



**ARDEN**

# Transition Information Pack

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# Term Dates 2026-27

## **Autumn Term 2026**

Term Starts: Monday 1st September 2026

Half Term: 26th – 30th October 2026

Term Ends: 18th December 2026

## **Spring Term 2027**

Term Starts: 4th January 2027

Half Term: 15th – 19th February 2027

Term Ends: 25th March 2027

## **Summer Term 2027**

Term Starts: 12th April 2027

Half Term: 31st May – 5th June 2027

Term Ends: 21st July 2027

## **Inset Days**

Tuesday 1st September 2026

Wednesday 2nd September 2026

Friday 23rd October 2026

Monday 4th January 2027

Monday 19th July 2027

Tuesday 20th July 2027

Wednesday 21st July 2027

In addition, school will be closed on Monday 3rd May 2026 for the May Bank Holiday.

# School Day

Mondays, Tuesdays, Thursdays and Fridays		Wednesdays	
<b>08:40</b>	Registration & Form Period	<b>09:00</b>	Registration & Period 1
<b>09:05</b>	Period 1	<b>10:05</b>	Period 2
<b>10:05</b>	Period 2	<b>11:05</b>	Break
<b>11:05</b>	Break	<b>11:25</b>	Period 3
<b>11:25</b>	Period 3	<b>12:25</b>	Lunch
<b>12:25</b>	Lunch	<b>13:25</b>	Registration & Period 4
<b>13:25</b>	Registration & Period 4	<b>14:30</b>	Period 5
<b>14:30</b>	Period 5	<b>15:30</b>	End of School
<b>15:30</b>	End of School		

**Students need to be in school every day when the registration bell goes at 8:40am (9am on a Wednesday). Please do not arrive before 8:30am unless attending a club.**

**We operate a two-week timetable in rotation.** A copy of your child's timetable will be issued to them during their first week and recorded in their planner. Each child must ensure they have the correct books and equipment for each lesson.

*N.B. A full cafeteria service is provided at both morning break and lunchtime- see school canteen information page in this booklet.*

## Condensed Days

During the school year there are occasions when we finish the school day at 2:15pm, e.g., Parent Consultations. These days will be denoted in the calendar on the school website and in the children's school planners. The students still have 5 lessons on these days, of 50 minutes duration:

Condensed days		
<b>08:40</b> Registration	<b>10:25</b> Break	<b>12:25</b> Lunch
<b>08:45</b> Period 1	<b>10:45</b> Period 3	<b>13:25</b> Period 5
<b>09:35</b> Period 2	<b>11:35</b> Period 4	<b>14:15</b> End of School

# Equipment

Students should bring ALL the following items to school EVERYDAY

- ❖ A Bag
- ❖ A Pencil Case containing:
  - A Pen & Spare Cartridges/Pens
  - Pencils
  - Sharpener
  - Eraser
  - Colouring Pencils
  - Green Pen
  - Glue Stick
  - Highlighters
  - 30cm ruler
  - Pair of safety scissors
- ❖ Calculator (Casio fx-83GT CW) and maths set (pen, pencil, ruler, protractor, compass)
- ❖ Homework Planner (this will be provided by school)
- ❖ And all the books / kit you need for the day
- ❖ A water bottle

Parents, please ensure that your child has this equipment; failure to have certain items could result in a sanction.

## School Synergy

From September 2026 we will be using School Synergy as our platform to manage and report on many aspects of school life including behaviour, homework, attendance, and communication. School Synergy will replace Edulink.

Our vision is that School Synergy becomes the single access point for Parents and Carers providing up to date school news and information, a place to communicate and engage with school and the ability to track the progress and development of your child as it happens.

More information will be provided to new and existing parents in the coming weeks as we launch this ready for the new school year.

# Attendance

## ABSENCE

When your child is not at Arden - for any reason - it is important that we know of their whereabouts primarily for safeguarding reasons. It is for this reason that Arden has a dedicated phone line and email address for reporting your child's absence. Absences can include a full or partial day and can be due to illness, medical/dental appointments, holidays, external music exams, funerals, college interviews, etc., etc. Our view is that if your child is not on the premises, then they are absent and it is your responsibility to report the reason for this. Your child's attendance record will then be coded appropriately to reflect this.

For safeguarding purposes, absences should be reported **before 8:30am every day of an absence**.

By telephone: 01564 773 348, select option 1.

By email: [absence@arden.solihull.sch.uk](mailto:absence@arden.solihull.sch.uk)

You will need to provide your child's name, form and the reason for their absence. Upon returning to school, your child must bring with them a note to confirm/further explain the reason for their absence.

**If your child has to leave during the course of the day, for any reason other than unexpected illness**, we will expect to see an appointment card or letter from a parent/guardian addressed to the Form Tutor or Attendance Officer. You may wish to write/sign the student planner to show they are leaving school for an appointment. Multiple appointments can be advised in one notification. Permission will then be sought from a senior member of staff. Your child must then be collected by a parent/guardian and signed out in the 'Signing in and out book' in Reception. Upon return to Arden, the child must be signed back in, in the same book again. For absences where we have not received written confirmation from the parent/guardian (with a supporting appointment card/letter where applicable), we will mark the student's absence as unauthorised. Please also note that during the school day, students are not permitted to leave school to make their own way home/to appointments; they must be collected by a parent/guardian/named contact from Reception.

**If your child becomes unexpectedly ill during the day**, then you will be informed by a member of staff and your child must be collected by a parent/guardian/named contact and the Signing in and out Book filled in. Students are not permitted to report their own illness to a parent/guardian using a mobile phone; they should present themselves to a member of staff or go to Reception. If they are still unwell the following day, then you must report this. When a child is ill or injured it is absolutely critical that we have your most up-to-date contact details; please ensure that you report any changes in contact details as soon as they occur via [office@arden.solihull.sch.uk](mailto:office@arden.solihull.sch.uk).

**It should be pointed out that if you take your child away from Arden during term time for a family holiday, this will be treated as an "unauthorised absence"**. If a child is reported ill and we have sound reason to believe they are on holiday, we shall record their absence as unauthorised.

**In the event of a family funeral**, a child's absence will be authorised for 1 day. If more than 1 day is required, for example the funeral is some distance away, then you must write to your child's Head of Year to confirm this.

**In the event of an unexplained absence**, we will have to contact a parent/guardian (or person listed on the child's contact list) to ask why your child is not at Arden. If we are unable to make contact with anyone, your child's record will show an "unauthorised absence". If we have reason to believe there is a safeguarding concern, the Education Welfare Officer will be notified.

If your child has accrued 5 days (10 sessions) of *unauthorised* absences during the course of the academic year (does not have to be consecutive days), this will be referred to the Education Enforcement Team who decide if a penalty is to be issued.

We have sanctions in place to discourage poor attendance and punctuality.

For a detailed summary of information regarding attendance and absence from our school, please refer to our website.

**To request time off for your child, please fill in an Absence Notification Form which can be downloaded from our website.**

## **ROUTINE DENTAL/MEDICAL APPOINTMENTS**

We would also ask that any non-urgent medical/dental appointments are scheduled outside of school hours or during holiday periods where possible. If the children are late or taken out for *routine* visits, then this obviously causes disruption for the Academy and it breaks the continuity of the child's learning.

If you need any further clarification on attendance procedures, please contact the Attendance Officer on [office@arden.solihull.sch.uk](mailto:office@arden.solihull.sch.uk)

## **LATENESS**

We place great value on students' attendance and punctuality at school. These are essential life skills and something which colleges and employers are keen to know about. In order to ensure that our systems promote the very highest levels of punctuality we have been reviewing our existing procedures with regards to students arriving late to school and the sanctions in place to deter students from coming into school late.

If a student is late to school after registration (8:40am) and the gates are locked, they must come in through reception and sign in using the 'sign in book'. If a legitimate reason is given for the lateness **with a note or communications into school from a parent/guardian** then no sanction is given. A late mark will be documented for the student however, there will be no sanction required. If there is no justified reason for being late and **no written notification is provided** to school from Parent/Guardian, then students will get a late to school sanction.

Students will leave lessons on the first bell, which indicates a 'movement bell' to travel to their next lesson. Another bell will sound after 4 mins and if students have not arrived without confirmation or notification reasons from a member of staff then students will be given a late mark and a 'late to lesson' sanction from the subject teacher.

Sanctions of detentions will be given for the following lates:

- If students receive 3 to 5 late to school and/or lessons in a week they will receive a 45 minute Pastoral detention to be served on a Wednesday in the school hall, where a member of Pastoral staff will oversee the detention for the duration from 3:30pm to 4:15 pm. Parents will be informed.

**As a parent we are sure you will appreciate the general disruption caused when students arrive late to school. Such lateness not only affects the continuity of the individual student's learning but can also significantly disrupt the learning of others.**

**To support us in addressing this issue, our Educational Welfare Officer will be working closely with the school and will be carrying out unannounced punctuality checks.**

# Behaviour

Arden Academy's Behaviour Policy is founded on the belief that exemplary conduct is central to creating a calm, safe and inclusive learning environment. This ethos emphasises that every student has the right to learn free from disruption, and every student, member of staff and visitor is entitled to be treated with dignity.

The behaviour policy is grounded in real-life principles, with rewards and sanctions that mirror those found in wider society. The vast majority of students consistently uphold Arden's high standards, and the school benefits from the active involvement of parents and carers who work in partnership with us to support their children's development. However, as in any community, not all students will always make the best choices. Consequently, our policy is predicated on clear expectations: students must arrive punctually each day, bring all necessary equipment, treat every member of our community with respect and strive to achieve their best. Should these expectations not be met, appropriate consequences and sanctions are applied.

We adopt a "no surprises" approach: routines and expectations are routinely reinforced through assemblies, form-time activities and clear classroom procedures. Positive behaviour is celebrated through verbal praise, achievement points, commendation events and positions of responsibility, ensuring that students feel recognised when they exemplify the standards expected. At the same time, a consistent framework of fair and proportionate consequences is applied when expectations are not met, with an emphasis on restoring the learning environment and supporting students to make better choices in future.

Underpinning this approach is a commitment to safeguarding and inclusivity. Staff are trained to recognise that changes in behaviour may signal underlying needs academic, emotional or special educational and will work collaboratively with parents and external agencies to provide tailored support. Bullying, discrimination or any form of harassment is firmly rejected; reporting mechanisms and swift interventions ensure that all members of the Arden family feel secure and valued.

Students are encouraged to take responsibility for their actions, to see setbacks as opportunities for growth, and to contribute positively to the wider school community. By blending high expectations with compassionate support, Arden Academy affirms that outstanding behaviour is both an achievement to be celebrated and a foundation for lifelong success.

# Learning Behaviour Expectations

Arden Academy prides itself on our "Arden Family", a supportive and caring culture that ensures an environment exists where students can be pushed and challenged to achieve their potential and where our highly skilled staff can deliver the highest levels of inspiring and engaging learning. Arden is an ambitious and aspirational school. Our students value education and recognise the crucial role it plays in ensuring that they are prepared to enter the worlds of further education and work as skilled and resilient members of the community. The behaviour of our students in and outside of the academy play a crucial role in achieving this.

Arden Academy is determined that all students can learn in an environment that is calm, learning focussed and safe. The school ethos and Learning PRIDE clearly outline the expected values and learning behaviours we promote and expect of our students in school. We expect all students to demonstrate Learning PRIDE.

**Participation** An Arden Academy student demonstrates Participation in their lessons through active engagement, completing all set tasks, contributing to class discussion and completing all homework set.

**Respect** An Arden Academy student demonstrates Respect for each other and their right to learn in an environment free from disruption and that all members of our community are treated with respect.

**Independence** An Arden Academy student demonstrates Independence by engaging with all set work, being able to work alone and demonstrate resilience in the face of difficult tasks and completing all homework set.

**Determination** An Arden Academy student demonstrates Determination through resilience and drive to achieve good academic outcomes and overcome obstacles. They can work through difficult tasks and not give up.

**Energy** An Arden Academy student demonstrates Energy in their lessons by sitting upright in their chair, focussing on the teacher, actively engaging with tasks and class discussions.

We also expect all members of the Arden Academy family to uphold the values of Aspiration, Resilience and Belonging we know that people who embody these values are the type of people who make a positive contribution to our family and are a pleasure to be around.

*We aim high, we never give up and we stand together*

## LEARNING P.R.I.D.E EXPECTED LEARNING BEHAVIOURS



### Participation

Actively responding to work set  
Engaging in group work  
Showing active listening  
Coming equipped and ready to learn



### Respect

Showing good manners  
Being polite  
Focusing on the teacher  
Caring about the learning of others  
Showing excellent presentation in my work



### Independence

Problem Solving  
Working independently  
Ensuring home learning is high quality  
Regularly and effectively revising



### Determination (dedication)

Visibly progressing in books and assessment  
Showing resilience  
Working hard at every opportunity in every lesson  
Getting the best outcomes possible



### Energy

Sitting up and focusing on the teacher  
Starting work promptly  
Being punctual  
Being enthusiastic  
Show passion for my learning



# Important Dates

Throughout Year 7, you will get the opportunity to meet with your child's teachers and also receive Progress Reports to monitor how they are performing in their subjects.

**This is a guide** as to when this may occur and will be confirmed via the Arden Academy website nearer the date.

## **October**

Meetings with Form Tutors

## **Autumn Term**

Progress Review 1 is issued. This is a 'Learning Habits check' whereby your child is rated using a defined scoring system on Classwork/ Homework & Behaviour.

## **Spring Term**

Progress Review 2 is issued. This is a report that is divided into five sections. It is also accompanied by a letter that explains the report in full.

*Section 1 – Attendance, Achievement and Behaviour*

*Section 2 – Core Subject Targets*

*Section 3 – Core Subject Progress*

*Section 4 – Skills Based Subject Progress*

*Section 5 – Form Tutor Comment- Form Tutor comments published with Progress Review 3*

## **March**

Parent Consultations meetings with teaching staff.

## **May**

Week of Year 7 exams.

## **Summer Term**

Progress Review 3 issued. This is a report that gives feedback and review scores on all subjects. Form Tutor comments will also be given in this report.



Progress Reviews are sent out online and an email will be sent to you to inform you when these are being released.



# SCHOOL UNIFORM



Many institutions require conventional dress. The conventional dress for a school is its school uniform. Students in uniform enhance their own reputations and prospects by enhancing those of the school. Controlled and sensible behaviour should also be regarded as part of the school uniform.

Uniform	
Blazer	<ul style="list-style-type: none"> <li>School green, complete with pocket badge (compulsory Years 7-11)</li> </ul>
Tie	<ul style="list-style-type: none"> <li>Arden school tie worn in a tidy knot no more than 4 cm across and 7 stripes in length</li> </ul>
Trousers	<ul style="list-style-type: none"> <li>Black or dark grey, regulation school style trouser</li> <li>No bootleg, jeggings, jeans or other fashion trousers.</li> </ul>
Skirt	<ul style="list-style-type: none"> <li>Arden skirt only with 'A' embroidered at the top of the skirt. The 'A' must be visible, i.e., skirts <b>must not</b> be rolled up and the overall length should not be more than 4 cm above the knee.</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>Short or long-sleeved white shirts (students' own preference), button to neck collar</li> </ul>
Shirt (period after Easter until end of term in July)	<ul style="list-style-type: none"> <li>With trousers - white, short or long-sleeved shirt, buttoned to the neck with a tie</li> <li>With skirt - white, short-sleeved, open neck blouse without a tie</li> <li>If preferred the long-sleeved shirt may continue to be worn, buttoned to the neck with a tie.</li> </ul>
Knitwear (optional)	<ul style="list-style-type: none"> <li>Jumpers- plain V-neck bottle green</li> </ul>
Socks/Tights	<ul style="list-style-type: none"> <li>Black or dark grey socks with trousers</li> <li>White, black or dark grey ankle socks with the skirt</li> <li>Black or neutral-coloured tights with the skirt</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Black only</li> <li>Shoes must be of a solid, robust and traditional style. Shoes that look like trainers, trainers and sport branded shoes are not permitted. Low heels are allowed but no light-weight fashion shoes.</li> <li>Canvas pumps/trainers should not be worn to school (except for in P.E. lessons).</li> </ul> <div style="text-align: center;">   </div>
Scarf (Optional)	<ul style="list-style-type: none"> <li>Plain black or bottle green</li> </ul>

Uniform	
Coats (Optional)	<ul style="list-style-type: none"> <li>Students may wear an overcoat which is completely plain and of a single colour, without pattern or obvious motif</li> </ul>
PE Kit	
Footwear	<ul style="list-style-type: none"> <li>A pair of clean, laced trainers for indoor/outdoor use</li> <li>Football boots and shin pads (optional but are required for school teams and after school clubs)</li> </ul>
KS3 and KS4 Core PE Top*	<ul style="list-style-type: none"> <li>Arden bottle green/black T-shirt – short or long sleeved <b><u>MUST HAVE STUDENT'S INITIALS EMBROIDERED ON FRONT</u></b></li> <li>Arden bottle green/black ¼ zip mid-layer top (optional)</li> </ul> <p>(Please note: ¼ zip top is an optional extra but with the majority of PE lessons being outside, students may need another layer to keep warm. No school jackets or other jumpers/hoodies are permitted in PE lessons. Base layers may also be worn underneath tops but they must be plain black, white or grey)</p>
KS4 GCSE PE / BTEC Sport Top*	<ul style="list-style-type: none"> <li>Arden white T-Shirt – long or short sleeved (optional) <b><u>MUST HAVE STUDENT'S INITIALS EMBROIDERED ON FRONT</u></b></li> </ul> <p>(Please note: an additional top is available due to the increase in practical lessons for students taking GCSE PE/BTec Sport) Base layers may also be worn underneath tops but they must be plain black, white or grey)</p>
Socks	<ul style="list-style-type: none"> <li>Short socks, white</li> <li>Arden bottle green and gold long sport socks (optional but are required for school teams and after school clubs)</li> </ul> <p>(Please note: students cannot wear their school uniform black socks/tights for PE lessons)</p>
Shorts, Skort, Leggings, Tracksuit Bottoms	<ul style="list-style-type: none"> <li>Students must wear AT LEAST ONE of these items:</li> <li>Arden bottle green/black shorts or plain black (no logos or additional colours permitted)</li> <li>Arden bottle green/black skort (the skort length should be mid-thigh; if it is deemed to be too short, we will ask that leggings/tracksuit bottoms are worn)</li> <li>Arden black leggings or plain black leggings (no stripes, logos or piping allowed (please ensure they are appropriate for exercise)</li> <li>Arden black tracksuit bottoms or plain black tracksuit bottoms (no stripes, logos or piping allowed)</li> </ul> <p>(Please note: no other branded items to be worn (e.g., Adidas, Nike))</p>
PE/Games Kit Bag	<ul style="list-style-type: none"> <li>Any zipped/drawstring bag (not a plastic carrier bag)</li> </ul>
Other	Other equipment, e.g., gum shield, will be required if they wish to represent the school at rugby/hockey

Uniform	
	<p>Please note that, for Health &amp; Safety reasons, no smart watches or 'Fitbits' will be allowed during participation in PE/Sport lessons</p> <p>School will provide all other equipment needed, e.g., hockey sticks, balls, but students may bring their own sticks, racquets.</p>
Other	
Jewellery	<ul style="list-style-type: none"> <li>• No jewellery other than a plain strapped watch (smart watches that have the capability of being used as a phone or connecting to a phone are not allowed in school – see separate guidance relating to mobile phones/smart watches).</li> <li>• Students may wear one plain silver or gold stud (max 3mm diameter) in each earlobe.</li> <li>• No other piercings are permitted.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Hair should be kept tidy, with no extreme hairstyles, e.g., tramlines shaved into the hair and eyebrows are not permitted as part of the school uniform</li> <li>• Hair dye is not allowed.</li> <li>• Long hair should be tied back in practical lessons using a plain black hair bobble.</li> <li>• A plain black or dark green band/slide is permitted.</li> </ul>
Make-up	<ul style="list-style-type: none"> <li>• In Years 7, 8 and 9 make-up and nail varnish are NOT permitted.</li> <li>• In Years 10 and 11 a small amount of discreet make-up is allowed, but lipstick, coloured lip salve, eye liner, false eyelashes, eyelash extensions or any other obvious make-up are not permitted. Students must not bring make-up into school.</li> </ul>
Nails	<ul style="list-style-type: none"> <li>• Nail varnish, gel nails and nail extensions are also not permitted in any year group, therefore please ensure any false or gel nails are removed before attending school.</li> </ul>
Turbans	<ul style="list-style-type: none"> <li>• Black or dark green</li> </ul>
Hijabs	<ul style="list-style-type: none"> <li>• Black and pinned under the chin to stay on the head comfortably.</li> </ul>
Bag	<ul style="list-style-type: none"> <li>• A bag fit for the purpose of carrying school equipment, books and folders. Small hand/shoulder bags and carrier bags are not allowed. Bags should be of discreet colour and design.</li> </ul>

#### Additional Information/Guidance:

1. **Items showing with \* need embroidering with student's initials.**
2. Students should bring their PE kit to all PE lessons (even if injured). If students are unable to take part in a practical way, then they will be expected to play a full part in the lesson in a non-practical role (for example as a coach, umpire or match reporter) to ensure that they still get the most out of the lesson.
3. **It is important that all personal belongings are clearly marked with the owner's full name**
4. If parents are unsure about any uniform item, they are advised to seek clarification from the Academy before purchase.
5. **Stockists of School uniform are:**
  - Palmers of Knowle – <https://www.palmersschoolwear.co.uk/> (also sell school shoes)
  - Monkhouse School wear of Solihull - <https://www.monkhouse.com/>

Both of these outlets offer an online service for purchasing uniforms and also offer an embroidery service for putting student's initials on the outside of the P.E. tops (Palmer's will embroider pre-loved items too)

6. Second Hand Uniform/PE Kit – please see our PTFA's Facebook page for items available – 'Arden PTFA Pre-loved Uniform': **please note that new Year 7 students are unable to wear PE kit items from pre-September 2023**

## Lost Property

Below is a summary of how lost property is dealt with at Arden Academy. We appreciate that replacing lost items can be expensive, so hopefully these guidelines will help.

- Please ensure all items of property and uniform/kit are CLEARLY named.
- Parents should insure any items, such as musical instruments, mobile phones, before sending them into school as **the school insurance scheme does not cover these items**.
- Lost property is stored outside the P1 Office and items left here are available for retrieval at all times.
- At the end of every term, we will offer parents the opportunity to come and look through lost property and items left after this time will be given to the PTFA for their Facebook Pre-loved Uniform sale.

**The school is not responsible for items of property brought into school which get damaged or lost, although every effort will be made to find lost property.**

# Use of Mobile Phones & Smart Watches

## Mobile Phones

Mobile phones can cause some difficulty, distraction and disruption in school and, because of this, students who wish to bring a mobile phone to school, must abide by the following rules:

- Mobile phones must not be SEEN or HEARD anywhere on school premises at any time and must be turned off whilst at School.
- Mobile phones can be kept in your zipped blazer pocket or a zipped bag in a locker whilst you are on school premises
- If a mobile phone is seen or heard on the school premises, it will be confiscated and kept in a safe place in the School Office. **Students may contact their Parent/Guardian, from one of the pastoral offices, to advise that their phone has been confiscated.**
- Mobile phones and Smart Watches (See below) must be collected by a Parent/Guardian or named contact in our school system SIMS; please do not send any other person to collect your phone as it will be a waste of their time. They can be collected anytime between 7.30am-5.00pm.
- If a student needs to make an emergency call home, they should go to one of the pastoral offices to make a call from there. If a parent/guardian needs to get a message to their child, during the school day, please contact Reception (01564 773348)
- Mobile phones must not be used to report your own sickness/injury to a Parent/Guardian. These calls will be made, as necessary, after you have been assessed.

## Smart Watches

The functionality of smart watches varies considerably: from being a fully functioning smartphone (able to make phone calls, send texts, take photos, make videos, record conversations or receive notifications) to being solely a health monitor (recording the wearer's vital signs and activity).

A smart watch that has the capability of being used as a phone, or indeed connecting to a phone for any of the points raised above, are not allowed in school and will be confiscated in line with our mobile phone policy, and must be picked up by a Parent/Guardian or a named contact in our school system SIMS.

# ParentPay

At Arden we use an e-payment method to pay for **dinner money, trips, departmental contributions and school fund contributions etc.** This is done online using a very secure website called 'ParentPay', or in cash at local stores where you see the PayPoint logo (See below).

## **Already have a ParentPay account?**

If you already have a ParentPay account at Arden Academy, you can simply login to that account and add your child via the '**Add a child**' tab on your home page. You will however, need to use a new activation username/ password in order to do this.

If your ParentPay account was used at a Primary School, you must activate a new account at Arden Academy as the accounts cannot be merged.

## **New to ParentPay?**

You will be sent a separate email to your secure online account with your account log in/Activation details (username/password) **during your child's first week at Arden.** You will also be advised to change these details and keep them safe for any future log-ins. Once you have activated your account, you can add credit to your child's lunch account straight away and pay for any other items, such as trips, school fund donations etc when applicable.

ParentPay holds an electronic record of your payments to view at a later date.

It is our aim to be a cashless school but we appreciate that some parents are unable to pay using debit or credit cards and so there is a facility to pay cash through PayPoint at an external location (e.g., the Co-op in Bentley Heath). You will be issued with a child-specific barcode which you will hand to the cashier along with your money and they will credit your account. If you want more details then please contact the school finance office in September.



# Catering Services

A cashless system for the catering services is in place at Arden Academy. This system enables us to deliver a more efficient, faster service and continues to provide wholesome, healthy and enjoyable meals at the lowest cost. It also enables you to be confident that the money you have provided has been spent appropriately. No cash or cheques can be accepted at the food counter till points.

In the Dining Room, students are identified by **Biometric data**. This is done by Biometric fingerprinting, which is an easy and secure way of ensuring your child can pay for food at school. This involves a finger scan which is converted into numeric data and stored for each student. **Your child's fingerprint will be taken during their first week at Arden.** At the till point there is a dermal scanner and when the student wishes to pay for a meal, they simply place their thumb/finger on the scanner. This will bring up that individual's account and a display will show the terminal operator the student's name and current cash balance held within the system.

No register of fingerprints is kept, nor is it possible to reconstitute a fingerprint from the data that we hold.

The Department of Education's legislation states that we must have written permission from a Parent/Guardian to allow your child to continue using the biometric facility on the cashless catering system currently being used in the school.

Consent for this purpose is within the Google Form we have asked you to complete online and return. You may withdraw your consent at any time and in writing to the Associate Headteacher.

If you choose not to have your child registered on the Biometric System, a 4-digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. This system will not be as easy for these students as the Biometric System and so we would strongly urge you to continue to support this school wide technology.

**I would like to take this opportunity to remind you of the benefits of using this Biometric system in that it incorporates the latest technology and eliminates the need for students to carry cash throughout the day, thus reducing the risk of money being lost.**

Money is put onto your child's lunch account through ParentPay, using a debit or credit card (there is a facility to pay cash at PayPoint locations - For more information on PayPoint locations, please read the 'ParentPay' page in this booklet.

Any amount of money for lunch can be paid into your child's lunch account and your child can always check their balance by asking the catering staff at the till. You may also view balances and meal choices through ParentPay. Please ensure that your child always has credit on their account if they wish to buy food at school.

A daily 'spend limit' of **£6.00** will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school's Catering Office via email: [office@arden.solihull.sch.uk](mailto:office@arden.solihull.sch.uk) please address your email- FAO Kitchen.

Students who are entitled to a free school meal will have the same facility as other students. Please read the page titled 'Pupil Premium Funding & Free School Meals information'.

There is also the option for students to bring in a packed lunch which can be eaten in the Main Hall.

Everyone has their lunch at the **same time each day – 12.25-1.25pm.**

The order of service for the main canteen is:

Year 11 – in straight away

Year 10 – to queue immediately

Year 9 – 12:35

Year 8 – 12:45

Year 7 – 12:55

You will see that Year 11 go into lunch in the Canteen first every day. Other year groups have access to the 'pod' and the 'cube' for immediate service of food. Parents and students must understand that queues are part of school life and serving over 1800 students takes time.

During your first few days at Arden, the Year 7 students go to lunch earlier, at 12pm; this is to give students the opportunity to see what is available and choose their lunch. After a few days they will be confident about which area they want to go to for their lunch and will therefore join the rota (shown above). They will be taken on a tour of the school when they start and shown how the lunch system works so please don't worry.

Here are some examples of some of the food items available to our students.

Breakfast/ morning break
Waffle/ Pizza/ Sausage roll/ Pretzel/ Hash brown/ Bacon roll, filled bagels, Bread & Butter/ Fruit
Lunch
<ul style="list-style-type: none"> <li>● Student main Meal- (This is One Protein item + One carbohydrate item + One vegetable/baked bean portion)</li> <li>● All-day breakfast special</li> <li>● Salad/ vegetable options</li> <li>● Wraps</li> <li>● Chicken/ Beef burger</li> <li>● Panini</li> <li>● Hot dog</li> <li>● Vegetarian dish</li> <li>● Savoury slice</li> <li>● Sandwiches/ Baguettes</li> <li>● Pasta king</li> </ul>
Dessert
Home bakes/ Cracknell/ Dessert of the day/ fruit packets, cake bars
Drink
Water/ Radnor Juice cartons/ Juice burst/ Capri Sun/ Smoothies

# Pupil Premium Funding & Free School Meals

## Pupil Premium Funding

Arden receives 'Pupil Premium' funding for each child registered as follows:

- a) Children currently being eligible for free school meals (FSM)
- b) Children registered as a Looked After Child or children adopted from care under the Adoption and Children Act 2002
- c) Children who have been eligible for FSM at any point in the last 6 years
- d) Children whose parents are currently serving in the armed forces

Details of the spending and outcomes for students for whom we receive additional funding are available to view on the school website [Pupil Premium Funding](#).

As you will see, for such students we may also be able to offer financial support with some other school related activities and resources.

Some examples of this are:

- School visits during the day – **available to a, b, c and d**
- Part funding for some curriculum based residential visits – **available to a and b**
- Practical resources, e.g., text books, revision guides, subject specific kits – **available to a, b and c**
- End of Year 11 Prom and Year Book – **available to a and b**
- Part funding of Year 11 Prom – **available to c and d**
- External agency support – **available to a and b**

**The level of Pupil Premium funding available is dependent on the eligibility criteria.**

School activities/visits that are eligible for funding through Pupil Premium will be denoted in the applicable letters to parents/guardians.

From time to time there may also be additional practical support and/or resources that we may offer. In these instances, we will contact you directly by letter.

## **Guidance from Solihull Local Authority - Applying for Free School Meals**

All applications for free school meals are now online.

You can register/apply online for your free school meal (FSM) by using the Parent Portal which is part of the existing school admissions online system. This can be found by visiting this link- [www.solihull.gov.uk/FSM](http://www.solihull.gov.uk/FSM) and clicking on 'Apply for Free School Meals'.

Applications are processed in date order and they will email you with the outcome.

If you are already eligible for/receiving free school meals and are either attending a Solihull school or moving from one Solihull school to another Solihull school you DO NOT need to reapply as your meals will continue in September 2026.

If you were receiving free school meals at an out of borough school and will be moving to a Solihull school in September 2026 then YOU DO need to apply here for free school meals as these will not automatically transfer from your old school.

If your financial circumstances have changed and you think you may now be eligible, please login or register to apply as above.

Once Arden has been advised by the Local Authority that an application for FSM has been confirmed, we will update our system to reflect this.

### **Arden - Free School Meals Guidance**

- The Free School Meal daily allowance is **£3.10** and this applies to items purchased at **lunchtime only** (i.e., not at morning break).
- Parents/Guardians may add extra credit to their child's school meal account, via ParentPay, and this additional money may be used to buy snacks at morning break and to cover any extra food at lunchtime. **Items purchased at morning break are not eligible for the FSM allowance.**
- The daily allowance of £3.10 will automatically be added at lunch-time; any unused allowance for that day will be identified and removed. The following day, the full allowance will automatically be added, as before, at lunch-time.
- The allowance **may not be carried over to the following school day.**
- The catering staff will **not allow** children in receipt of FSM to buy solely snack items, e.g., cookies, cakes, with their FSM allowance; this is to ensure that they eat a suitable meal/sandwich at lunchtime.
- The catering staff will not allow children in receipt of FSM to exceed the £3.10 allowance unless there are extra funds, credited by their parent/guardian, available in their ParentPay lunch account.
- Food can be purchased from all locations around the school (Canteen & outdoor POD's)

## What can I purchase with my FSM allowance at lunchtime?

<u>You can have a Main Meal of your choice:</u>
<ul style="list-style-type: none"><li>• 'Meal of the day'</li><li>• Pasta King</li><li>• Curry</li><li>• Fast Food Items</li></ul>
THEN you can choose <b>ONE</b> of the following 2 boxes below: <u>DESSERT</u>
<ul style="list-style-type: none"><li>• 'Dessert of the Day'</li><li>• Homebakes- for example- Flapjack/ Shortbread/ Cracknel (Please note: this does not include pre-packaged cookies/cakes)</li><li>• Piece of fruit</li></ul>
<b><u>OR</u></b>
<u>DRINK CARTON</u>
<ul style="list-style-type: none"><li>• Drinks Carton- selection of 5 different flavours</li><li>• Water</li></ul>

A daily maximum 'spend limit' of **£6.00** will be programmed into the system (for purchases made at morning break and lunch). This can be increased or decreased for an individual student by making a written request to the school's Finance Office.

# Supporting Students in School with Medical Conditions

At Arden we have a 'Supporting Students at School with Medical Conditions' policy and this is available to view on the school website – [Arden Policies](#). This policy will ensure that, as a school, we work in line with the recommendations of the Department for Education and Solihull Local Authority.

We would like to share with you some information that outlines the procedures for students having medicines in school. Please may we ask that you take time to read this.

## Care Plans – Life Saving Medication

For administration of emergency medication e.g., EpiPen/Anapen/Insulin, a Care Plan must be completed by the Parent/Guardian, in conjunction with the child's specialist nurse/GP. A copy MUST be emailed into School so staff can be made aware. Parents/guardians are involved in the development and review of their child's individual Care Plan. They should carry out any action they have agreed to as part of its implementation, e.g., provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times.

All care plans are monitored by Mrs Moore in the School Office.

Minor changes to the Care Plan can be made if signed and dated by the Parent/Guardian. If, however, changes are major, a new Care Plan must be completed. Care Plans should be reviewed at least annually and it is the Parent/Guardians' responsibility to notify school of any changes required to the Plan e.g., treatment, symptoms, contact details.

## Other Medicines

If your child needs to have medicines or prescribed drugs whilst at school (with the exception of those students for whom we have a Care Plan) there are specific requirements that must be adhered to:

**Students MUST NOT carry any medicines on them whilst at school without their Parent/Guardian completing a consent form** – this includes over the counter medication such as Paracetamol and Ibuprofen. Medicines carried without consent will be confiscated, but held safely in case needed by the student whilst at school; this is to ensure safety of our students during the school day. If the medication is necessary on that day, we will contact the Parent/Guardian to obtain consent to administer.

## Parent/Guardian Responsibilities

Parents/Guardians should provide the school with sufficient and up-to-date information about their child's medical needs. Verbal instructions cannot be accepted in order for the school to administer medicines; we can only do so in an emergency. A document 'Consent Form to Administer Medicines' must be completed in all instances. This is available on the school website:

### [Consent Form to Administer Medicines](#)

Only one parent (defined as those with Parental responsibility) is required to agree to, or request, that medicines are administered by staff.

If it is known that students are self-administering medication in school on a regular basis, a completed consent form is still required from the Parent/Guardian.

The Parent/Guardian needs to ensure there is sufficient In-date medication. Parents/Guardians are responsible for ensuring that expired medicines are returned to a pharmacy for safe disposal.

If your child may need pain relief during the school day, for injuries and tooth pain due to braces, please can these be provided from home and handed to reception to store safely. We hold a small amount of painkillers at reception for emergency use only.

Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown: -

- Child's name/date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g., in relation to food etc
- Expiry date
- Dispensing date

### **Antibiotics**

Parents/Guardians should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school/setting hours wherever possible.

Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after (provided this is possible) and at bedtime. **It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.**

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, be in their original container and brought into school in the morning and taken home again at the end of each day by the student.

### **School Contact**

We hope this information is useful and clarifies the school's policy; should you have any queries or concerns please contact Mrs Moore (Student Services Officer) – 01564 732714/[office@arden.solihull.sch.uk](mailto:office@arden.solihull.sch.uk)

### **School Nurse**

Arden Academy has the services of a school nursing team, provided through South Warwickshire NHS Foundation Trust (SWFT). If Parents wish to book a referral, please contact the team directly on telephone number 0121 726 6754.

Please note: If you have any queries regarding immunisations offered through school, please contact the School Immunisation Team – 0121 466 3410.

# Safeguarding & Child Protection Policies

As we are sure you are aware, Safeguarding is at the heart of any school. Our Safeguarding Policy and Child Protection Policy can be found on the school's website:

[Child Protection and Safeguarding Policy](#)

Please take time to read these policies to ensure you fully understand the school's policy and practice on Safeguarding.

From time to time, you may be asked to respond to surveys or complete acknowledgement slips where we are communicating about issues relating to Safeguarding. It is very important that we are sure that all of our stakeholders are familiar with our policies.

For your information, Mr Burke is the Designated Safeguarding Lead (DSL) for the school, along with Mr Simpson, Mr Last, Mr Smith, Ms Berry, Mr Anwar & Ms Munn-Smith.

Please may we also ask you to read our student Behaviour Policy, again to ensure you fully understand this. Here is a link to the policy which can be found on the school's website.

[Behaviour Policy](#)

# Educational Visits

Attending any school visit is reserved for those students who have made the best choices for themselves and have a positive impact on their wider community. Our expectations as a school are based on our everyday expectations of your child.

At all times, the safety and best interests of all students must be our primary concern when organising school visits. Therefore, it is important to clarify that participation in such visits is a privilege and may be declined or withdrawn if any of the following apply to your child:

- They have a negative behaviour record and/or a high number of behaviour points
- There are safeguarding considerations or individual needs, including mental health support requirements, that may significantly impact the safe and effective organisation of the visit
- They frequently avoid or do not attend lessons
- They have received any suspensions, regardless of the reason
- They have been involved in anti-social behaviour either within or outside of school
- They have a poor record of attendance and/or punctuality without a clear, reasonable, and previously agreed explanation

***We believe it is reasonable to expect the above from all our students so please be mindful that no student has an automatic right to attend a visit.***

Here is an **example of previous trips** that have taken place over past years and an **indication of approximate costs** but this cannot in any way reflect the cost that may be charged in the future. The cost of educational visits will depend on transport, accommodation, and entry costs applicable at that time.

<p><u>Modern Language Visits</u></p> <ul style="list-style-type: none"> <li>• Year 10 Paris, France trip (£500)</li> <li>• Year 10 Skiing (Recreational Visit) (£1500)</li> </ul>	<p><u>History/Politics</u></p> <ul style="list-style-type: none"> <li>• Year 12/13 Parliament Visit (£37)</li> </ul>
<p><u>Various Theatre Trips</u></p> <ul style="list-style-type: none"> <li>• All Year groups- Varies depending on what's on at the time.</li> </ul>	<p><u>Science Visits</u></p> <ul style="list-style-type: none"> <li>• Year 10 Silverstone Museum (£35)</li> </ul>
<p><u>Art/Engineering Trips</u></p> <ul style="list-style-type: none"> <li>• Year 7 Walsall Art Gallery (£18.70)</li> <li>• Year 9/10 Harry Potter Studios (£39.50)</li> <li>• Y12 London Art Gallery (Approx. £60)</li> </ul>	<p><u>Sporting Opportunities</u></p> <ul style="list-style-type: none"> <li>• Various sporting trips e.g., Real Madrid Football Stadium trip (Approx. £1000)</li> </ul>

# Driving and Parking on the School Site

There is no parental vehicle access to the rear of the school site.

Please use the front car park when dropping students off for an early morning club or collecting them from a club at the end of the school day. This also extends to clubs that your child may attend outside school or at weekends.

In line with Health & Safety and in order to protect our students and staff from potential accidents, **vehicles should not be driven on to the school site to drop off or collect students after 8.00am or before 4.30pm**; the only exception to this would be if you were to collect a child due to ill health or a medical appointment, or you have been given authorisation to drive on site. When driving on the school site, please ensure you drive extremely slowly and carefully.

Please organise your pick up/drop off point elsewhere. **If you are parking near the school site**, please ensure you park considerately, legally and safely.

**Please do not:**

**X Stop in a bus stop**

**X Park on double yellow lines**

**X Park across residents' driveways and blocking access to their own drives**

**X Park at Knowle United Reformed Church (on Station Road) as this is private property**

We would encourage all students to walk to school where possible.

We would be very grateful for your cooperation in safeguarding our students and preventing a serious accident by keeping traffic on site to a minimum at all times.

# School Locker Rentals 2026

Please note that all locker rentals must be made directly to Secure Locker Rentals - [www.locker.rentals](http://www.locker.rentals)



The graphic features the 'secure locker rental' logo at the top left with the tagline 'thinking outside the box'. The main headline reads 'Two simple ways to rent your locker' followed by 'Simple, safe, secure...'. Below this, two options are presented: 'Visit [www.locker.rentals](http://www.locker.rentals)' (illustrated with a person at a laptop) and 'Scan this QR code' (illustrated with a hand holding a smartphone). A central 'or' is placed between the two options. To the right, an illustration shows a stack of books with a ladder and people, symbolizing school lockers. At the bottom, a list of instructions is provided under the heading 'Once on the web app do the following:', and 'How to Access your Locker:'. The footer contains the email address [enquiries@securelockerrental.uk](mailto:enquiries@securelockerrental.uk).

**secure locker rental**  
thinking outside the box

## Two simple ways to rent your locker

Simple, safe, secure...

Visit [www.locker.rentals](http://www.locker.rentals) or Scan this QR code

**Once on the web app do the following:**

- Enter your **location**
- Choose your **preferred locker area** from the drop down menu (if available)
- Click on **check availability**
- Where prompted enter your details and read and agree to the terms and conditions
- Click on **rent locker** and follow the instructions for entering your payment details
- You will then be emailed a locker code and the number of your locker compartment.

**How to Access your Locker:**

- Go to the locker number detailed on your confirmation email
- Enter the **4 digit code** detailed on your confirmation email and open the lock
- Should you forget your code it can be reissued by visiting [www.locker.rentals](http://www.locker.rentals) and clicking on the re-issue my locker code link.

For all other enquiries, please email [enquiries@securelockerrental.uk](mailto:enquiries@securelockerrental.uk)

The cost for rental for next school year will be approximately £39 per locker for the full academic year.

At the end of each academic year the locker agreement ends and you will need to sign up for a new rental agreement.

**We have allocated 250 lockers for new Year 7 students and these are available to book on a first come, first served basis between 9th to 30th June 2026; after this time, any remaining lockers will be made available to all other year groups.**

**It is vital when you log onto the website to rent a locker, that you enter the correct year group.**

Please do not contact the locker company directly as they will not be able to renew your locker; rentals can only be arranged online.

# General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into effect in 2018 and schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules permit it.

As a school, however, we have a legal duty to collect, store and report on personal data that we hold for your child, as part of their statutory education provision. We are required to share this data with the Department for Education (DfE), Local Authority (LA), local government agencies and examination boards. Information that is shared with other organisations is audited against GDPR standards to ensure compliance.

We currently use the following systems to meet these requirements: SIMS – school information management, SISRA – student performance tracking system, CPOMS – safeguarding and child protection software. We also store care plans, personal risk assessments and examination records.

Please visit the school GDPR webpage for more information about how we collect and process data and to view the Trust's Data Protection Policy and Privacy Notice –

[Data Protection Policies](#)

Any third party that we share your data with has submitted confirmation of their compliance of GDPR regulations, e.g., ParentPay.

**Consent for this purpose is within the online form we have asked you to complete online and return.**

# Parent / Legal Guardian Privacy Notice

## Policy Statement

During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Academy. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship/marital status)
- Financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the Academy site (where applicable)
- Your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data (where applicable). These types of personal data are subject to additional requirements.

## Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the Academy, and when you attend the Academy site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals, or bodies, including a Court, which might raise concerns in relation to your child.

## **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
  - To provide reports and other information required by law in relation to the performance of your child
  - To raise or address any concerns about safeguarding
  - To support the Government agencies including the police
  - To obtain relevant funding for the school
  - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a Trust, or we are carrying out a task in the public interest, including:
  - To confirm your identity
  - To communicate matters relating to the Academy to you
  - To safeguard you, our students and other individuals
  - To enable payments to be made by you to the Academy
  - To ensure the safety of individuals on the Academy site
  - To aid in the prevention and detection of crime on the Academy site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent; we will inform you if your consent is required and seek that consent before any processing takes place.

## **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the Academy site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

## Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

## How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information.

## Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the Academy

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing protection process, please visit: [Data Protection Process](#).

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Solihull Council's local authority's data sharing process, please visit: [Solihull.gov.uk/About-the-Council/Data-sharing](http://Solihull.gov.uk/About-the-Council/Data-sharing)

## Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, or for any other concerns, please contact our Data Protection Officer(s):

Mr Gareth Davies Data Protection Officer Lode Heath School, Solihull (B91 2HW) <a href="mailto:gjdavies@lodeheath.org.uk">gjdavies@lodeheath.org.uk</a> 0121 704 1421	Mrs Eleanor Collett Privacy Officer Arden Academy, Knowle (B93 0PT) <a href="mailto:ecollett@arden.solihull.sch.uk">ecollett@arden.solihull.sch.uk</a> 01564 773348
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Please also refer to our Data Protection Process (linked above) for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact our Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request, then you will be notified of the reasons why in writing.

### **Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at [ico.org.uk/concerns](http://ico.org.uk/concerns).

# Student Privacy Notice

## Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the **Data Protection Officer** at the Trust and a **Privacy Officer** within the Academy. They can answer any questions you have about what the school does with your information. If you or your parents/guardian wants to speak to them, then you can contact them as below:

Mr Gareth Davies Data Protection Officer Lode Heath School, Solihull (B91 2HW) <a href="mailto:gjdavies@lodeheath.org.uk">gjdavies@lodeheath.org.uk</a> 0121 704 1421	Mrs Eleanor Collett Privacy Officer Arden Academy, Knowle (B93 0PT) <a href="mailto:ecollett@arden.solihull.sch.uk">ecollett@arden.solihull.sch.uk</a> 01564 773348
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## Policy Statement

During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## What information do we use about you?

We will collect, hold, share and otherwise use information about you including:

- Name
- Telephone & Email Contact Details
- Date of Birth
- Address
- Assessment Information
- Details of Previous/future Schools
- Unique Student Number
- Behavioural Information
- Language(s)
- Photographs
- Attendance Information
- Eligibility for free School meals
- CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

- Racial or Ethnic origin

- Religious beliefs
- Special educational needs and disability information
- Medical/ Health Information
- Biometric Data
- Information relating to keeping you safe
- Dietary requirements

### **Where do we get this information from?**

We get this information from:

- You
- Your parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

### **Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things, we will ask you or, if necessary, your parent/carer for permission.

### **Why do we use special category personal data?**

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so, for example, health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **How long will we hold information in relation to our students?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. When you change schools, we will usually pass your information to your new school.

### **Who will we share student information with?**

We may share information about you with:

- Other schools or educational institutions that you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or the Education and Skills Funding Agency (ESFA) as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors
- Providing staff with lockable drawers and cupboards so that information is locked away
- Disposing of confidential paper documents safely by shredding them
- Reminding staff to ensure that they are not overheard by, or viewed/observed by anyone that is not authorised to know, or see information about you.

### **Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should contact your teacher or form tutor in the first instance.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can speak with either of the Data Collection officers mentioned above, your teacher or form tutor, or if necessary, you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

# Use of Students Images

During your child's life at Arden Academy, we may wish to take photographic or video images of activities that involve your child. The images may be used for displays, publications or on the Academy-managed website.

Photography or filming will only take place with the permission of the Associate Headteacher, and under appropriate supervision. When filming or photography is carried out by the media, children will only be named if there is a particular reason to do so, e.g., they have won a prize, and home addresses will *never* be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with materials or issues that are considered sensitive.

Before taking any images of your child, we need your permission. This permission will last for the whole of your child's education at this Academy. You can ask to see images of your child held by the establishment. **You may withdraw your consent at any time. Arden Multi Academy Trust's 'Photographic & Digital Images' Policy is available to view on the Trust website [Photographic & Digital Images](#).**

If you wish to attend functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Please note an information leaflet regarding this is available from Arden Reception.

Consent for this purpose is within the Google Form we have asked you to complete online and return. You may withdraw your consent at any time and in writing to the Associate Headteacher.

**It is important we have your child's photograph for our School SIMS programme so that staff can identify your child. This photo will remain solely on the SIMS programme and will not be used for any other purposes**

- This consent provided is valid from the time your child starts Arden; there may be occasions where images may be used after your child has left Arden, e.g., a celebratory event about the history of Arden. If you do NOT want your child's image to be used AFTER they leave Arden, then please write directly to the Associate Headteacher.
- Children will be made aware of why their pictures are being taken and how they will be used.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our Academy prospectus or in other printed publications.
- We may include pictures of students and teachers that have been drawn by the students.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
- If it is found that a camera phone or image has been misused, Arden will follow its usual disciplinary procedures.

# Use of the Internet & Online Safety

As part of the school's IT programme, we offer students supervised access to the Internet. Before being allowed to use the Internet, all students must obtain Parental permission and both they and you must sign and return the enclosed Google form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases and forums, while exchanging messages with other internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, Parents and Guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, social media, radio and other potentially offensive media.

**Please complete the agreement contained within the Google Form we have asked you to complete online and return.**

For more detailed information about Online Safety, Student Access to the Internet, School Procedures & Resource Development, please refer to our School Policy which can be found on the Arden School Website or, by following the link below:

[Online Safety Policy](#)

The Information provided in this booklet will briefly highlight what is expected of your child whilst using the internet within school and some of the dangers they may face. Some further information is available via the following link [Online Safety](#).

## **What dangers do children face on the internet?**

It is indisputable that there is material on the internet that is offensive to many people, even dangerous in the wrong hands. There are sites containing unsuitable material which can be accessed in minutes by any child. Many Internet Service Providers (ISP's) try to 'filter' sites known to have offensive material, but the web is too big for this to be completely effective. The locations of this material move all the time, the only way to be sure of blocking it all is to allow only a small range of known websites. This kind of 'white-list' destroys the idea of the internet being about free information exchange; the range of information and the dynamic nature of it would be effectively lost.

There has also been great concern in the mass media about children being contacted and 'groomed' by adults online. It is important that children know the dangers of meeting people online, however well they think they know them. Giving personal information out on the internet is dangerous, whether this is over Instant Messaging (IM), email, message boards or

chat rooms. While online friendships are valid and important to teenagers, they must accept that it is much easier to be lied to about who someone is online than in the 'real world'.

The rise in use of email, IM, blogs and personal homepages has given rise to new forms of bullying. Teasing and harassment via messages is increasingly difficult to trace and deal with and can be very intimidating to teenagers who see it wherever they look. Pictures and comments online seem much more permanent and public than what happens in the playground and can be very hurtful. Photos of other children, even friends, should **not** be put online without the permission of the parents of that child. This will limit the possibility of websites being used for bullying or being used to 'enable' bullying.

Our service provider, Solihull MBC, makes every effort to block the most offensive of material but the most sensible way to avoid these dangers is to educate students and encourage an acceptable use policy and partnership between home and school to deal with the less savoury side of Internet use.

## **School Rules**

The school has developed a set of guidelines for Internet use by students. These rules will be made available to all students and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of online access and their responsibilities towards students.

## **Student Guidelines for Internet Use**

Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor; general school rules apply.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and USBs will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the responsibility for such guidance with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are **not permitted**:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Unauthorised use of security or remote access software
- Intentionally wasting limited resources
- Photographs of children on websites with reference to the name of Arden School unless sanctioned by both parents/guardians and staff

- Personal web pages.

There are a rapidly growing number of providers of these on the Internet. Parents need to be very aware of the ease with which young people can set up their own Web Page. While these are set up within the privacy of the home there are a number of dangers inherent in this activity, some general and some that have implications for the school: -

### General

- The danger of providing personal information and/or contact details
- The danger of activating potentially dangerous contacts

### School Implications

- Entering information/data relating to other students that is likely to cause distress or offence
- Creating the potential to bully or enable bullying to take place
- Entering photographs of students without the express permission of the individual's parents

Where such actions have implications for the school, we reserve the right to take appropriate action. The nature of the action will be determined by the impact of the data displayed on the website and its effect on individuals belonging to the school community. It is possible that, should the site be so offensive, a student will face exclusion. This may be permanent for serious or repeated occurrences.

### **Sanctions**

- Violations of the above rules will result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be added, in line with existing practice, on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.

### **School IT Resources**

School provides IT resources for students to use to enhance teaching and learning, accessible from both inside and outside school. These include:

- Computer hardware and software
- Computer network user accounts, including internet and email account access
- Access to mobile and imaging devices
- Use of your own personal device on a school wireless service (Sixth Form students only).

These resources are provided by the school for teaching and learning purposes only. Any other use of school IT resources is prohibited, regardless of whether you are accessing the resource in school or from another location, e.g., at home. This includes material of the following nature:

- **Illegal** e.g., sexting (exchanging self-generated sexual images of somebody under 16 years old), storing or accessing material which is racist, sexually explicit, fraudulent, or that which incites violence or hatred
- **Inappropriate** e.g., not directly related to your work, for instance playing computer games or social messaging

- **Unauthorised** e.g., accessing material which you are not authorised to access, for instance using someone else's computer account to gain access to their work or a higher level of access
- **Hurtful to other people** e.g., sending bullying emails or offensive computer files
- **A breach of copyright** e.g., storing or accessing copyright protected video, audio, images or software, without appropriate permission, for instance in the format of mp3 audio tracks, etc
- **Detrimental to the operation of school IT systems** e.g., attempting to cause damage to computer equipment either physically or electronically, for instance vandalism and computer 'hacking'
- **An invasion of privacy** e.g., publishing names, addresses, images or other personal details of yourself or another person

The school uses monitoring tools to detect the activities listed above, and log files and backups are kept which record all network usage, including internet access, wireless access and electronic communication. If students are found to be using school IT resources for any purpose other than learning, details may be forwarded to the Senior Leadership Team in school and disciplinary action will be taken. If students use school IT resources for illegal purposes, the school will also forward the details to external agencies, including the police.

Please be aware that, without notice to you and at any time, a student's teacher, Head of Year, the school Online Safety Co-ordinator or the IT Support Team may:

- View any document or file stored by a student on any school IT facility
- View the contents of any emails or messages that a student has sent or received
- View log files of a student's network, internet and email
- Use software to view and record the screen of any computer to access/monitor what a student is doing.

### **Student Computer Account**

Students will be given a username and password which will enable them to access a wealth of IT resources provided by the school. Students are responsible for all activity which takes place on the school computer network using their account.

To protect themselves and their work, students should:

- Never tell anyone else their password
- Choose a password which cannot be easily guessed by other people.

**The student's computer account is their responsibility.** If they suspect somebody has access to their account, they should change your password immediately and tell an adult member of staff or the IT Support Team.

### **How can I get more information?**

There is a large amount of data written on the subject of internet safety, and many resources online including sections on our school website. If you have any specific questions, please contact the school and ask for the Online Safety Coordinator.

You can also find lots of Useful information about keeping children safe online on the gov.uk webpage:

[Keeping children safe online](#)

## PE Sports' Fixtures/Events

Extra-curricular sport is of great importance to students, staff and parents at Arden. In order to support the PE department, we have a parental consent form for all PE Sports' Fixtures/Events (e.g., football, netball, athletics) which will cover your child's participation for the **entire period of their education at Arden.**

**This 'blanket' consent form applies only to sporting fixtures taking place outside of Arden Academy, within school hours and also extending beyond the normal school day.** We will communicate the details of each sporting event to Parents/Guardians through 'homework' to the student. We do not require consent forms to be completed every time as the Google form will cover your consent request for the whole of your child's Arden journey.

Such sporting fixtures/events might involve travelling by school minibus, coach or staff car and all vehicles used will be suitably insured and travel will be supervised. All staff will be contactable when travelling to away fixtures and therefore, concerned parents will be able to contact the school office to check if there is a fixture and if their child is on the team list. In the event of us requiring parental support with transporting students to venues, separate arrangements will be made with regard to obtaining consent.

Sometimes fixtures are cancelled or changed at the last minute and we will endeavour to communicate this; however, this may not always be possible.

All student emergency contact details are recorded, as provided by parents/guardians, and any changes should be advised to school so that our records are up to date. **Please remember to advise the school immediately with any changes to your child's medical records and ensure that your child carries with them, at all times, any emergency medication needed, e.g., inhaler, EpiPen, insulin or glucose.** This information is for our use only.

Consent for this purpose is within our registration process.

# Home School Agreement

The school will:

<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>● Provide a broad and balanced curriculum</li> <li>● Strive for student progress, whatever their ability</li> <li>● Set challenging targets for students in all years for internal &amp; external assessment</li> <li>● Set whole school exams each year</li> </ul>
<b>ETHOS</b>	<ul style="list-style-type: none"> <li>● Promote positive relationships and encourage self-discipline</li> <li>● Maintain a full uniform policy and encourage pride in appearance</li> <li>● Promote an effective partnership with parents</li> <li>● Promote high standards of behaviour</li> <li>● Deal firmly with all anti-social behaviour and bullying</li> <li>● Promote effective parent/teacher/student relationships</li> <li>● Celebrate success</li> <li>● Monitor attendance and punctuality</li> </ul>
<b>BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>● Promote high standards of behaviour</li> <li>● Deal firmly with all anti-social behaviour and bullying</li> <li>● Promote effective parent/teacher/student relationships</li> <li>● Celebrate success</li> <li>● Monitor attendance and punctuality</li> </ul>
<b>HOMEWORK</b>	<ul style="list-style-type: none"> <li>● Publish a homework timetable</li> <li>● Monitor the use of student planners</li> <li>● Set homework regularly</li> <li>● Mark homework in line with school policy</li> </ul>
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>● Issue a regular Newsletter</li> <li>● Issue progress reports three times per year, including targets</li> <li>● Provide one Parents' Consultation Evening per child per year</li> <li>● Publish a prospectus each year</li> <li>● Promote and facilitate a Parent Teacher Association</li> <li>● Regularly update the information on our school website</li> </ul>

SIGNED:



Mr D Warwood (Associate Headteacher) on behalf of the Board of Governors.