



**BROADOAK**  
ACADEMY

**NEW ADMISSIONS**  
**PARENT /CARER INFORMATION**  
**HANDBOOK**  
**2021-22**

# Contents

	Page Number
Introduction Values and Ethos.....	3
Pastoral Life .....	4
Term Dates .....	6
Broad oak Uniform.....	7
School Equipment .....	11
Show My Homework.....	11
Safeguarding Information .....	12
Attendance .....	13
Free School Meals .....	16
Mobile Phone Policy.....	17
Parental Communications.....	18
Biometrics .....	21
Data Protection Information and Privacy Notices .....	22

Home-Academy Agreement 2021-22 (copy) to be signed and returned



Dear Parents/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.

## Values and Ethos

Everything we do at Broadoak is underpinned by and driven by our values.

We seek **excellence** from and for our students at Broadoak; we believe excellent outcomes can be achieved for all young people by promoting the highest standards of teaching, behaviour for learning and care and support. We have high expectations not only of our young people but also of those who work in our Academy. Excellence means we work hard, persevere when things are challenging and take pride in all that we do – we don't settle for 'good enough'!

At our heart, we are deeply rooted in our sense of **community**. We believe that everyone has a valuable contribution to make to Broadoak; we invest in relationships and believe that through working and learning together, we can achieve more. We recognise and promote our responsibilities to support each other's happiness and wellbeing.

We are an **inclusive** community and seek positive outcomes for all of our young people. We do this through support, collaboration and partnership working with parents and carers. Tolerance and respect for individual identities allows us all to flourish. We recognise our similarities and differences and celebrate these. We seek to understand and value the traditions and beliefs we all bring to our community.

We are **open minded**. At Broadoak we use our imaginations to be inspired and creative. We embrace challenges and seek to learn from them. We are ambitious for our Academy and all who work in it. We believe in the potential of all, with hard work and determination, to achieve great things.

At Broadoak we inspire a **love of learning**. We grow students' knowledge, skills and understanding for success in Academy and beyond. We do this with a stimulating, challenging curriculum that allows students to feel excited by learning both in and out of lessons. This provides a platform for lifelong success, as young people leave us with the confidence and skills to be successful in a rapidly changing world.

## Pastoral Life at Broadoak

At Broadoak we passionately care about the welfare and wellbeing of our students.

Each year group has a Head of Year.

In Year 7 this is Mr Knight.







Mr Knight is supported by the  
Assistant Head of Lower School  
Mrs Hambley.



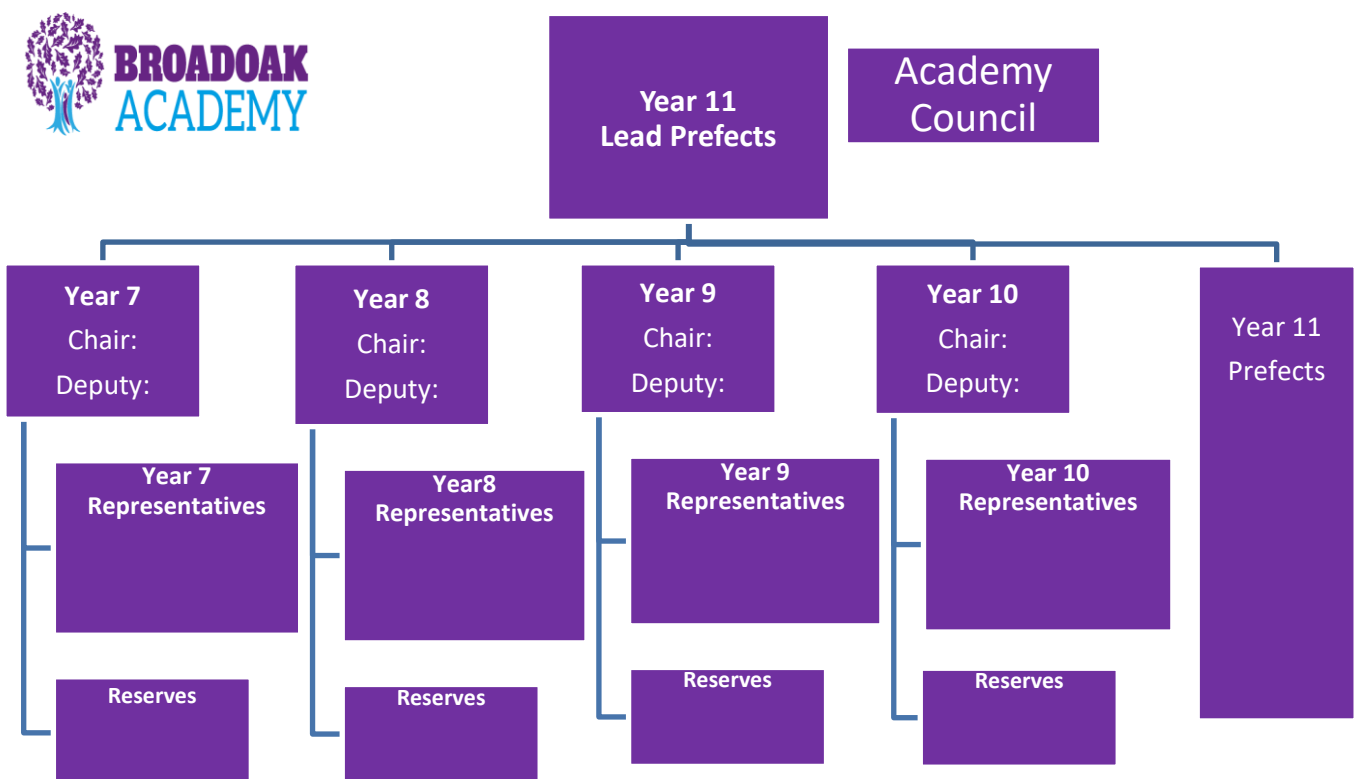
Every student is part of a tutor group of their peers, from their own year group.

Additionally, every student is allocated a House, this is led by a House Champion. Families are in the same house and each House represents a spread of the academy population. Houses raise the positivity of the academy, focusing on each of the school values and competition across the academic year.

			
Chestnut House Red Love of Learning	Beech House Blue Open Mindedness	Spruce House Green Inclusivity	Whitebeam House Yellow Community

### Student Voice

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 year group has a chair and deputy who sit on the parliament at least once a term. These individuals harness views of the year group through tutor representatives, working for positive change.



## **TERM & HOLIDAY DATES – 2021/22 ACADEMIC YEAR**

<b>Term 1</b>	
First day of term for students	Monday 6th September 2021
Last day of term for students	Wednesday 20th October 2021
INSET Dates	Thursday 2nd September 2021 Friday 3rd September 2021 Thursday 21st October 2021 Friday 22nd October 2021
<b>Term 2</b>	
First day of term for students	Monday 1 <sup>st</sup> November 2021
Last day of term for students	Friday 17th December 2021
INSET Dates	
<b>Term 3</b>	
First day of term for students	Wednesday 5th January 2022
Last day of term for students	Friday 18th February 2022
INSET Dates	Tuesday 4th January 2022
<b>Term 4</b>	
First day of term for students	Monday 28th February 2022
Last day of term for students	Friday 8th April 2022
INSET Dates	Wednesday 16th March 2022
<b>Term 5</b>	
First day of term for students	Monday 25th April 2022
Last day of term for students	Friday 27th May 2022
INSET Dates	
<b>Term 6</b>	
First day of term for students	Monday 6th June 2022
Last day of term for students	Friday 22nd July 2022
INSET Dates	Friday 8th July 2022

# Broadoak Academy 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 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.***



**2b. Skirt tailored in plain black.** Skirts should be of a length no shorter than the top of the knee. ***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 tie.**

**5. Plain black polishable shoes** of a safe and suitable type; strictly no trainers, boots, canvas shoes, daps or high heels. No coloured markings or brand logos are permitted.

**Acceptable Footwear**



**Unacceptable Footwear** – No trainers not even black leather ones or any brand logos, markings or tags.





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

**7. Optional** – in Winter students may wear a plain black v-necked sweater under their blazers.

**8. Jewellery: No Jewellery** should be worn, apart from small ear studs, to a maximum of two per ear lobe, though pupils 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.

**9. Make-up** if worn should be discreet. It will have to be removed if noticeable. No nail varnish or nail extensions.

**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.

\* No false hair pieces/hair extensions.

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.

## **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 (boys only) – we do have a collection of donated football boots if required
- Shin pads (boys only)

### **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 lesson. If a pupil is unable to take part in the lesson because of a medical reason, they still need to bring in their P.E. kit and change. They can then help their teacher to coach, referee or umpire. They may be outside in wet conditions. They will then be able to change out of a wet P.E. kit into a dry uniform for the rest of the day's lessons. No jewellery.

**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.**

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

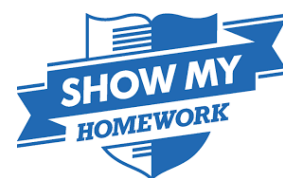
# School Equipment

Attending school with the correct equipment is vital in ensuring that pupils 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
- Exercise books (provided by school)

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

## Show My Homework



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.

# **Safeguarding**

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.

Designated Safeguarding Leads at Broadoak Academy are Mr Tipler and Mrs Downes and 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

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

You can email our safeguarding team at **basafeguarding@clf.uk**

# **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 95% during the academic year.**

### **What does the law say?**

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

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.

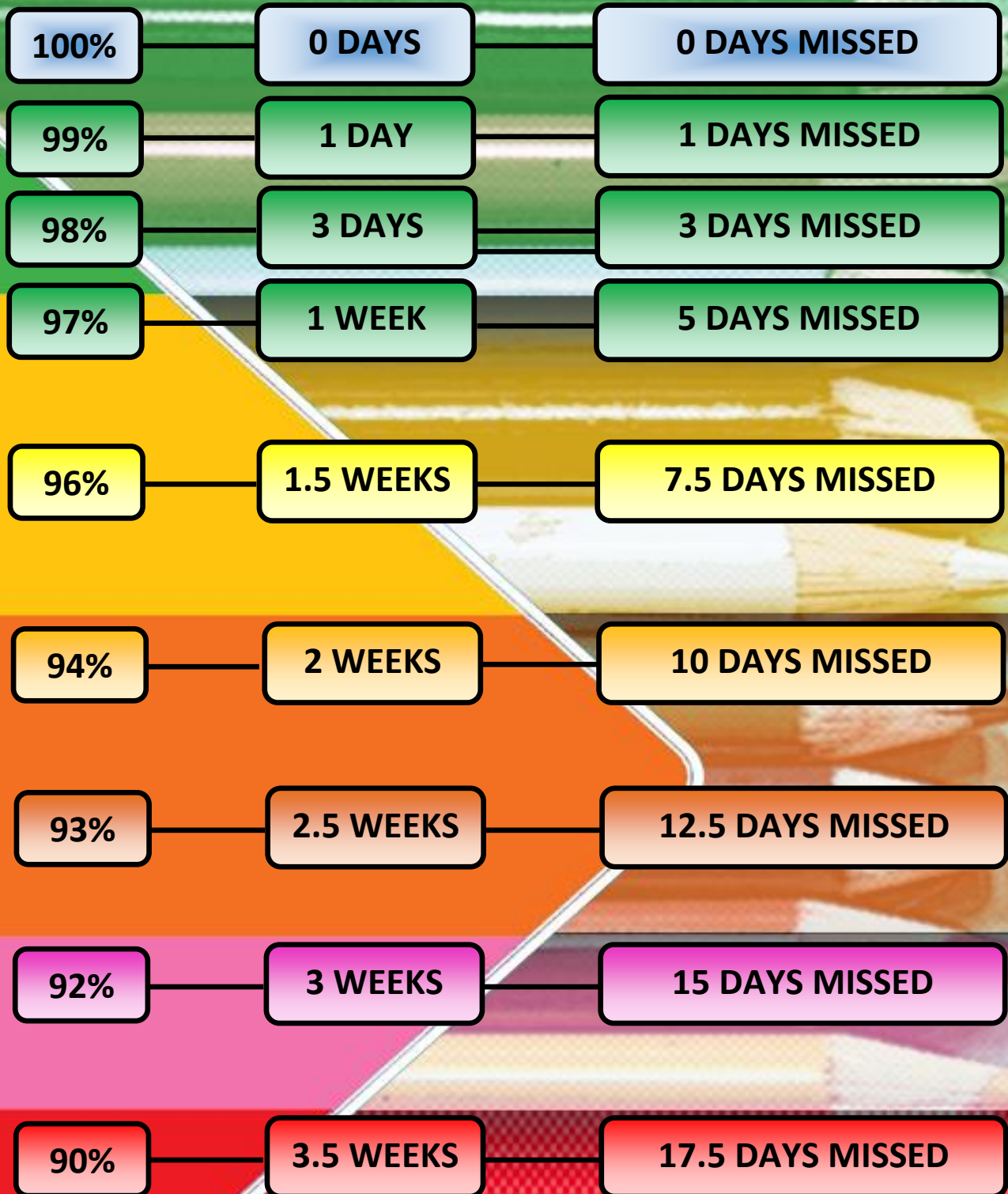
### **What is the effect on your child?**

- 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.



**BROADOAK**  
ACADEMY

# ATTENDANCE MATTERS



MAXIMISE YOUR POTENTIAL.  
ATTEND SCHOOL EVERY DAY.

## 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.
- If the absence is more than 5 days and unauthorised – or fewer than 5 days and there are other unauthorised absences on your child’s record, you may:
  - (i) receive a Fixed Penalty Notice (you will be prosecuted if you do not pay the fine)

OR

(ii) be prosecuted in the Magistrates Court for your child’s non-attendance at school. You can be fined up to £2500 or imprisoned.

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.

Please contact the Education Welfare Service for advice should you have any queries:

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.n-somerset.gov.uk](http://www.n-somerset.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. Parents or carers in receipt of the following benefits can apply for the service:

- child tax credit, provided your annual income as assessed by HM Revenue and Customs does not exceed £16,190. If you receive working tax credit you will not be entitled unless you're in receipt of a four-week run-on
- guarantee element of state pension credit
- income support
- income-based job seekers allowance
- income-related employment support allowance
- support under part VI of the Immigration and Asylum Act 1999

## **What are you and your child entitled to?**

- Free school breakfast (served 7.50 – 8.20am), 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

## **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 mid-term 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.



# Mobile Phone Protocol

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 mobile 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 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 with the school office for collection at the end of the day.
- Only in exceptional circumstances and with the issuing of an exemption pass from the Assistant Principal – Pastoral, may a mobile phone be allowed to be on and in silent mode.
- Students found abusing the use of a phone may be banned from bringing a phone to school.

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

## 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 return to learn.

Please note that the Education and Inspections Act 2006 introduced new statutory powers for schools regarding behaviour and discipline which came into effect on 1<sup>st</sup> 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

## 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 tick the opt out box as indicated on the Data Capture Form enclosed in the Admission Forms booklet. 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.

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 need to apply 3 times per year 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 the beginning of Terms 1,3 and 5.

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 mid-term 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 [www.n-somerset.gov.uk/fsm](http://www.n-somerset.gov.uk/fsm).

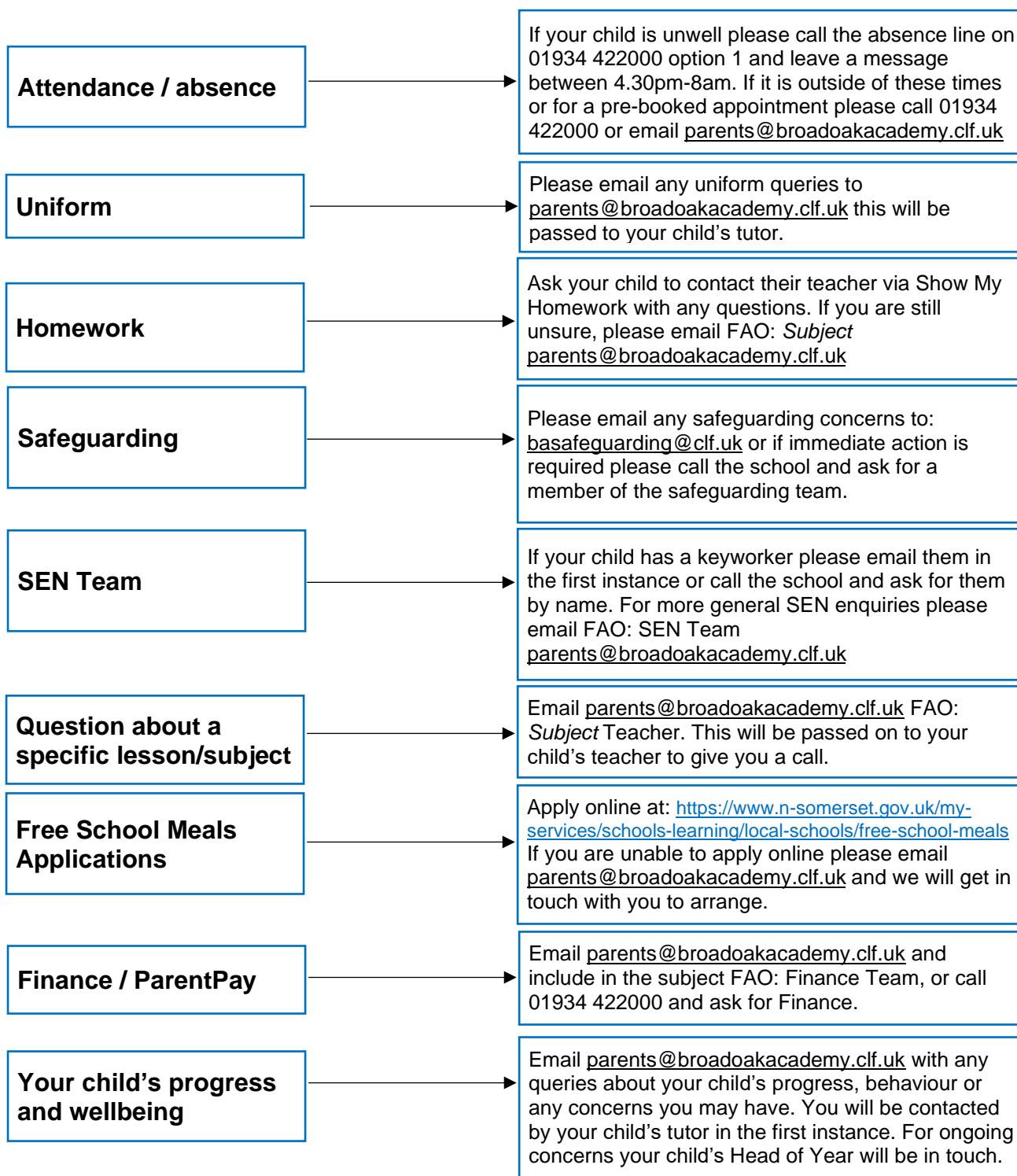
If you have any queries or would like help, please contact us on 01934 422000 or email [baparents@broadoakacademy.clf.uk](mailto:baparents@broadoakacademy.clf.uk)

## Parent / Carer Contact Flowcharts



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.

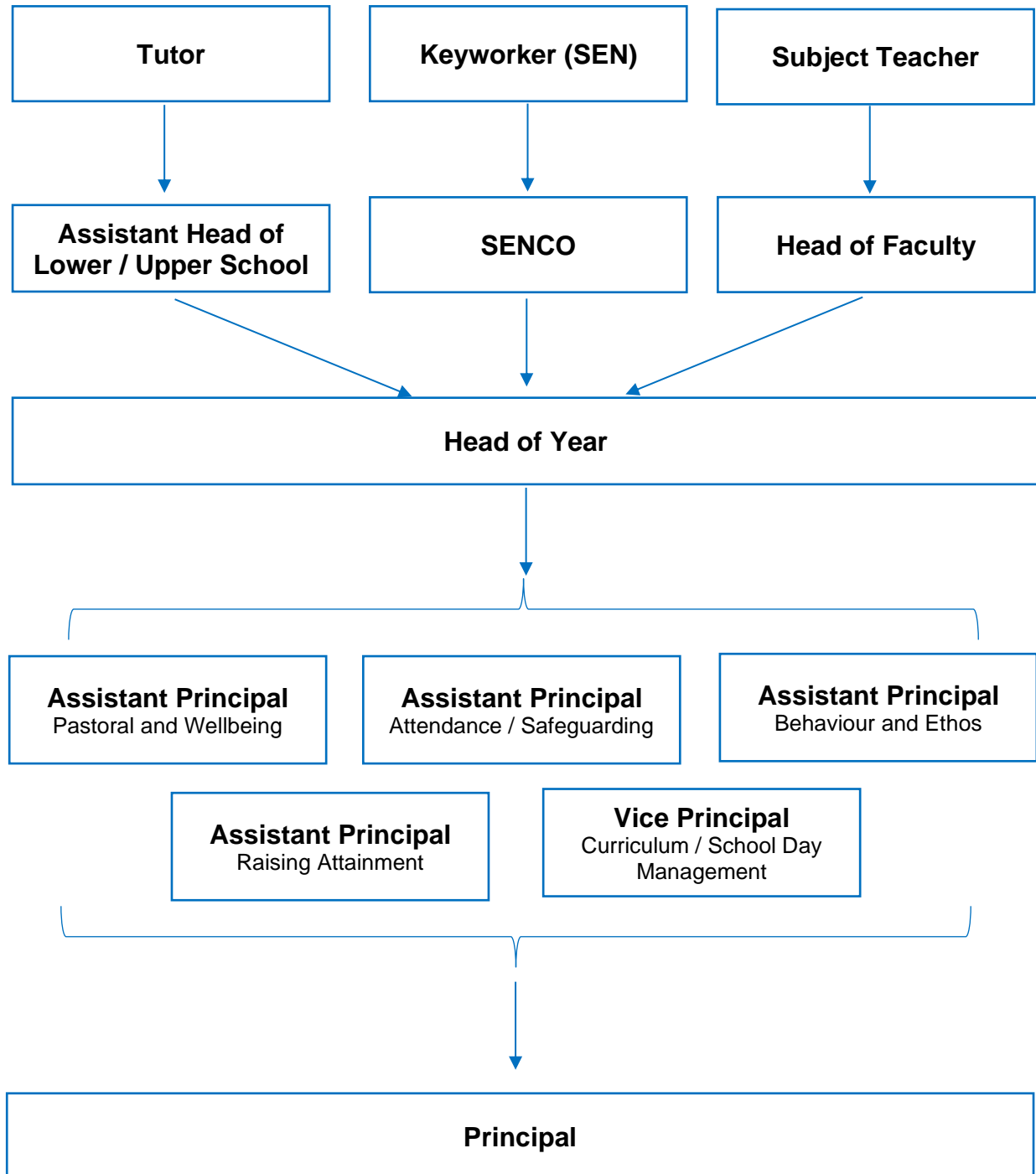
If you would still like to speak with someone please follow this flowchart:



## 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.



## **Biometric System 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.

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

You may be aware that from the 25<sup>th</sup> 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 (please see consent forms in the enclosed admission form pack).

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.

### **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.

## **Why we use this data**

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).

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
- 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.

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.

### **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](mailto: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.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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 for parents and to reflect the way we use data in this school.*

## 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.

### 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

## **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 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.

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.

## **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 you reach the age of 13, we are legally required to pass on certain information about you 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.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to North Somerset Council and their children's service.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## 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

### 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.*

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