.
4. Students not adhering to the uniform rules may be withdrawn from mainstream lessons until they do.

If students are having piercings done during a holiday period, they should leave enough time to be able to remove them on their return to school – the same applies to any hairstyles that do not comply with the above code.

Items not permitted within the uniform will be temporarily confiscated; they will be returned once parental confirmation of ownership is obtained and at a time that remains at the discretion of the Academy.

All items are available from:

NK Sports  
Unit 7 Station Road  
Worle  
Weston super Mare  
BS22 6AU

Online: [www.nksports.co.uk](http://www.nksports.co.uk)

Email: [enquiries@nksports.co.uk](mailto:enquiries@nksports.co.uk)

Tel: 01934 511005

For further details about our school uniform, please visit our website and view the "Uniform" page in the "Our Academy" section.

## **P.E. KIT REQUIREMENTS**

- The official Broadoak sports polo shirt
- Black shorts
- The official Broadoak football/hockey socks (outdoor) or long plain purple or black socks (outdoor)
- White sports socks (indoors)
- Trainers
- Football boots – we do have a collection of donated football boots if required
- Shin pads

### **Optional for outdoor games use only:**

- Black sports sweatshirt (plain no logos)
- Tracksuit bottoms (black, plain no logos)
- The official Broadoak rugby jersey or plain black hoodie- (for winter/cold weather).

P.E. kit is essential for every PE lesson. If a student is unable to take part in the lesson because of a medical reason, they still need to come to school in their PE Kit. They can then help their teacher to coach, referee or umpire.

No jewellery should be worn for PE.

**The Principal's decision on all matters of uniform is final.**

# SCHOOL EQUIPMENT

Attending school with the correct equipment is vital in ensuring that students can participate fully in lessons.

Please consider the equipment listed below as essential:

- A robust bag which is suitable for carrying books and files and keeping them in good order.
- Pens (good quality)
- Pencils and colouring pencils (not felt tips that soak through paper)
- Rubber
- Ruler
- Mathematical instruments (protractor and set square, pair of compasses and angle measurer) and a calculator. The QR code on this pages takes you to a link to purchase one recommended by our Head of Maths.
- Exercise books (provided by school)

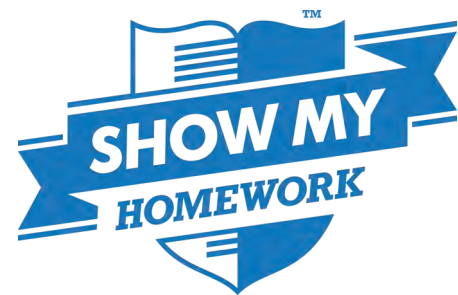
**All items should be marked with your child's name.**







# SHOW MY HOMEWORK



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As a school, we recognise the value of homework and the positive effect it has on learning and building student resilience. We have chosen Show My Homework as our on-line homework host.

Show My Homework is a web based tool which is accessible to all students in Years 7 to 11. It is aimed at helping students organise and complete their homework to the best of their ability.

The site allows students to access their homework either:

- By logging-in with their user name and password. This will provide them with a personalised calendar showing only their homework. Students will receive their user name and password from their form tutor.

Or

- By viewing the whole-school homework calendar and filtering by subject or teacher. This does not require a log-in.

Students can also download a Show My Homework app for their mobile phone/tablet (from the Apple App Store or Google Play) that can alert them when homework has been set.

As is evident, the aim of the site is to ensure that students can access their homework easily. It should also be said that it allows less room for “I didn’t know we had homework” and other similar excuses!

Obviously, we also encourage parents to use the website so that they can monitor the range of homework that their son/daughter has been set. Letters will be sent home to parents regarding this at the start of Term 1 in September.

**Please go to <https://www.satchelone.com> for online articles and advice on using the site.**



# INDEPENDENT STUDY

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At Broadoak, homework is referred to as **Independent study**. This term is used to refer to work completed outside of the classroom, but not necessarily at home. For example, some students may choose to complete additional work at school.

Independent Study is linked to the curriculum and will focus on consolidating foundational knowledge and skills. Students will be given independent learning to complete each week by their subject teachers following the guidance outlined below:

Key Stage	Core subjects (English, Maths, Science)	Additional subjects
KS3 (Year 7-9)	Once per week	Twice a term
KS4 (Year 10-11)	Once per week	Once per week



# BROADOAK SAFEGUARDING

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At Broadoak we are committed to safeguarding and promoting the welfare of children. This means we work closely with other agencies to protect children from abuse or neglect and to prevent the impairment of their health or development.

The Designated Safeguarding Lead at Broadoak Academy is Mr Tipler the Deputy Designated Safeguarding Lead is Mrs Prosser.

They are available for you, or the students, to talk to if you have any concerns about the safety or welfare of students at the Academy.

We also have 4 safeguarding officers (our Assistant Heads of Houses) who are also available for you or the students to talk to.

Our Child Protection Policy is available to view on our Website.

You can email our safeguarding team at [basafeguarding@clf.uk](mailto:basafeguarding@clf.uk)





# BROADOAK SAFEGUARDING

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## Broadoak Academy Safeguarding Team



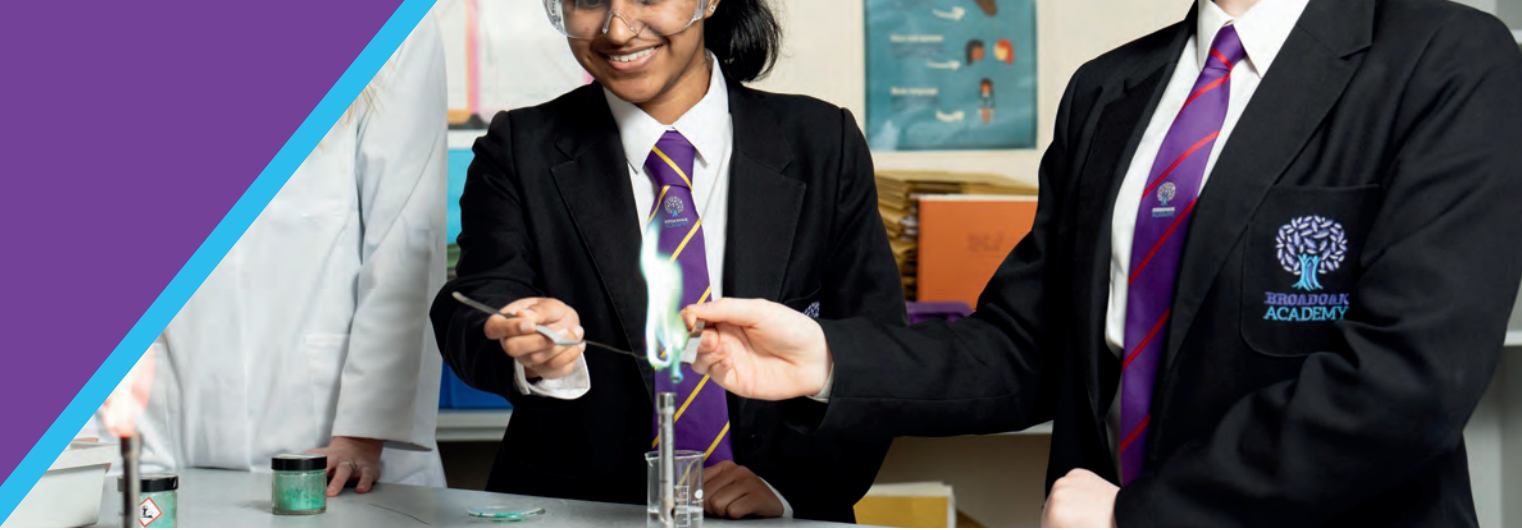
Mr Mark Tipler  
**Designated Safeguarding Lead**



Mrs Jade Prosser  
**Deputy  
Designated Safeguarding Lead**



Ms Jen Laity  
**Deputy  
Designated Safeguarding Lead**



# BROADOAK SAFEGUARDING

## Broadoak Academy Safeguarding Team



Ms Gemma  
Deal  
**Assistant  
Head of  
Beech House  
and  
Safeguarding  
Officer**

Ms Ellie  
Maspero  
**Assistant Head  
of  
Chestnut House  
and  
Safeguarding  
Officer**



Ms Cath Back  
**Attendance Liaison Officer**



Mrs Abigail Loewy  
**Assistant Head of Spruce House  
and  
Safeguarding Officer**



Ms Susan Gregory  
**Assistant Head of Whitebeam House  
and  
Safeguarding Officer**

# STUDENT ATTENDANCE

## Advice and Information for Parents and Carers

We maintain high standards of attendance at Broadoak and expect students to achieve a minimum of 96% during the academic year.

### The National Guidelines

With the introduction of the new National Framework for Penalty Notices, the below changes will come into force for Penalty Notice Fines that are accrued after 19th August 2024.

Education Penalty Notices are issued to the parents of statutory school age children.

#### **Per parent, per child**

Penalty Notice Fines will be issued to each parent, for each child that was absent from school without prior approval by the school.

*For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.*

#### **5 days of term time leave**

Penalty Notice Fines will be issued for Term Time Leave of 5 or more days which have not been authorised by the school.

#### **10 sessions of unauthorised absence in a 10-week period**

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.





# STUDENT ATTENDANCE

<b>First Offence</b>	The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
<b>Second Offence (within 3 years)</b>	The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
<b>Third Offence and Any Further Offences (within 3 years)</b>	The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.



# STUDENT ATTENDANCE

The government has made recent amendments to the Education (Pupil Registration) (England) Regulations 2006 which state that Principals may not grant any leave of absence during term time unless there are “exceptional circumstances”.

Leave of absence shall not be granted unless:

- (a) an application has been made in advance to the Principal by a parent with whom the student normally resides; and
- (b) the Principal considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

## Exceptional circumstances

For example:

- Forces Personnel on leave from a foreign posting
- **Exceptional significant** family events or circumstances - these will be considered on an individual basis with you.

The Principal will consider every request individually but the following will not meet the criteria:

- Relatives coming to visit
- Cheaper holidays in UK and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays
- Birthdays

The Principal does not have to give permission if you request a holiday. If the holiday is not approved, your child’s absence will be recorded as unauthorised and you may be fined by the Local Authority.



# STUDENT ATTENDANCE

## What is the effect on your child?

- Your child could find it difficult to settle in if he / she misses Academy at the start of a new term or when moving to a new school or class.
- Your child may miss important educational experiences in school such as the start of new topics. It can be very difficult to catch up.
- Preparation and revision for exams and tests may be affected.
- Your child may think that you do not see school as important if you book a holiday in term time.

Attendance %	Missed Days	Missed weeks	Over 5 years	Annually
100%	0	0	0	Excellent
99%	1.9	0.38	9.5	Very Good
98%	3.8	0.76	19	Very Good
97% <sup>1</sup>	5.7	1.14	28.5	Very Good
96%	7.6	1.52	38	Good
95% <sup>2</sup>	9.5	1.9	47.5	National average
94%	11.4	2.28	57	Below Nat. average
				Below Nat. average
93%	13.3	2.66	66.5	
92%	13.3	2.66	66.5	Requires improvement
				Requires immediate improvement/worrying
91%	17.1	3.42	85.5	
90% <sup>3</sup>	19	3.8	95	Cause for concern
89%	20.9	4.18	104.5	Serious concern
85% <sup>4</sup>	28.5	5.7	142.5	Major issue
80% <sup>5</sup>	38	7.6	190	Major issue



# STUDENT ATTENDANCE

## Parents and Carers:

- You must always fill in a form to request holiday from school. The school keeps a stock of these forms.
- You should do this before you book any holiday and remember – there should be exceptional significant family events or circumstances for such leave to be authorised.

Should you wish to apply for leave for attendance at an educational activity, please ask for an “AEA” form from Reception.

We believe your child’s education is very important. In order to do well, children and young people must attend school.

We know you want your child to achieve as much as possible from their time at Broadoak Academy, so please support him/her by keeping them in Academy during term time. Please remember to try arrange routine medical/dental appointments for out of school hours.

The school day starts at 8.45am and ends at 3.00pm.

All students must be onsite for the duration of this time. If a student is absent from school for any reason, a call must be made to the school to inform us of the absence between 8am and 9.15am.

Please be aware that if your child is absent from school, regardless if the absence has been authorised, their overall attendance percentage will still be impacted.

The school attendance policy will be followed when attendance percentages drop.

If you have any questions about attendance, please email: [attendance@ba.clf.uk](mailto:attendance@ba.clf.uk)

Alternatively you can contact the Education Welfare Service via:

North Somerset Council Education Welfare Service,

Town Hall,

Walliscote Grove Road,

Weston-Super-Mare,

BS23 1UJ

Tel: 01934 888 801

Email: [educationwelfare.careconnect@n-somerset.gov.uk](mailto:educationwelfare.careconnect@n-somerset.gov.uk)

Further information is also available on the North Somerset Council website at [www.nsomerset.gov.uk](http://www.nsomerset.gov.uk) under the Education Welfare Services section.



# FREE SCHOOL MEALS

## Are you entitled to Free lunches & the "Pupil Premium"?

Any child attending a North Somerset school whose parents or carers are on certain benefits is entitled to receive free meals at school. Your child will be entitled to free school meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed 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 four weeks after you stop qualifying for Working Tax Credit
- Universal Credit with annual take home pay/net earnings below £7,400 (which equals £616.67 per month) benefits not included.

## What are you and your child entitled to?

- Free school breakfast served 8am to 8:30am, as well as a school lunch
- Up to 20% off all Academy trips
- 50% off Broadoak blazers (up to 3 times during student's time here)
- Free revision guides in Years 10 & 11
- Additional Year 11 benefits, including free sessions at Hutton Moor and a reduction for the Year 11 Prom.

If your child is entitled to Free School Meals they have a daily allowance of £3.40 to spend at breakfast, break, lunch or all three. Any unused balance does not carry over to the next day.

Any spend over £3.40 per day would need to be paid for by the parent/guardian via Parentpay. You will have been given details to access this.

A meal deal is £2.40 or items can be purchased separately.

# FREE SCHOOL MEALS

## How can I apply?

North Somerset Local Authority have replaced the old free school meal paper application forms with a new online checker. Parents are able to apply online at home, and in school and get an instant result. The system will generate a letter that parents can print off and give to schools to show eligibility. Where parents do not have printers, they can forward on the email to [parents@broadoakacademy.clf.uk](mailto:parents@broadoakacademy.clf.uk), or showing it to school staff on their smart phone.

You will only need to apply once and if you have more than one child, you will need to apply for each child separately. North Somerset Council are unable to backdate claims, so please ensure you apply before your child starts school.

If parents give schools their permission, schools can check eligibility on their behalf. In order to do this, the school would require the parent's National Insurance number and date of birth.

Schools will be sent an email at the beginning of each term detailing who has applied. Anyone who applies midterm will be able to show schools their eligibility letter. Eligibility starts from the date on the letter, and stops at the end of that term.

The online checker can be found at [nsod.n-somerset.gov.uk](http://nsod.n-somerset.gov.uk) click on families and then click on are you eligible for free school meals.

If you have any queries or would like help, please contact us on 01934 422000.

# FREE SCHOOL MEALS

## Meal Debt

Our catering providers, Aspen's, have implemented a new process to limit meal debts on student ParentPay accounts.

Our primary concern remains the well-being of our students, and we will continue to ensure that no child goes without a meal. However, it is essential to establish clearer guidelines to manage and minimise meal debts effectively.

Starting in September 2024 , we will implement the following procedures:

- 1. Daily Monitoring:** We will generate a daily report to monitor student dinner accounts. Parents will be notified at the end of the school day if their child has exceeded their account balance. It is expected that any outstanding debt is cleared by the end of that day.
- 2. Free School Meal (FSM) Students:** Students eligible for Free School Meals will continue to receive a daily spend limit of £3.40. Families of FSM students can top up their accounts if desired. If there is a credit on the account, these students will be able to spend up to £5.00 per day.
- 3. Daily Spend Limit:** All students will have a daily spend limit of £5.00.
- 4. Debt Limit:** No student account will be permitted to exceed a debt of £10.00. If an account reaches a debt of £10.00, the student will unfortunately be refused services until the debt is cleared.

We believe that managing the dinner account is a shared responsibility between parents and students. We encourage all parents to have an open conversation with their children and come to an agreement on appropriate spending in the canteen. This understanding will help ensure that students are aware of their spending limits and the importance of staying within budget.

To facilitate these changes and ensure smooth transactions, please make sure you have access to your ParentPay account. Should you need any assistance with this, our Finance Team is available to help, please do not hesitate to contact us at [finance@ba.clf.uk](mailto:finance@ba.clf.uk). We understand that occasional mishaps can happen, and we will always ensure that every student has access to food. However, to maintain fairness and sustainability, we ask for your cooperation in managing and clearing any debts promptly.

# MOBILE PHONE PROTOCOLS

Broadoak Academy recognises that parents/carers in our community feel the need for their children to have access to a mobile phone for communication with home during their journey to and from school. This helps with safeguarding and child protection especially in the long dark winter months. Broadoak Academy supports this approach wholeheartedly. We do however also recognise the need to support the digital and mental health of the students in our school.

To that end Broadoak has adopted the following mobile phone best use policy:

- Students are allowed to carry and use their personal mobile phones to and from the school. This is to ensure that students are safe on their way to and from the school. **However, the use of mobile phones is not permitted on the school site.**
- Students must switch their phones off **before** entering the school site and they must **not** be switched on until the student has **left** the school site.
- All mobiles phones must be **out of sight** at all times on the school site. This includes not being visible in pockets.
- Students are permitted to contact home at break/lunch time from the school office, using a school phone and not their mobile, should the reason be considered appropriate.
- The security of a phone will remain the student's responsibility at all times including PE lessons.

## **Unacceptable Use**

- Any mobile phone on the school site must be out of sight and switched off. Any mobile phone found to be otherwise will be confiscated and placed in the Branch for collection at the end of the day.
- Students found abusing the use of a phone may be banned from bringing a phone to school.
- In some cases, a phone contract will be put in place that means the student must hand their phone in everyday. This could be for a period of time or for the remainder of the year. Student and parent/carer to sign phone contract.

**The Principal's decision on all matters of mobile phones is final.**





# MOBILE PHONE PROTOCOLS

## Sanctions

- **Stage 1:** Confiscation till the end of the school day. It is the student's responsibility to turn the phone off before handing it to the member of staff.
- **Stage 2:** Confiscation of the mobile phone, held for parental collection.

Refusal to hand over a phone when requested to do so will be considered a significant incident and will result in a referral to The Workspace. In some circumstances this could result in a suspension.

**Please note that the Education and Inspections Act 2006 introduced new statutory powers for schools regarding behaviour and discipline which came into effect on 1st April 2007; these re-state powers of confiscation that are included in our policy.**

# PARENTAL COMMUNICATION

The Academy has a range of online services that you can access to improve communication between the school and you as follows:

## **The Academy Website**

Firstly, there is the Academy website where you can find out all the latest news and information about the Academy, such as term dates, upcoming events, exam timetables and the Academy newsletter. To access the website type the following into the address bar of your favourite web browser: [www.broadoakacademy.clf.uk](http://www.broadoakacademy.clf.uk)

## **Schoolcomms**

Our electronic communication system for communicating with parents via email and text. We send, where possible, all letters, newsletters and other documents via email and general notifications via text message. It is therefore important that you provide us with an email address and mobile telephone number so you can receive these communications. Benefits of Schoolcomms include:

- Text and email communication between Academy and parents / carers
- You can view your child's attendance, behaviour, achievements and timetables online
- A downloadable App for iPhones and android phones for free messaging
- Parents/carers can reply to emails and texts for free when the App has been downloaded
- We can send you (and your child) their timetables and reports electronically



# PARENTAL COMMUNICATION

## Sign up

You will be automatically signed up to these services using the information you enter in the Academy admission form, however you are entitled to opt out of these services without prejudice; to do this please contact us via: [baparents@broadoakacademy@clf.uk](mailto:baparents@broadoakacademy@clf.uk). We will still keep your information on record but we won't use it with the online services offered.

Please be assured that Schoolcomms is registered with the data protection registrar and guarantee that all information you provide will be kept private and will not be passed onto any other organisation.

If you have any queries or would like help, please contact us on 01934 422000 or email: [baparents@broadoakacademy@clf.uk](mailto:baparents@broadoakacademy@clf.uk)

## **We are delighted to inform you that we use Class Charts at Broadoak Academy.**

Class Charts is an online system which schools use to track achievement and behaviour throughout the school day. As we see our relationship with parents and guardians as a vital element in supporting our young people, this is a key step towards further supporting this important relationship. One of the key benefits of using Class Charts is that we are able to securely share your child(rens) behaviour achievements with you and it keeps you up to date in real-time via the Classcharts App.

This means that you as a parent/guardian will receive notifications of House points and Behaviour points/ incidents as soon as they happen. It is important that you do not contact the school when this occurs. We understand that some parents/guardians may feel the urge to do this to understand what has happened, particularly if their child receives behaviour points for any reason. Someone may contact you in significant circumstances, but we would ask that any follow up communications relating to any achievements/behaviour concerns you may have, are made after 3:30pm to allow staff to respond as they will be teaching or working with students during the school day.

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# PARENTAL COMMUNICATION

Each child and parent/guardian will have their own unique access code.

Once you have been issued with a code, you will need to create an account and enter the code here: <https://www.classcharts.com/parent/login>

Links to the Android and iOS parent apps are also available from this page.

If you have more than one child in the academy, you can enter additional codes directly into your created account. If following the receipt of your log in codes, you have any questions then please contact your child's House team and they will endeavour to support.





# PARENTAL COMMUNICATION

There will be a number of reasons parents / carers may need to contact us at Broadoak Academy. You can find lots of information you may need on our website: [www.broadoakacademy.clf.uk](http://www.broadoakacademy.clf.uk) in the 'Our Academy and Key Information' areas.

If you would still like to speak with someone please follow this flowchart:

Attendance / absence	If your child is absent for any reason, please call the absence line on 01934 422000 option 2 between 8am and 9.15am on <b>each day</b> of absence. Pre-booked appointments can be reported via email to: <a href="mailto:attendance@ba.clf.uk">attendance@ba.clf.uk</a>
Uniform/wellbeing/progress	Please email any uniform, student wellbeing or progress queries to <a href="mailto:parents@broadoakacademy.clf.uk">parents@broadoakacademy.clf.uk</a> this will be passed to your child's tutor in the first instance. For ongoing concerns, your child's Head of House will be in touch.
Homework/subject specific	Ask your child to contact their teacher via Satchel:One with any questions. If you are still unsure, please email: FAO: Subject <a href="mailto:parents@broadoakacademy.clf.uk">parents@broadoakacademy.clf.uk</a>
Safeguarding	Please email any safeguarding concerns to: <a href="mailto:basafeguarding@clf.uk">basafeguarding@clf.uk</a> or if immediate action is required please call the school and ask for a member of the safeguarding team.
SEND Team	If your child has a keyworker please email them in the first instance or call the school and ask for them by name. For more general SEND enquiries please email FAO: SEND Team <a href="mailto:parents@broadoakacademy.clf.uk">parents@broadoakacademy.clf.uk</a>
Free School Meals Applications	Apply online at: <a href="https://www.n-somerset.gov.uk/myservices/schools-learning/local-schools/free-school-meals">https://www.n-somerset.gov.uk/myservices/schools-learning/local-schools/free-school-meals</a> If you are unable to apply online please email <a href="mailto:parents@broadoakacademy.clf.uk">parents@broadoakacademy.clf.uk</a> and we will get in touch with you to arrange.
Finance / ParentPay	Email <a href="mailto:parents@broadoakacademy.clf.uk">parents@broadoakacademy.clf.uk</a> and include in the subject FAO: Finance Team, or call 01934 422000 and ask for Finance.

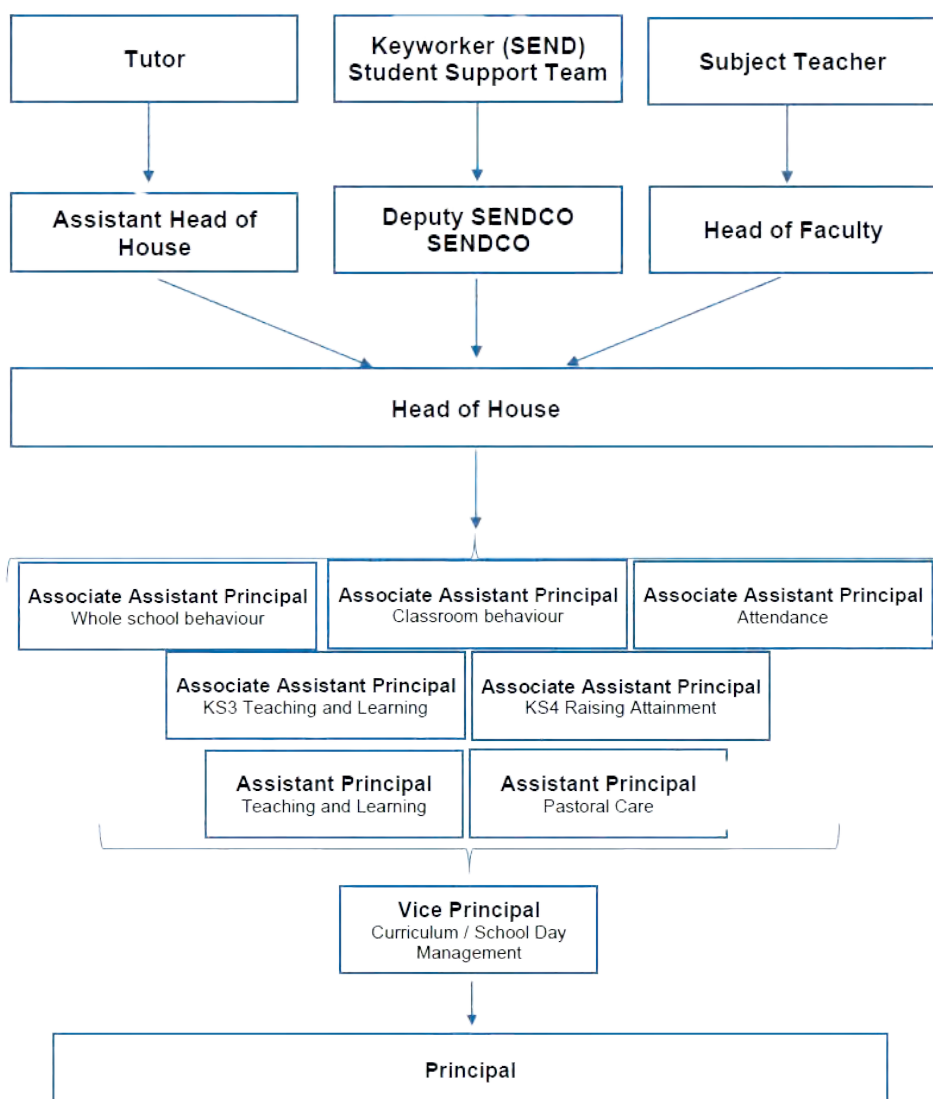


# PARENTAL COMMUNICATION

## Parent / Carer Contact Flowcharts (continued)

Please see the flowchart for who your enquiry would be passed to and therefore who to expect contact from. If your enquiry or concern is ongoing, you may be contacted by another member of staff to escalate our response.

We will aim to respond to parent / carer enquiries within 48 hours unless safeguarding which would be dealt with as soon as possible.



# BIOMETRICS INFORMATION

Broadoak Academy uses a student recognition system using biometrics. This allows us to make the best use of efficient systems such as cashless catering, library software, print and copy cost control, access control and registration systems.

Using this system helps us to improve the services we are able to offer students significantly, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Children will not have to remember to bring a card
- Reduction in queuing time

This is a technology that is already used successfully by thousands of schools.

We would like to make it clear that Broadoak Academy will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian will need to read, sign and return the form within the enclosed Admission Forms booklet. We also offer an opportunity to opt out for those students who, upon consideration, would prefer to use alternative forms of identification.

# DATA PROTECTION INFORMATION

## STUDENT AND PARENT INFORMATION AND THE NEW GENERAL DATA PROTECTION REGULATION (GDPR)

You may be aware that from the 25th May 2018 data protection rules changed. The General Data Protection Regulation (GDPR) changed how we can use your personal data and keep it safe, and strengthened the rights you have over your own data. It also introduced new individual rights relating to personal data, such as the right to erasure or the right to make changes.

Whilst it is similar to the Data Protection Act, there were a few differences, so we made some changes at Broadoak in order to ensure that we are compliant. Some of these changes included updates to our Privacy Notices (please see below) and the need for us to gain extra consents from you for the way in which we use yours and your child's data.

Due to GDPR, it is also very important that we have accurate and up to date records regarding our students and their contact details. This is vital in case of emergencies or where a school-wide message requires your attention.

Please note that we must hold contact details for **at least two different people per student** and require **both mobile numbers and email addresses for all parents / carers** to ensure the swiftest contact should the need arise.

If you have any queries regarding GDPR or data protection issues, please contact Jackie Vernon, Operations Manager, at the school on 01934 422000.

## PRIVACY NOTICES

### Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils. We, Broadoak Academy are the 'data controller' for the purposes of data protection law. A data controller is a person, or organisation, that decides why and how personal data is processed. Our data protection officer is i-West (see 'Contact us' below).

# DATA PROTECTION INFORMATION

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests).



# DATA PROTECTION INFORMATION

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The School Records Management Policy sets out how long we keep information about pupils.

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We collect and use pupil information under Article 6 of EU General Data Protection Regulations (GDPR) to ensure the school carries out its duties lawfully and appropriately. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with organisations such as, but not exclusively:

- Our local authority – carry out tasks in the public interest
- The Department for Education – carry out tasks in the public interest
- The pupil's family and representatives – carry out tasks in the public interest
- Educators and examining bodies – carry out tasks in the public interest
- Our regulator Ofsted – carry out tasks in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for

# DATA PROTECTION INFORMATION

- Financial organisations – to enable them to provide the service we have contracted them for
- Central and local government– carry out tasks in the public interest
- Our auditors – carry out tasks in the public interest
- Health authorities – to meet our legal obligations and vital interests
- Security organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations and vital interests
- Professional advisers and consultants – to enable them to provide the service we have contracted them
- for
- Police forces, courts, tribunals – to enable them to provide the service we have contracted them for
- Professional bodies – to enable them to provide the service we have contracted them for

We also collect and use pupil data under Article 9 of EU GDPR for data collection purposes which is required under the Education Act 1996, such as the child's racial or ethnic origin, biometric data, health information and religious beliefs and may be shared with organisations covered under the following for example:

- Article 9.2.f - legal claims, court orders
- Article 9.2.b – social security law
- Article 9.2.a – explicit consent
- Article 9.2.g – substantial public interest and safeguarding
- Article 9.2.h – for occupational health purposes

## **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

# DATA PROTECTION INFORMATION

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

## **On-line services**

Explicit consent for the use of online services provided at a distance (e.g. show my homework, VLEs). This is required from the parent for under 13s, and from pupils 13 and older.

## **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to North Somerset Council and their children's service, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to North Somerset Council and their children's service.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

# DATA PROTECTION INFORMATION

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/Carers also have a legal right to access to their child's educational record.

If you would like to make a request please email SAR@clf.uk and state that it is a Subject Access Request or telephone 01934 422000.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
  - Prevent it being used to send direct marketing
  - Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

# DATA PROTECTION INFORMATION

## Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, Broadoak Academy, are the 'data controller' for the purposes of data protection law. A data controller is a person, or organisation, that decides why and how personal data is processed.

Our data protection officer is i-West (see 'Contact us' below).

## The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

## Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Promote the school including pictures on the website and in the press



# DATA PROTECTION INFORMATION

## **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The School Records Management Policy sets out how long we keep information about pupils.

# DATA PROTECTION INFORMATION

## Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with organisations such as, but not exclusively:

- Our local authority – carry out tasks in the public interest
- The Department for Education – carry out tasks in the public interest
- The pupil's family and representatives – carry out tasks in the public interest
- Educators and examining bodies – carry out tasks in the public interest
- Our regulator Ofsted – carry out tasks in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable them to provide the service we have contracted them for
- Central and local government – carry out tasks in the public interest
- Our auditors – carry out tasks in the public interest
- Health authorities – to meet our legal obligations and vital interests
- Security organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations and vital interests
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to enable them to provide the service we have contracted them for
- Professional bodies – to enable them to provide the service we have contracted them for

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

# DATA PROTECTION INFORMATION

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please email [SAR@clf.uk](mailto:SAR@clf.uk) and state that it is a Subject Access Request or telephone 01934 422000.

### Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

# DATA PROTECTION INFORMATION

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

John Wall

Cabot Learning Federation, Federation House, Brook Road, Kingswood, Bristol, BS15 4JT

E: [john.wall@clf.uk](mailto:john.wall@clf.uk)

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.



**BROADOAK**  
**ACADEMY**  
Time Courage Choice



# FIND BROADOAK ON SOCIAL MEDIA



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