



THE DEAN ACADEMY

Preparing you today for a successful tomorrow



JOINING US IMPORTANT INFORMATION



TO THE PARENTS/CARERS OF NEW ENTRANTS TO THE DEAN ACADEMY

Dear Parent/Carer

Welcome to The Dean Academy. We are pleased that you have chosen to send your child here and we hope that our partnership will ensure that your child will be happy and successful during their time with us. We will endeavour to provide a broad and balanced education, supporting and encouraging every child to achieve their very best.

Included in this pack is a great deal of information for you to read to ensure the smooth transition to secondary school and to help us to ensure that we meet our statutory responsibilities. Please take some time to read through every sheet.

If you are entitled to Free School Meals, please visit [Apply for free school meals | Gloucestershire County Council](#) and apply using the confidential online form. Not only is this an entitlement for your child, but it can also lead to future benefits to support your child learning and provide increased financial support for The Dean Academy.

We welcome the opportunity to work with parents and carers, offering regular opportunities for you to meet with staff. We also welcome parents to seek election to the Governing Body. Any support you are able to offer is greatly appreciated.

Please do not hesitate to contact me or any of my colleagues should you require further information at any time or if you have any concerns.

Yours sincerely

Hannah Rowlands
Headteacher



SCHOOL TERMS AND HOLIDAYS 2026 - 2027

<u>TERM 1</u>	INSET DAY BEGINS	Tuesday 1st September Wednesday 2 nd September (students in Y7 & 11 return) Thursday 3 rd September (All students return)
	INSET DAY ENDS	Friday 25th September Wednesday 21 st October (3.15 p.m.)
	HOLIDAY	Thursday 22nd October – Friday 30th October
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<u>TERM 2</u>	BEGINS	Monday 2 nd November
	TRUST INSET DAY ENDS	Monday 30th November Friday 18 th December (12.30 p.m.)
	HOLIDAY	Monday 21st December – Friday 1st January
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<u>TERM 3</u>	INSET DAY BEGINS	Monday 4 th January
	ENDS	Tuesday 5 th January Friday 12 th February (3.15 p.m.)
	HOLIDAY	Monday 15th February – Friday 19th February
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<u>TERM 4</u>	BEGINS	Monday 22 nd February
	INSET DAY ENDS	Monday 8th March Thursday 25 th March (3.15 p.m.)
	HOLIDAY	Friday 26th March – Friday 9th April
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<u>TERM 5</u>	BEGINS	Monday 12 th April
	MAY-DAY HOL ENDS	Monday 3rd May Friday 28 th May (3.15 p.m.)
	HOLIDAY	Monday 31st May – Friday 4th June
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<u>TERM 6</u>	BEGINS	Monday 7 th June
	TRUST INSET DAY ENDS	Friday 25th June 2027 Friday 23 rd July (12.30 p.m.)
	HOLIDAY	Monday 26th July – Tuesday 31st August

TIMINGS OF THE SCHOOL DAY

YEAR 7, 9 AND 10

8.45 – 9.15	9.15 – 10.15	10.15 – 10.30	10.30 – 11.30	11.30 – 12.30	12.30 – 1.10	1.10 – 2.10	2.10 – 3.15
Tutor	Period 1	Break	Period 2	Period 3	Lunch	Period 4	Period 5

Year 7 – Outside E Block

Year 9 & 10 – Hardstanding

YEAR 8 AND 11

8.45 – 9.15	9.15 – 10.15	10.15 – 11.15	11.15 – 11.30	11.30 – 12.30	12.30 – 1.30	1.30 – 2.10	2.10 – 3.15
Tutor	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5



Year 8 – Hardstanding

Year 11 – Outside E Block



Uniform Expectations

At The Dean Academy we believe that the very highest standards of dress and a smartly worn school uniform are important. Uniform standards will be strictly adhered to and will be required of all students, at all times, both to and from school. For all students from September 2022 the uniform is:

<p>A school blazer</p>	
<p>House Tie</p> <p>This will be given to new students</p>	
<p>Plain white collared work-style shirt or blouse that can be tucked in– long or short sleeved.</p>	

Plain black tailored trousers, the school skirt or plain black tailored shorts (the trousers provided by our uniform supplier will have The Dean Academy badge on them however, you may purchase plain black tailored trousers without the badge from other providers. Please note **we do not** accept tight, stretchy trousers, black denim, fashion trousers or leggings). The only skirt we accept is the one as per the picture from our uniform provider



Plain black shoes – these can be shoes or trainers – they must be plain black with no coloured markings on them.



A V-necked jumper can be purchased from our uniform supplier. This is **optional** and can be worn under the blazer, but not instead of the blazer (no hooded jumpers allowed).



Belts – if worn, should be plain, black and threaded through trouser loops.

During cold/wet weather students are encouraged to **wear a plain, dark outside coat** for the journey to and from school and during break and lunchtime. Please note that denim leather jackets and hoodies are NOT permitted.

Plain grey, black or white socks. Plain black tights.
With regard to facial piercings, we do not allow anything other than a clear single nose

stud and any earrings must be studs. We also do not allow **extremes of hair style or colour or nail polish. Visible make up is not permitted.**

All items of uniform must be clearly marked with the owner's name.

PE kit expectations

Our school PE kit can be purchased from Macron and there are a range of options and styles available. Please visit the Macron website to see the full range.



PE Kit

Blue Dean Academy T-Shirt

One of: Black Shorts/Black Leggings/Black Tracksuit Bottoms

Blue Football Socks and White Sports Socks

Trainers

Football Boots **

Optional

Dean Academy Hoodie

Dean Academy Quarter Zip

To visit the website for either Monkhouse or Macron and to purchase uniform or PE kit please use the links below.

Second Hand Uniform

We do have a supply of second hand uniform and PE kit that can be purchased at a reduced price. Regular events are held throughout the year and are advertised on our website. For further information please contact info@thedeanacademy.org



School Uniform

99 Northgate St
Gloucester
Gloucestershire
GL1 2AA



School PE Kit

Unit 9 Bamel Way
Gloucester Business Park
Brockworth
Gloucester
GL3 4BH

Tel: 01452 413339 Email: sales@monkhouse.com Website: www.monkhouse.com	Tel: 01452 386400 Email: hello@macronstoregloucester.com Website: www.macronstoregloucester.com
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Students are advised to wear gum shields and shin pads for hockey, football and rugby. If chosen to represent the school, these items are essential.

There are no regulations on the style/colour etc of PE bags.

Students will need studded boots and trainers. There are no rules on the colour of boots and trainers. It is highly recommended that students have their initials on all their kit so that misplaced items can make their way back to them quicker. **Financial support can also be offered for football boots (please contact the Head of PE for further information).

EQUIPMENT LIST

Students should also bring with them every day:

Pens (blue/black ink)

Green pen

Pencils

Ruler

Rubber

Pencil sharpener

And for Maths lessons:

A pair of compasses

A protractor

A scientific calculator

Options and Prices

	Colours	Price
Casio FX-83 GT-CW+ (battery operated, not solar)	Black, Blue, Pink	£9.90
Casio FX-85 GT-CW+ (solar powered)	Black, Blue, Green	£11.30



The top 10 things you might not know about The Dean Academy – outside of the classroom!

1. The Dean Academy is home to many different types of animals. We have an Axolotl, a Scorpion, Giant Millipedes, Hamsters, Giant African Snails, Mice, Fish, a Leopard gecko, Gerbils and Tree Frogs. This year we're hoping to add a Corn Snake, Praying Mantis, and Fancy Crabs. Students can care, feed, and clean these animals as part of our weekly Zoology Club. We also have Pan our school therapy dog, who comes in to the school a couple of days a week.
2. The Dean Academy look to run 2 trips abroad each academic year to expand our students' horizons. In 2025/2026 we are running a trip to Krakow.
3. As well as our trips abroad, The Dean Academy run lots of local trips aimed to expand student academic and social perspectives. In the past we have watched the theatre productions of Lion King and Frozen. We've also had visits from Rolls Royce, the Army, and the High Sherriff from Gloucestershire!
4. The Dean Academy works closely with lots of business and further education establishments to raise student aspirations and support students in thinking about their next steps when they leave The Dean Academy at the end of Year 11. This includes trips to local 6th forms and colleges and trips to lots of universities, including Oxford, Gloucestershire, Cardiff, Bristol and Bath. All free of charge!
5. At the end of each academic year all students and staff from The Dean Academy take part in a 12 mile walk for charity. We call it our 'Walk in the Woods'. This is a wholesome event which brings the school and community together.
6. The Dean Academy runs a programme twice a week called Elite Performance Pathway. It is designed to support the development and progression of the most gifted and talented athletes to achieve sporting excellence. The aim is for these students to progress into high level of sport beyond school.
7. At The Dean Academy we have 4 houses: Cadora, Cannop, Severn and Wye. Throughout the academic year the houses compete against each other in various subject competitions. Our personal favourite is the Tug of War. This is where all staff and students come together on the field and compete to lift the House Cup.
8. As part of our house system, all students have the chance to go on end of year reward trips. Over the past couple of years, we've been lucky enough to offer trips such as visiting Drayton Manor theme park, AquaVenture water park and AirHop

trampoline park. Other trips include paintballing, watching the women's' Ashes at the Ageas Bowl Arena, or practising Banksy graffiti.

9. The Dean Academy have a huge number of clubs that students can join. Whatever student interests, we guarantee we have a club for it! If we don't then students can petition to set one up. Our sports clubs include football, rugby, tennis, cricket, golf, basketball, dance, and netball. Meanwhile, in music we have karaoke, singing, keyboard and band clubs. On top of having the chance to learn to play the guitar, piano, drums and ukelele. Other clubs include chess, woodwork, zoology, photography, clay, Lego, Yu Gi Oh, and debate. We also have our UniQ club which celebrates the diversity within our school community.

10. Students at The Dean Academy have a chance to be part of our drama and music productions performing in front of sold-out crowds! In the past we have performed The Little Mermaid and Mary Poppins and this year our production is Little Shop of Horrors. We also host our annual Christmas Concert and Music Showcases; our choir sings at the local church at the Christmas service; and we have our annual end of year Music Festival called Deanstock!



The Dean Academy House System

When your child joins the Dean Academy they will be entered into one of four houses: Cadora, Wye, Severn, or Cannop. Each one of our houses has been named after a natural landscape in the Forest of Dean! Throughout the year your child will be competing in various house competitions earning house points in a bid to lift the prestigious House Cup! The house competitions are varied across all subjects, so all students will have a competition that matches what they enjoy. Our most famous competition is the whole school Tug of War; this is where all staff and students get together one afternoon to see which house prevails!

As a reward of the hard work that our students put in across the year, in the summer term we invite your child on to a house reward trip. The winning house gets first preference of trip, and so there is an incentive to ensure that your house wins. Students can gain house points through the entry of house competitions or showing good behaviour and effort inside and outside of the classroom. The house points are split into four categories: kindness, excellence, above and beyond, and community. An example of the trips we offer includes Drayton Manor, Cotswold Water Park, AirHop, The Wave Bristol and Go Ape.

Also, your child has the opportunity to be appointed a House Captain. At the start of the year, we ask students to write a letter to their Head of House explaining why they should be nominated. If selected, they obtain a house badge and meet regularly to discuss issues within the school. These points can then be passed onto their Head of House who will raise it with Senior Leadership. This is a great way for your child to feel connected with the running of the school and ensure that their voice is heard.



THE DEAN ACADEMY CURRICULUM

Curriculum

Our philosophy is to create and deliver a challenging curriculum which ensures all students acquire the skills and knowledge necessary to excel in qualifications and to become responsible and respectful individuals, leading to happy and successful lives.

All of our lessons are centralised following a quality assurance check to ensure that each lesson is at a consistently high level. They follow the same structure of:

1. Knowledge retrieval
2. Direct instruction
3. Modelling
4. Independent practise
5. Checkpoint
6. Plenary

Oracy, reading and extended writing also form a huge part of our lessons.

The quality assurance structure has been influenced by the latest educational thinking whilst ensuring that it suits our context. Therefore, we pledge that our curriculum will:

1. Offer flexibility at Key Stages 3 and 4, by allowing for the needs of the individual to be met, as far as is reasonably possible, in terms of courses on offer and number of subjects
2. Ensure that students study for an academically rigorous curriculum
3. Develop a foundational knowledge base and focus on knowledge retention, to build on the knowledge students learn independently
4. Ensure that skills and concepts are taught thoroughly and mastered at each stage of the curriculum to enable progress between and through Key Stages
5. Offer a wide range of extra-curricular opportunities for students to develop cultural capital and become active members of the local and wider community
6. Provide students with the guidance and support to develop an understanding of what it takes to be a reflective and well-rounded member of our community
7. Provide for the personal, social, health and citizenship education of students including the preparation of students for the opportunities, responsibilities and experiences of adult life
8. Encourage students to be inquisitive and curious about careers open to them, while providing rigorous and wide-ranging careers advice and experience through all areas of school life, not just as a “bolt-on” Careers Education

9. Embed a respectful culture by ensuring all students know and understand the impact positive relationships have on their lives. Ensure all students are aware of how to build, maintain and rebuild relationships when they are damaged and encourage the whole community to value strong, successful relationships.

In order to deliver the aims of our curriculum we ensure all students in Key Stage Three study English, Maths, Science, Geography, History, French or Spanish, DT, PE, Drama, Art, Music and Personal Development and Religious Education. We pay careful attention to the sequence of when knowledge is taught, and subject leaders work actively to review this aspect very regularly so that our students are well placed to access GCSE exams and content. We believe it is our responsibility to develop strong literacy and numeracy skills for all of our students given their context.

Beyond Words

We are passionate that all students at The Dean Academy are fluent readers who love reading. That is why every student in Year 7 to 10 has a 25 minute Beyond Words session 3 days a week. In Beyond Words students spend time reading a quality, challenging book, which their tutor or guest reader reads aloud to the group. The vision for Beyond Words is to ensure that every student reads high quality and challenging texts, so they are instilled with the knowledge to think critically and creatively. We also want our students to enjoy reading and become confident readers who read both at school and at home. The books range from classic Victorian novels to modern dystopian thrillers. We have 3 key aims for Beyond Words:

1. Increase student's reading ability and vocabulary using the 'whole word method', incidental vocabulary instruction and word attack strategies.
2. Research suggests that when you read about an experience you feel it as if it happened to you, not just the character you are reading about; in Beyond Words students read a wide variety of books from a wide variety of perspectives and this encourages students to be more tolerant of others and develop their Cultural Capital.
3. We want all our students to develop a lifelong love of reading – to be able to, and have experience of, reading a wide variety of texts.

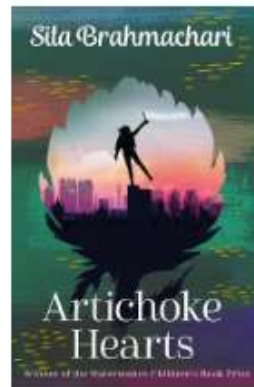
The books selected for Beyond Words have been carefully chosen and will provide students with a variety of literary experiences. This may mean that, on occasion, they are exposed to some words or references which are of a sensitive nature e.g., sexual references or swear words. As with any such content, staff will approach this appropriately and explain the context required for students to accept these issues with maturity and understanding.

Below are a sample of our book recommendations for Year 7. You can see more on our website:

Artichoke Hearts by Sita Brahmachari

A spectacular coming-of-age story where different cultures collide and combine. Through evocative and lyrical prose, the reader will see Mira's unlikely friendship with Jide, learn of tightly guarded secrets, and empathise with Mira's awakening despite a difficult home life. An excellent book to create discussion, Artichoke Hearts is a great choice for a year 7 teaching text or class reader.

Diverse | Coming of age



Kick by Mitch Johnson

Set in Jakarta, when Budi's dreams of escaping poverty through football stardom abruptly end, his life spirals as he finds himself owing money to a very dangerous man. But through sheer force of will and determination, he resolves to put everything right. This fast-paced and gripping novel is an uplifting and inspirational story that will leave year seven pupils believing that anything is possible.

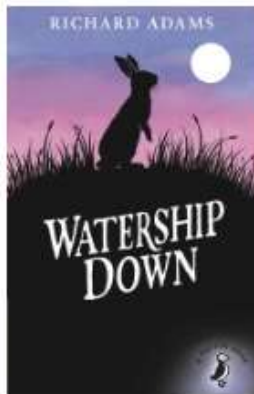
Sport | Thriller



Watership Down by Richard Adams

Possibly the best and most well-known animal adventure. Fiver has a sixth sense for danger and he persuades Hazel to lead a group of rabbits to escape an impending disaster and search for a new home. This is an ideal book for more advanced readers in Year 7.

Animal story | Classic



The Goldfish Boy by Lisa Thompson

Matthew finds it almost impossible to leave his room and venture into the outside world due to his OCD and constant worries. But when a small child in the neighbourhood vanishes, he finds his heightened attention to detail an ideal tool when he turns detective to try and solve the mystery. Brilliantly written. A great book to promote discussion, this book would be ideal for year 7 reading groups.

Inclusive | Mystery



CLUBS AT THE DEAN ACADEMY

The Dean Academy has over 60 clubs for your child to enjoy. They're varied from sports, science, music, games and beyond! The clubs are a great way for your child to do something they love, try something new or make friends. Our staff are passionate that there is a club for everybody so your child can request a club, and, with demand, a teacher would be happy to start it. Please see a below a sample timetable of that clubs that we have to offer.

Extra-Curricular – Lunchtime - Week A				
Monday	Tuesday	Wednesday	Thursday	Friday
Football Year 8 Football Astro - Mr Glynn	Football Year 8 League Astro - Mr Swain	Football Year 7 Astro - PE	Football Year 9 Astro - PE	Football Year 10 Astro - PE
Chess Club Year 7, 9 & 10 P1 - Ms Meredith	Reading Club 7/9/10 Library - Miss Radcliffe	Dance Year 8 M1 - Mrs Adams	UNIQLUB All Years E7 - Mrs Berry & Mx Hankinson	Chess Club Year 7, 9 & 10 P1 - Ms Meredith
Music Room Bookings D Block Via sign up sheet	Lego Club Year 7 & 9 E8 - Mrs Porter	Latin Club Year 7, 9 & 10 E3 - Mrs Kear	Minecraft/Gaming Club Y7, 9 & 10 Y3 - Miss Joubert	Minecraft/Gaming Club Y8 & 11 Y3 - Miss Joubert
	Music Room Bookings D Block Via sign up sheet	Music Room Bookings D Block Via sign up sheet	Music Room Bookings D Block Via sign up sheet	Music Room Bookings D Block Via sign up sheet
	Karaoke Club Year 8 & 11 D2 - Mr. Peacock	Crochet Club Year 7, 9 & 10 P4 - Miss Holt	Lego & Wellbeing Year 7, 9 & 10 E8 - Mrs Porter	Disney Movie Club Year 7 G6 - Miss Bater
	Crochet Club Year 8 and 11 P4 - Miss Holt		Jam Club Year 7, 9 & 10 D2 - Mr. Peacock	

Extra-Curricular – Afterschool - Week A

Monday	Tuesday	Wednesday	Thursday
Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick
School Band All Years D2 - Mr. Peacock & Dr. Matthews	Girls Football All Years Field - Miss Wilton/ Miss James	Science Arts & Crafts Year 7, 8, 9 and 10 S5 - Miss Wheatstone	Speech & Debate Year 7, 8 and 9 G6 - Miss Bater
Textiles Year 7, 8 & 9 C9 - Miss Collier	Boys Football Year 7 & 8 Field - Mr Evans	Rock Bands All Years Music Block - Dr. Matthews	Basketball Club All Years Sports Hall - Mr Gunter
Don't Wait to Annotate Year 10 G4 - Miss V	Duke of Edinburgh Silver Year 10 S2 - Mr Kelley	Dance (Competition Team & Recreational) All Years Sports Hall - Mrs Adams	Crochet Club All Years P4 - Miss Holt
Young Enterprise Club Years 9 & 10 Y1 - Mr Gunter	TCG Club All years E13 - Mr Hughes	Photography Club All Years S1 - Mr Child	
	Duke of Edinburgh Bronze Year 9 S2 - Miss Joubert	KS4 Girls Fitness Fitness Suite Miss Wilton - Fixture Dependant	
		Duke of Edinburgh Year 9 S2 - Ms Collier	

Extra-Curricular – Lunchtime - Week B

Monday	Tuesday	Wednesday	Thursday	Friday
Football Year 8 Astro - Mr Glynn	Football Year 8 League Astro - Mr Swain	Football Year 7 Sports Hall - PE	Reading Ambassadors (During Tutor) Library Miss Radcliffe	GCSE Badminton Year 10 Sports Hall - PE
Music Room Bookings D Block Via sign up sheet	Crochet Club Year 8 & 11 P4 Miss Holt	Music Room Bookings D Block Via sign up sheet	Football Year 9 Sports Hall - PE	Football Year 10 Astro - PE
Dance Year 7, 9, 10 M1 - Mrs Adams	Lego Club Year 7 & 9 EB - Mrs Porter	Latin Club Year 7, 9 & 10 E3 - Mrs Kear	Jam Club Year 7, 9 & 10 D2 - Mr. Peacock	Chess Club Year 7, 9 & 10 P1- Ms Meredith
Chess Club Year 7, 9 & 10 P1- Ms Meredith	Music Room Bookings D Block Via sign up sheet	Minecraft/Gaming Club Y8 & 11 Y3 - Miss Joubert	Reading Club Year 8/11 Library - Miss Radcliffe	Disney Movie Club Year 7 G6 - Miss Bater
	Karaoke Club Year 8 & 11 D2 - Mr. Peacock	Crochet Club Year 7, 9 & 10 P4 - Miss Holt	Minecraft/Gaming Club Y7, 9 & 10 Y3 - Miss Joubert	Music Room Bookings D Block Via sign up sheet
			Music Room Bookings D Block Via sign up sheet	

Extra-Curricular – Afterschool - Week B



Monday	Tuesday	Wednesday	Thursday
Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick	Homework Club All Years Y Block - Ms McCormick
School Band All Years D2 - Mr. Peacock & Dr. Matthews	Girls Football All Years Field - Miss Wilton/ Miss James	Science Arts & Crafts Year 7, 8, 9 and 10 S5 - Miss Wheatstone	Speech & Debate Year 7, 8 and 9 G6 - Miss Bater
Young Enterprise Club Year 9 & 10 Y1 - Mr Gunter	Boys Football Year 7 & 8 Field - Mr Evans	Rock Bands All Years Music Block - Dr. Matthews	Basketball Club All Years Sports Hall - Mr Gunter
Textiles Year 7, 8 & 9 C9 - Miss Collier	Duke of Edinburgh Silver Year 10 S2 - Mr Kelley	Dance (Competition Team & Recreational) All Years Sports Hall - Mrs Adams	Crochet Club All Years P4 - Miss Holt
Don't Wait to Annotate Year 10 G4 - Miss V	Duke of Edinburgh Bronze Year 9 S2 - Miss Joubert	Zoology Years 8, 9, 10 & 11 S Block - Miss Musto	
	TCG Club All years E13 - Mr Hughes	Duke of Edinburgh Bronze Year 9 S2 - Ms Collier	

10/9/2021

PRESENTATION TITLE



SAFEGUARDING AND CHILD PROTECTION

At The Dean Academy we have an exceptionally strong safeguarding culture. Safeguarding is the overarching approach taken to promote the welfare of children and protect them from harm.

Child Protection is what we do for children who have been harmed or are at significant risk of being harmed.

Any member of staff, or visitor to the school, who have any concerns about the welfare of a student in the school, will report those concerns immediately to a) The Designated Safeguard Lead, b) The Deputy Designated Safeguard Lead or one of the other staff trained to Designated Safeguard level. All concerns will be taken seriously, and investigated, referrals being made to the relevant agencies where necessary.

The Designated Safeguard Lead is **Natalie Mehrotra-Hughes**.

The Deputy Designated Safeguard Lead is **Craig Palmer**.

Other staff trained to Designated Safeguard level are: Hannah Rowlands, Julie Stephens and Anna McCoy.

For further information please read the Safeguarding and Child Protection Policy on the academy website.



ParentPay – our online payment service

At The Dean Academy we use an online payment system for items such as lunch money, school trips, photocopying and stationery. Using a secure website called ParentPay you will be able to pay online using your credit or debit card. ParentPay will be our preferred method of making payments to The Dean Academy. You may well already be familiar with this method of payment as a number of local primary schools use the system. There are significant benefits to this approach (which we outline below) for parents, students and the school and we will be using the system in conjunction with a completely cashless system in the restaurant. Please see the accompanying letter for information on the new biometric system.

What are the benefits to parents and students?

- You can see what your child is spending money on and whether, for example, they are making healthy choices in the restaurant
- Your children won't have to worry about losing money at school
- ParentPay is easy to use and offers you the freedom to make online payments whenever and wherever you like, at any time
- The technology used is of the highest internet security available ensuring that your money will reach school safely, offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint (Martins and Harrison Way Stores are both PayPoint centres) in Lydney indicated by the

symbol 

- Full payment histories and statements are available to you securely online at anytime
- Parents can choose to be alerted when their balances are low via email and/or SMS text
- ParentPay have also developed a mobile app enabling parents with smartphones or tablets to quickly see lunch money balances, top-up their children's accounts, view and pay for school items and receive alerts and communications from school. Furthermore, they have also announced a couple of key new features to be implemented during the academic year

What are the benefits to The Dean Academy?

In schools that use ParentPay, there are significant benefits to the school and students. You can help us reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using ParentPay also ensures that all financial transactions are safe and secure, helping us to remove costs associated with us having to manage cash securely on the school premises. In the restaurant, serving is quicker and staff are freed up to serve more students. Students who are entitled to free school meals can no longer be identified by other students.

Shortly, we will send you your account activation username and password. Once you receive these:

- Visit www.parentpay.com
- Enter your activation username and password in the Account Login section of the homepage. NB. These are for one-time use only; you will choose your own username and password for future access during the activation process
- Provide all the necessary information and choose your new username and password for your account; registering your email address will enable us to send you receipts and reminders
- Once activation is complete you can go straight to Items for Payment, select which item(s) you want to add to your basket and proceed to complete your payment

If you have any questions, please contact Mrs Jayne Barnett, Finance Manager, at The Dean Academy Finance Office.

Please notify the Finance Office if you wish to use the PayPoint facility. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

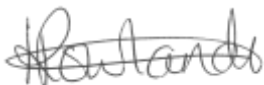
Trip and activity information letters will carry a **unique barcode** which will allow you to make cash payments at your local PayPoint store.

For more information, please click here: <https://www.parentpay.com/PR1/Info/PPParents.aspx>

For parents for whom this arrangement is not possible, we will be making alternative arrangements. Please contact Mrs Jayne Barnett, to discuss this further.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously. Thank you.

Yours sincerely



Hannah Rowlands
Headteacher



SCHOOL TRANSPORT INFORMATION

We have dedicated school buses that cover the following routes. Once your child has been offered a school place you can apply through Gloucestershire County Council for a place on these routes. Pick up points and times are subject to change each year.

If you would like to apply for a bus pass online for your child, please use the link below.

<https://www.gloucestershire.gov.uk/transport/school-transport/apply-for-a-new-or-lost-school-bus-pass/>

The School Bus Timetable may be subject to change in September 2024. If the timetable does change, we will let you know as soon as we are informed.

Route TDA1

STOP	Outbound (a.m.)	Inbound (p.m.)
Viney Hill, Pine Tree Way	08:00	15:57
Oldcroft, St Swithins Road (Bus Shelter)	08:02	15:55
Oldcroft Chapel	08:04	15:53
Yorkley, Nags Head	08:05	15:52
Yorkley Lane, Bailey Inn	08:08	15:49
Bream, Bowson Square	08:18	15:39
Bream, Rugby Club	08:21	15:36
Bream, Maypole Road	08:22	15:35
The Dean Academy	08:30	15:25

Route TDA2

STOP	Outbound (a.m.)	Inbound (p.m.)
Upper Soudley, White Horse	08:13	15:52
Bradley Hill, Forest Patch	08:18	15:47
Blakeney, Orchard Gate	08:23	15:42
Blakeney, opp New Road	08:26	15:39
Blakeney, Nibley Crossroads	08:27	15:38
Purlieu, The Willows	08:30	15:35
The Dean Academy	08:40	15:25

Route TDA3

STOP	Outbound (a.m.)	Inbound (p.m.)
Parkend, Woodlands Road	08:15	15:40
Parkend Garage	08:16	15:39
Pillowell, Coach Garage	08:20	15:35
Pillowell, Top of Swan	08:21	15:34

Whitecroft, Post Office	08:24	15:31
The Dean Academy	08:35	15:25

Route TDA4

STOP	Outbound (a.m.)	Inbound (p.m.)
Coalway, Gibson's	08:02	15:58
Milkwall, Calico	08:07	15:53
Sling, Clements End Road	08:11	15:49
Oakwood Bottom, Oakwood Cottage	08:14	15:46
Bream, Sun Rise Road	08:15	15:45
Bream School	08:16	15:44
Bream, Hillrise	08:20	15:40
Bream, Elmsleigh	08:21	15:39
Whitecroft, Saunders Green Junction	08:22	15:38
Whitecroft, Park Hill	08:23	15:37
Brockhollands, Brockhollands Road	08:25	15:35
The Dean Academy	08:35	15:25

The following bus route is run by James Bevan Coaches. The cost of booking a space on this bus would be £114.00 per month, payable direct to James Bevan over 9 months but we have managed to heavily subsidise the cost of this route and it will now be **£98.00** per month. This is reviewed each year and has been reviewed this year and it has been decided to hold the cost the same as this year.

It may also be worth contacting Gloucestershire County Council school transport team, as in some cases your child may still be eligible for a free pass despite us not being the closest school – for example if your child is receiving Free School Meals or has SEND needs.

<https://www.gloucestershire.gov.uk/transport/school-transport/apply-for-a-new-or-lost-school-bus-pass/> also <https://www.gloucestershire.gov.uk/transport/school-transport/transport-assistance-for-sen-pupils/>

STOP	Outbound (a.m.)	Inbound (p.m.)
Ruspidge Fish & Chip Shop	0732	1605
Cinderford, White Hart	0735	1603
Littledean, The Belfrey	0738	1600
Broadoak, The White Hart	0745	1553
Newnham Church	0748	1550
Bullo Pill	0750	1548
Blakeney, The Kings Head	0755	1545
Dean Academy	0805	1540

Coleford area

There are two options for this area. Parents can apply through the Spare Seat Scheme – Gloucestershire County Council [Spare seat scheme - Gloucestershire County Council](#) The website will show all the details you need.

Alternatively, there is a Stagecoach bus which runs from Cinderford -> Coleford -> Lydney. This is the No 22 from Cinderford which becomes the No 23 at Coleford. The bus comes into the school car park each morning and afternoon and is a fare paying public bus. Please see the Stagecoach website for the current timetable and further details.

If you have any questions regarding school transport please contact Theresa Whatley, Head's PA, twhatley@thedeanacademy.org who will be able to help you.

Code of Conduct for Pupils who use Home to School Transport

We want you and all other passengers to stay safe and travel in comfort. You must agree to the following code of conduct before we issue your bus pass. Your school and parents (or carers) will be alerted if you do not keep to the code and we may have to withdraw your transport assistance and your parents/carers will have to make alternative arrangements for your travel at their expense.

This code of conduct is for your safety and that of the other passengers and is based on Respect for others, please remember to be polite and courteous at all times and treat others as you would wish to be treated. You are representing yourself, your family, and your school. Don't let them down.

Your bus pass

- Carry your bus pass or smart card with you whenever you travel to and from school.
- Ensure that you show your smart card or bus pass to the driver. If you have a smart card, you must use it on the ticket machine to board where one is provided. If it cannot be produced or validated, the driver may refuse travel.
- Your pass is only valid on your allocated route.
- Do not use anyone else's pass or allow another person to use yours. It is your responsibility to protect your own bus pass, and it will be your responsibility to compensate the bus operator for any trips claimed fraudulently under your name.
- You may only possess one bus pass at any time. If you find a lost bus pass that you have since replaced, you must destroy the older pass.
- Our bus operators reserve the right to refuse any passenger who attempts to board their service using a defaced or damaged card.
- If you lose your pass, you can obtain a replacement one for a fee by Selecting "Order a replacement pass" from the Gloucestershire County Council website – <http://www.gloucestershire.gov.uk/applyforabuspass>

Your pick-up point

- You are responsible for getting to your bus's pick-up point.
- Arrive at the pick-up point 5 minutes before your bus is due. The bus will run to a timetable and will not wait if you are late.
- If a bus is late, be prepared to wait at the pick-up point for 20 minutes but no longer. Agree with your parents what to do if the bus does not arrive or if you fail to catch it. (e.g. return home or go to a friend's house to organise alternative transport).
- You may only board the bus from the pick-up point you have been assigned. If there are extenuating circumstances, please contact the Integrated Transport Unit to agree an alternative.
- In times of inclement weather transport may be unable to operate; please ensure you have a contingency plan for these occasions.

Disruption to services

There may be occasions (e.g., road closures) where you may be assigned a temporary pick-up point. In extreme situations, (e.g., weather) the service may be unable to operate at all. We will communicate this disruption and any alterations with as much notice as possible. In some cases we may be unable to make alternative arrangements.

Keeping safe when getting on and off the bus

- Queue sensibly, well away from the edge of the road.
- Allow passengers to leave the bus before you board.
- Get on and off the bus in an orderly way in single file so you do not hurt yourself or other passengers.
- If you need to cross the road once you have left the bus, wait for the bus to drive away so you can see other vehicles and their drivers can see you.

On the bus

- Stay in your seat once you are on the bus; you must wear a seatbelt if one is provided.
- Do not distract the driver unless there is an emergency.
- Do not stand in front of the driver, in the aisle or on the stairwell.
- Do not use emergency exits or doors unless the driver instructs you to or there is a genuine emergency.
- Do not eat, drink or smoke (including e-cigarettes) on the bus.
- Do not leave litter on the bus: take it with you and place in a bin.
- Foul, abusive language and bullying will not be tolerated, and no distinction will be made between bullying and “banter.” Light-hearted misbehaviour is no less dangerous or distracting.
- Physical aggression of any kind will not be tolerated.
- You must not engage in behaviours that may cause direct harm to other passengers.
- You must not engage in behaviours that will make other passengers feel unsafe or uncomfortable.
- Do not use of Mobile phones or digital devices to produce images, videos or audio recordings of the driver, other passengers or any other road or transport user.
- You must not deliberately jeopardise your own safety or the safety of other passengers.
- You must not encourage, coerce, or equip other passengers to do anything that may jeopardise their own safety or that of other passengers.
- Do not carry real or replica weapons.
- Do not throw items.
- Do not destroy, deface, or deliberately soil any part of the bus. If damage is caused not only will the police be contacted, but you will be liable for the full costs of repair and any fees incurred in recovering such costs. A ban will remain in place until full payment for damages is received, and potentially longer.
- If the bus breaks down or is involved in an accident, follow the driver’s instructions.

Please be aware that many transport operators use CCTV for the safety and security of passengers and other road users. CCTV footage may be used as evidence to investigate incidents that may occur on school transport.

Sanctions for Unacceptable Behaviour

From time to time, it is necessary to impose sanctions on children and young people who fail to conform to an acceptable standard of behaviour.

A parent/carer must take responsibility for their children's behaviour on the way to and from school. It is their duty to ensure that their children understand why it is essential to behave properly in the transport provided. Young people over the age of 16 are responsible for their own behaviour and we expect them to adhere to the code of conduct independently. Children and young people must understand that poor behaviour, especially which puts at risk the safety of any other passenger, driver or road user, will lead to a ban on use of the transport provided. In that case, the responsibility of transporting their child to school will transfer to the parent/carer without any financial support from the County Council.

In return, we will ensure that contracts are monitored to ensure compliance with the law and the contract offered. We will investigate any complaint received from any other party and be seen to act against anyone who contravenes the policies and agreements entered into. We recognise that the decision as to whether or not to carry a child or young person is for the operator, although we will encourage that operator not to take such a step before discussing any proposed action with the County Council and the head teacher of the school involved.

As part of its commitment to providing a safe environment for the transport of children and young people to and from school, we have determined a procedure for dealing with cases of poor behaviour reported to us and have adopted the following list of sanctions that may be applied in certain circumstances. This is not an exhaustive list, nor is it a definitive statement that in every case the sanction indicated will be applied regardless of other circumstances. Each case will be considered on its individual merits, in consultation with the school and operator. The sanction will be applied jointly by the Review Officer and Lead Officer, Integrated Transport Unit/Travel Assistance Team. Any appeal will be considered jointly by the Admissions & Travel Assistance Manager and Transport Operations Manager, whose decision will be final.

Guidelines for First Offences

The table below is just an example of the length of bans that can be given for incidents, although each incident is looked at individually. GCC reserves the right to apply sanctions depending on the situation, ie a permanent ban may be used for serious misconduct or repeated incidences of misconduct

<u>TYPE OF BEHAVIOUR</u>	<u>EXAMPLES</u>	<u>SANCTION</u>
Unhygienic Behaviour	<ul style="list-style-type: none">▪ <i>Consuming or spilling food or drink</i>▪ <i>Littering</i>	1 Day Ban

Dangerous or Anti-Social Behaviour	<input type="checkbox"/> <i>Distracting the driver</i> <input type="checkbox"/> <i>Spitting</i> <input type="checkbox"/> <i>Misuse of the bell</i> <input type="checkbox"/> <i>Not wearing a seatbelt (where seatbelts are available)</i> <input type="checkbox"/> <i>Leaving the seat when the vehicle is moving</i>	1 Week Ban
Severe Behaviour	<input type="checkbox"/> <i>Distracting the driver</i> <input type="checkbox"/> <i>Bullying other passengers</i> <input type="checkbox"/> <i>Misuse of the emergency exit</i> <input type="checkbox"/> <i>Chronic and on-going poor behaviour</i>	1 <u>Month</u> Ban
Critical Behaviour	<input type="checkbox"/> <i>Assault of driver or another passenger</i> <input type="checkbox"/> <i>Possession of drugs</i> <input type="checkbox"/> <i>Any form of damage to the vehicle</i> <input type="checkbox"/> <i>Using or intending to use weaponry</i>	1 Term Ban Or possible permanent ban

Criminal Offences

Any criminal offences that result in a ban may also be reported to the police. The following behaviours are likely to result in criminal investigation.

- Damage to vehicle, e.g. graffiti, vandalism.
- Gaining fraudulent access to the vehicle (using an expired pass, another pupil's pass, etc.)
- Possession or use of drugs.
- Possession or use of offensive weapons (including replicas).
- Assault on driver, GCC pass holders or other fare paying passengers.

Notification

Operators will report any unacceptable behaviour to the County Council who will investigate the incident, including the recovery of any CCTV footage. The County

Council will enforce an appropriate ban as outlined above, if warranted. Parents will be notified of this action by letter, or where an instant ban is justified, by telephone and later confirmed in writing. It is the responsibility of the parent /carer to transport the child to school whilst the ban is in place.

Reporting Unacceptable Behaviour

The Code of Conduct exists to ensure that pupils feel safe on-board transport provided by GCC, so it is important to us that if you have a concern about behaviour on one of our services you can easily report it.

If you are concerned about behaviour on your (or your child's) school bus, please send your report to the e-mail address mainstream@gloucestershire.gov.uk. Your report should include:

The name of the school

The name of the operator

The date and time of the journey on which the incident occurred

Your child's name

Please note that although Gloucestershire County Council does co-operate with the school to investigate reports of poor behaviour, transport bans are at GCC's exclusive discretion. Reports submitted to your child's school do not always reach us for investigation, so it is important that you communicate directly with us.

All reports will remain anonymous; the name of the complainant will not be disclosed to other transport users.

Updates to the Code of Conduct

The Code of Conduct is a live document and will be updated routinely over the course of a school year. Updates will usually be issued in June and December but may be published at any point. It is the responsibility of each transport user to ensure they have read and understand the most recent copy of the code before travelling. The latest edition will always be available via our website – visit www.gloucestershire.gov.uk/h2score.

If you would like to withdraw from home-to-school transport following an update to our terms, please contact mainstream@gloucestershire.gov.uk.

Submitting an Appeal

If your child has been banned under the code of conduct and you feel it has been applied unfairly or incorrectly, you can submit an appeal by e-mailing mainstream@gloucestershire.gov.uk.

Contact:

Integrated Transport Unit:

Enquiries relating to transport arrangements, routes, replacement bus passes, and purchasing bus passes via the Spare Seat Scheme.

Tel: 01452 425387

Email: mainstream@gloucestershire.gov.uk

Travel Assistance and FSM Team:

Enquiries relating to entitlement to assistance with transport for pupils aged 4-16 and free school meals:

Tel: 01452 425390

Email: transportmainstream@gloucestershire.gov.uk

Enquiries relating to entitlement to assistance with transport for pupils aged 16+ and pupils with special educational needs: Tel: 01452 426770

Email: sen.transport@gloucestershire.gov.uk



The Athelstan Trust **Privacy Notice for Parents and Students**

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About this Privacy Notice

All schools with the Athelstan Trust are covered by the Trust's Data Protection Policy.

Individuals have a legal right to be informed about how we use their personal information. This Privacy Notice explains how we collect, store and use personal information. It is intended for students and parents (including carers or guardians who we refer to in this privacy notice as 'parents') and we encourage all to read it. We also hold a separate Privacy Notice for the school's workforce and a shorter, simpler notice for students themselves.

Our aim is to always provide clear information about the personal information we are using and why we are using it. We have tried to keep the language in this Privacy Notice as simple as possible, however if anything is unclear or if you have any concerns, please contact admin@theathelstantrust.org.

This is the school's main 'overarching' Privacy Notice and it applies generally to the personal information that we collect and use. Unless there is a lawful reason not to do so, we will also provide more specific privacy information at the point at which we collect or use personal information, for example if we collect personal data via an online or paper form.

Whilst much of the personal information that we collect is mandatory (ie it must be provided so that we can manage the school, fulfil our legal obligations and provide an education), some of it is requested on a voluntary basis. We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so. Where this is the case, we will request consent at the point we collect the information.

For the purposes of data protection law, The Athelstan Trust is the 'Data Controller'. Our Data Protection Officer is One West; contact details are provided at the end of this privacy notice.

The personal data we hold (categories of personal data)

We process personal information to be able to run the school, to provide students with an education and to make sure that we can look after our students appropriately. We may collect information directly from students or parents or from other places including other schools, the local council and the Department for Education (DfE). Examples of the types of personal data that we may collect, use, store and share (when appropriate) are listed at Appendix 1.

Our lawful reasons for processing student/parent information (lawful bases)

Data Protection law requires us to have a legal reason ("Lawful Basis") for processing the personal data we use. These reasons are listed under Article 6 of the 'UK General Data Protection Regulation' (UK GDPR). Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

The schools within the Trust process a wide range of personal data for a variety of purposes, as described above. The lawful bases we rely on will therefore vary. However, generally, the lawful bases we mainly use in relation to students and parents are:

- **We need to comply with the law (we have a legal obligation):** for example we collect and use student information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; the Family and Children Act 2014 and Keeping Children Safe in Education (KCSIE).
- **We need to carry out a task in the public interest:** for example, the collection and use of student information is necessary for us to perform our role as a school and to deliver our public task of providing education to our students.
- **You have given us your consent** for example a photo of you for promotional purposes or our website.
- **We need to protect your vital interests (or someone else's interests)** this relates to life or-death situations.
- **It is in ours or a third party's legitimate business interests to process the data** where this is the case, we will ensure that we have considered whether our legitimate interests are overridden by your rights and freedoms as the student or parent.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

When a student is considered mentality capable of making their own decisions with regards consent (while there is no defined age, this is normally considered once a child attends Secondary school), their consent choices over-ride those made by the parent or guardian.

Some of the reasons that we use for collecting and using information may overlap and there may be several grounds allowing us to use personal data. There are also other lawful bases that may apply, and this will be made clear wherever possible.

Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Special category (sensitive) personal information

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the UK GDPR.

Special category data is personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data

- biometric data for the purpose of uniquely identifying a natural person (for example fingerprints)
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

The Article 9 grounds which we may rely on to process special category data include:

- Legal obligation
- Substantial public interest including:
 - Statutory and government purposes
 - Equality of opportunity or treatment
 - Preventing and detecting unlawful acts
 - Preventing fraud
 - Public Health
 - Safeguarding
- Support for individuals with a particular disability or medical condition
- Explicit consent, for example to the use of biometric data, eg fingerprints.
- To maintain your vital interests

Further details about how the school complies with data protection legislation with regards the processing of Special Category data can be found in the Special Categories of Data section of the school's Data Protection Policy.

Criminal convictions

We may process data about criminal convictions or offences. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights, to look after our students and staff or to support the police and other relevant agencies.

We will only use information about criminal convictions or offences where the law allows us to. Usually this will either be either on the basis of our legal obligations in relation to safeguarding, preventing fraud, health and safety or with your consent. We also need to identify the relevant condition for the processing, this will usually be substantial public interest.

Collecting student and parent information

The reasons that we collect and use personal information enable us to provide our students with an education and to help us run the school. Please refer to **Appendix 1** for examples.

We collect and use information about you in a variety of way including through the school application and admissions process, from correspondence with you and through assessing students' educational progress. The ways in which we collect information about you may also include methods as outlined in **Appendix 1**.

We may also collect information about you from third parties such as information from other schools or other third parties engaging with you outside the school.

Whom we share student information with

Information about students and parents will not be shared with any third party without consent, unless the law allows us to do so. Where it is legally required or necessary (and it complies with data protection law), personal information may be shared with the relevant local authority to meet our legal obligations to share information such as safeguarding concerns, or we are legally obligated to share certain data with the Department for Education (DfE). To find out more about the data collection requirements that are placed upon us by the DfE including the data that we share with them go to:

<https://www.gov.uk/education/data-collection-andcensuses-for-schools>. We do not use data for profiling, and only for marketing if you have opted in.

If you leave us and move to an alternative school, we are legally obligated to transfer your child's Education Record and all Safeguarding files onto the new school, to ensure their education and any additional support is in no way compromised by the move.

In the course of investigations, complaints or incidents (such as safeguarding incidents), we may need to disclose information to third parties in order to establish the facts of a case, explain our decisions and ensure transparency in our processes.

Further examples of with whom we share data are listed at **Appendix 2**. Details of how we share data with the Department for Education can be seen in **Appendix 3**.

Third-Party Processors

There are occasions when we contract or commission third party organisations or software systems to carry out functions on our behalf, and inevitably these functions will involve those third parties processing personal data on our behalf.

Third-Party Processors are acting on our behalf, and under our instruction are governed by a contract that meets the requirements defined by GDPR.

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age 16.

Data is securely transferred to the youth support service via secure email, is stored securely in student files and held in line with our data retention periods.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

A child / student, once they reach the age of 16, can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via secure email, is stored securely in student files and held in line with our data retention periods.

For more information about services for young people, please visit the local authority website for each school (for Malmesbury and Bradon Forest this is Wiltshire, for Sir William Romney's, Leighterton Primary, Avening Primary and The Dean Academy this is Gloucestershire and for Chipping Sodbury this is South Gloucestershire).

Storing student and parent data

Personal data is stored in line with our data protection policy in a range of different places, including within students' files and our IT systems, and the school's email system.

The information that we create and maintain is kept secure. Once a student's education with us has ended, we may retain such information beyond their attendance at the school as deemed necessary and in line with our retention policies. A copy of the Retention Schedule can be obtained by contacting admin@theathelstantrust.org.

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Requesting access to your personal data

Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request and we hold information about you, 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
- 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 within a month, unless an extension is necessary on the ground of the complexity of the request

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact your school.

Children have the same rights as adults over their personal data and the school will assess each request on its own merits. Students can find out what personal information we hold about them and how we use it by making a subject access request, as long we judge that they can properly understand their rights and what this means.

Those with parental responsibility 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 (mental capacity will be judged by the school on a case-by-case basis), or where the child has provided consent and it is considered to be in the best interests of the child. Parents also have the right to make a subject access request with respect to the personal data the school holds about themselves. If you would like to make such a request, please contact your school.

Other rights

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

- Request to have personal data corrected if you believe that it is inaccurate or incomplete.
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Restrict our processing of personal data (ie permitting its storage but no further processing) under certain circumstances.
- Object to processing if we are processing your information as part of our public tasks, or on the basis of our legitimate business interests, in which case we will consider your objection, and balance this against our need to process the information.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Withdraw your consent to processing.
- Have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect, unless you have agreed or in other limited circumstances.
- Seek redress, either through the ICO, or through the courts.

Contact and Complaints

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact the school office or admin@theathelstantrust.org.

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 contact admin@theathelstantrust.org or our Data Protection Officer One West: i-west@bathnes.gov.uk or 01225 395959.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data, but they would generally expect you to have raised the issue with us first:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Updates to our Privacy Notice

We may need to update this Privacy notice periodically. This version was last updated on February 2024.

Version	Date	Summary of changes	Author
V1.0	July 2020	Initial version	One West
V1.1	Dec 2021	Addition of Appendix 6	One West
V1.2	Aug 2023	Merging of Appendices 1, 2 and 3, PN title change and minor grammatical updates	One West
V1.3	Oct 2023	Formatting	One West

Appendix 1: Non-exhaustive list of the types of personal data we process

Data type	Purpose	Where we obtain the data from
Personal identifiers and contacts (such as name, unique student number, contact details and address).	To meet the statutory duties placed upon us eg for official data collections.	School application from the LA. Direct from parent or student.
Characteristics (such as ethnicity, language, and free school meal eligibility).	To keep track of how well we're performing and assess the quality of our services. To meet the statutory duties placed upon us eg for official data collections.	School application Direct from parent or student.
Safeguarding information (such as court orders and professional involvement).	To keep children safe and to look after pupil wellbeing. To meet the statutory duties placed upon us eg for official data collections.	Direct from the parent or student. CTF files from previous schools.
Special educational needs (including the needs and ranking).	To support pupil learning. To meet the statutory duties placed upon us eg for official data collections.	School application CTF files from previous schools.
Medical conditions (such as doctor information, child health, dental health, allergies, medication and dietary requirements).	To keep children safe (eg food allergies, or emergency contact details).	Direct from the parent or student.
Attendance record (such as sessions attended, number of absences, absence reasons and any previous schools attended).	To support pupil learning and to keep children safe. To meet the statutory duties placed upon us eg for official data collections.	CTF files from previous schools.
Test results, assessment and attainment	To monitor and report on pupil progress and check whether any extra help is needed. To meet the statutory duties placed upon us eg for official data collections.	CTF files from previous schools.
Behavioural information (such as exclusions and any	To monitor and report on pupil progress and check	CTF files from previous schools.

relevant alternative provision put in place).	whether any extra help is needed.	
Photographs and CCTV	To keep children safe	
Biometric data (such as fingerprints)	To keep children safe (eg food allergies, or emergency contact details).	
We may use online platforms to deliver lessons remotely; if we intend to record the lesson we will let you know	To support pupil learning and deliver remote learning.	

The Athelstan Trust is the Data Controller for this information, and the Trust does therefore, have access to some personal data the school processes. As in all cases, this access is restricted to only those with a requirement to see it, for example IT support, or to act as an independent investigator in accordance with our Complaints Policy.

Appendix 2: Examples of whom we may share your data with where the law permits (non – exhaustive list)

- The Local Authority
- Schools that students attend after leaving a school within the Trust.
- The Department for Education (DfE).
- The National Health Service to support student safety and vaccination programs.
- The student’s family and representatives.
- Educators and examining bodies.
- The schools’ inspector
- Suppliers and service providers so that they can provide a contracted service such as careers and Physical Education provision.
- Central and local government.
- Auditors.
- Survey and research organisations.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Counsellors/Educational Psychologists as and when appropriate.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Professional bodies.
- Our Data Protection Officer on occasion, eg to support a subject access request ▪

Occasionally with school governors

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Appendix 3: How we share information with the Department for Education (DfE) and the National Student Database (NPD)

Schools within the Trust are required to provide information about students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the National Student Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research. The database is held electronically so it can be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DfE 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.

Sharing by the DfE:

The law allows the DfE to share students' personal data with certain third parties, including:

- Schools and local authorities.
- Researchers.
- Organisations connected with promoting the education or wellbeing of children in England other government departments and agencies.
- Organisations fighting or identifying crime.

We lawfully share student data with the DfE through data collections which is used to

- underpin school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- inform 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).
- support 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

For more information about the DfE's NPD data sharing process, please visit:

<https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>To find out more about the data collection requirements placed on us by the DfE via the school census please visit:

<https://www.gov.uk/education/data-collection-andcensuses-for-schools>

To find out more about the NPD, please visit:

<https://www.gov.uk/government/publications/nationalstudent-database-user-guide-and-supporting-information>

If you want to see the personal data held about you by the DfE, you can make a 'subject access request' to the DfE. Further information on how to do this can be found within the DfE'S personal information charter that is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>



The Athelstan Trust Privacy Notice for Students

What is Personal Data?

“Personal Data” is information about you! It’s how we can identify you, and it’s also information about you that may help to support you.

What Personal Data do we have in school and why do we need it?

We will keep basic information about you, such as your name and age, so we can ensure you’re in the correct class.

We also keep your parent or carer’s contact details, so we can inform them of what is going on in the school, keep them up to date with your progress, and get hold of them in an emergency if necessary.

It is also important that we know anything about you that could mean we need to provide specialist support, to ensure that you’re safe and fully supported in school. This would include any religious preferences, health conditions or allergies you may have.

We may also hold your fingerprints on record, to enable us to take payment for lunches, without you having to bring cash into school.

Do we need to ask your permission to access your Personal Data?

There are times that we may ask for your permission to process your personal data. This is because whether or not we use your personal data in this manner is entirely up to you. Examples of where we would ask your permission is if we want to take photos or videos, and if we want to capture your fingerprint for cashless payments.

However, providing you with an education and keeping you safe while we do so is our legal obligation, so where we are using your personal data for this purpose, we don’t need to ask your permission, as long as you are informed about what we’re doing and why.

Where do we get your Personal Data from?

Some of your personal data is provided to us from the council, who get it from your parents or carers when they first applied for you to begin school. We also get information directly from your parents or carers, and sometimes directly from you. Your previous school will also have provided us with information about your education and attendance with them.

In very rare circumstances, we may receive information about you from the council or your Doctor, where they feel the information can help to better support you.

Who else could see your Personal Data?

When you leave us, if you are moving to another school, we will pass all the records that are relevant to your education and supporting your wellbeing onto your new school.

Our local council and the government's "Department for Education" (DfE), have a legal requirement to ensure students are attending school. As a school, we are required to send your attendance information to both the council and the DfE to prove this attendance.

The NHS provides pupils with certain health checks and immunisation programmes through the school. We will give them your basic identifiers, so they can arrange these programmes. Further details will be provided by the school nursing team when these happen.

There are occasions when we may pass information about you to the council or to your Doctor, where we believe you may benefit from additional support they can provide. You and your family will be informed if this is happening, except in very exceptional circumstances, where it wouldn't be in your best interest to do so.

The school also uses a number of computer systems and web-based apps to support your education or to simplify our office processes. Your personal data is likely to be within these system databases, and we will tell you about these. But rest assured we make sure your data is protected, and that the system providers can't misuse your information.

How long do we keep your Personal Data for?

Your basic identifiers and contact details are only kept for as long as they're still needed, which is normally while you remain in the school.

A copy of your education record is kept until you turn 24 (25 if you have special educational needs). If you leave us to go to a different school, the copy of your educational file will be passed to your new school, and we will no longer hold this.

There are certain other records that we legally have to keep for different lengths of time, for example accident forms or details of serious incidents. The school holds a full Retention Schedule, which details how long every record is kept for. You are welcome to look at this if you want to know how long something will be kept for.

How can you ask questions about your Personal Data?

You have a number of "Rights" when it comes to your personal data, including seeing what information we hold about you, and correcting it if it's wrong. You can also change your mind and "Revoke your consent" if we've asked your permission to do something.

If you have any questions at all about your personal data and how it's used in the school, you can contact the school office, or our Data Protection Officer: i-West@bathnes.gov.uk

Version	Date	Summary of changes	Author
V1.0	July 2020	Initial creation	One West
V2.0	Aug 2023	Major review	One West
V2.1	Oct 2023	Formatting changes	One West
V2.2	Aug 2025	Retention period amended from 21 years to 24 years	One West