



Year 7 Information Pack 2024 For Parents

Your pack should contain:

- Headteacher's letter
- Uniform List
- Contacting the Academy
- Term Dates and Timing of the School Day
- General Information – **Response required for languages choice (Google Form)**
- Behaviour, Rewards, Attendance and Sanctions
- Mobile Phone Rules
- Home Academy Agreement – **Response required (return orange copy only)**
- Data Collection Form – **Response required (complete & return)**
- Biometric Information and Consent - **Response required (complete & return)**
- Peripatetic Music Lessons
- Pupil Premium
- Medical Details, Consent & Treatment Form - **Response required (complete & return)**
- Return Check List

Please complete and return all the necessary forms together to Harris Church of England Academy, clearly marked "Year 7 2024", by 14th June 2024 at the latest. Thank you.

Your Pack Should Contain

Welcome To Harris Church of England Academy

Dear Parent/Guardian

May I express my personal words of welcome as you join the Harris 'family'. We are looking forward to working with you in giving your child an education based on Christian principles and standards.

Please complete and sign the relevant enclosed paperwork, using the checklist at the back of this pack, and return them to Ms Claire Bult, Headteacher's PA at the school, by 14 June 2024. Please mark your envelope "Year 7 2024".

During the summer term, a member of our staff will visit your child at their primary school. This will be an opportunity for us to learn a little bit more about your child and for them to meet our staff.

On Tuesday, 9 July, you and your child are invited to attend our Induction Evening with us, where you will learn more about what to expect in September. This evening will start at 6:00pm. If you would like to speak to the school SENCo, Head of Year 7 or First Aider between 5:00pm and 6:00pm, please complete the GoogleForm at <https://forms.gle/AVQxSSJcpJYs3ARG9> and we will be in touch with an appointment time.

Induction Evening will be followed by Induction Day, on Wednesday, 10 July. On this day, all students across the area get the opportunity to spend the whole day at their new school. More details around this will be discussed at Induction Evening.

Thank you for picking Harris as the school for your child. We see it as a privilege to work with you over the next 5 years, in aiding your child to become a successful, well rounded individual, ready to face the world.

Yours faithfully



Mrs R Harrison
Headteacher

Uniform List

We believe in maintaining a high standard of dress and appearance. You can help us by making sure your child leaves for school dressed smartly in full school uniform. Our school colours are red, gold & black.

The official suppliers of our school uniform are:

Webb Ellis

5 St. Matthew's Street, Rugby, Warwickshire, CV21 3BY

Tel: 01788 567777 Website: www.webb-ellis.co.uk

Boys

- Black blazer with blazer badge
- Black trousers (not jeans) **with optional Harris badge**
- White shirt long enough to tuck into trousers.
- Clip on school tie
- Formal black shoes – trainers, canvas shoes and boots are not acceptable. Shoes with studs or logos are not permitted
- Black or grey socks

Girls

- Black blazer with blazer badge
- Black knee length skirt with **optional Harris badge**
- Plain black school trousers with **optional Harris badge**
- White shirt long enough to tuck into trousers or skirt
- Clip on school tie
- Black (low-heeled) shoes – trainers, canvas shoes and boots are not acceptable. Shoes with studs or logos are not permitted
- Black or white socks or black tights. (No knee length socks or leggings are allowed.)

Plain black belts are only permitted if they fit a standard trouser/skirt loop.

Students are not permitted to wear Nike Airforce 1s

Boys' PE

- Harris PE polo shirt with House colour*
- Black shorts and rugby socks
- Football/Rugby boots, shin pads, mouth guard (when required)

Girls' PE

- Harris PE polo shirt with House colour*
- Black PE shorts (skorts optional)
- Football/Rugby boots, shin pads, mouth guard (when required)

- Students may wear a plain black hoodie, a hoodie with the Harris badge or small logo or a half-zip top with the Harris logo, in colder weather.
- Students may wear plain black joggers or joggers with a small logo, in the colder weather.
- Skate shoes are NOT suitable for most PE activities as students can sustain injuries by wearing them.
- Clean non-marking trainers are needed for use in the Sports Hall.
- Students are expected to wear PE kit on days when they have PE, even if they are ill or injured.

** On Induction Evening, you will be told which House your child is in, so you will then be able to go and purchase their PE top.*

Canterbury House – Red; Durham House – Blue; Winchester House – Green; York House – Yellow

The Academy reserves the right to send home or isolate students who are not in correct uniform.

GENERAL APPEARANCE

- Jewellery is allowed in school and students are allowed to wear rings and bracelets. Necklaces are allowed if worn under the school shirt.
- Multiple ear piercings are permitted and all styles of stud earrings are allowed. **No hoops or pendants are allowed.** Stretchers, eyebrow, lip, nose, face and tongue piercings are **not permitted.**
- Offensive or inappropriate symbols and writing are not allowed.
- Discrete make-up and nail varnish of any colour is allowed. Nails should not be so long that they interfere with school work/activities.
- Hair should be off the face and tied back whenever in a dangerous situation, e.g. laboratory, workshop or PE lesson. The colour should be natural, even if not your own. Extreme colours or styles (mohawks etc) and lines or patterns shaved into the hair are not allowed.
- Under garments should not be visible.
- Top buttons on shirts should be fastened and worn with a clip-on tie.
- Students are allowed to wear head coverings to school where it relates to their disability, religion or beliefs. Therefore, each occasion is discussed with the pupil and if the head covering is linked to one of the protected characteristics it would be permitted. This will be judged on a case by case basis.

Contacting the Academy

		<u>Number</u>
Absence Line		01788 812549, Option 1
Reception (8am-5pm) Call this number for general information, advice or to speak to any of the following:		01788 812549
<u>Role</u>	<u>Name</u>	
Headteacher	Mrs R Harrison	
Deputy Headteacher – Curriculum and Data	Mrs A Kinsella	
Deputy Headteacher – Teaching and Learning	Mr C Peirce	
Assistant Headteacher – Pastoral and Deputy Designated Child Protection Lead	Mr J Naylor	
Assistant Headteacher – Attendance and Designated Child Protection Lead	Mrs L Hood	
Acting Assistant Headteacher – Exams and Data	Mr C O'Shea	
Acting Assistant Headteacher – Inclusion	Mrs L Blackburn	
Assistant Head – Business Manager	Mrs S Roberson	
SENCo	Mrs E Hummel	
You can also email us at: office@harris.covmat.org		
Scan the QR code below to visit the contact page on our website:		
		
Staff Contact		

Term Dates 2024/25

Autumn term 1	5 September 2024	to	25 October 2024
Autumn term 2	4 November 2024	to	20 December 2024
Spring term 1	7 January 2025	to	14 February 2025
Spring term 2	25 February 2025	to	11 April 2025
Summer term 1	29 April 2025	to	23 May 2025
Summer term 2	2 June 2025	to	21 July 2025

Additional days when school is closed:

Training Days	2 September 2024
	3 September 2024
	4 September 2024
	6 January 2025
	24 February 2025
	28 April 2025

Bank Holidays	5 May 2025
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Timing of the School Day

Our day begins at 8.55 a.m. and ends for students at 3.25 p.m. There are five one-hour lessons in the day.

8:50	Warning Bell – Start of school: movement to Form Check
8:55	Form Check
9:00	Lesson 1
10:00	Lesson 2
11:00	Break – you can get food and drink and meet with friends
11:20	Lesson 3
12:20	Lesson 4
13:20	Lunch
14:00	Lesson 5
15:00	Assembly/Act of Worship/Tutor Time
15:25	School Ends

How Can Parents/Carers Support Their Child?

- Attend events which involve your child (such as Parents' Evening, Information Evenings), via virtual appointments or in person, as directed.
- Check his or her planner via the school planner app.
- Contact the academy if there is a problem that your child can't deal with on their own.
- Ring the absence line, or tell us if your child is too ill to come to school, although your child should aim to be in school every day.
- Avoid taking your child out of school for holidays and regular medical appointments.
- Read the newsletter or access the website to keep up to date with what is happening.
- Show an interest in your child's work but encourage them to be independent.

Equipped for Learning

Ensure your child has a sturdy bag, large enough to hold their books and equipment. Your child should bring:

- 2 pens; 2 pencils; a rubber; a ruler; a calculator and a pencil sharpener;
- Their books for the day;
- Any other equipment they have been asked to bring (e.g. cooking ingredients)

Please ensure that all uniform and equipment is clearly marked with your child's name.

Extended Learning

Extended learning is a really important part of the learning process. Teachers will set different types of extended learning from their lessons and it will help your child to learn or improve their skills. Extended learning might consist of reading, researching information or written work.

Modern Foreign Languages

Students will study 2 hours of French a week. In addition, they will study 2 hours of either German or Spanish. If you have a preference as to which of these additional languages your child studies, please complete the Google Form by Friday, 28th June 2024.

As there is a limited number for each subject, students will be allocated on a first come, first served basis.

Please complete the link:

<https://forms.gle/Rz83Yen6KcTsCJ3m6>

Communication with Home

Our prime method of communication is text or email. Please ensure that your preferred email address and mobile number are correct on the enclosed Data Collection Form and remember to update us of any changes, as failure to do so may mean that you miss out on vital communications.

Your child will not be able to buy food or access trips or other 'paid for' services unless we have an up to date email address for you. Please ensure you provide this information on the Data Collection Form enclosed and return it to us prior to your child joining us.

Collective Worship

"While we have time, let us do good to all" (Galatians 6:10)

We are proud of the quality of the Christian education at Harris Church of England Academy and we consider it a privilege to be a Church of England school.

Students will have opportunities to take part in many charity activities and there are regular Christian union meetings, which students can also attend, if they wish to.

Throughout their learning, there are many opportunities to learn about moral values. There are also weekly year group and key stage opportunities for collective worship.

We start each day with a prayer.

Harris Prayer for Learning

Dear Lord,

As a new day begins, may it be one of learning, enjoyment and kindness.

Help me to overcome any challenge I face.

Amen

Behaviour

At Harris Church of England Academy, we expect all our students to behave in a manner which supports the values of the academy. These values are shared below with an explanation of what we expect them to look like in practice.

To support these expectations, we operate a system of rewards and consequences. This is outlined below:

H armonious	Be prepared to work with whoever they need to Respect and act upon the direction of staff Wear their uniform with pride
A spirational	Try their hardest to achieve their best Think about and take responsibility for their future
R esponsible	Arrive punctually and properly equipped for learning Keep to deadlines Respond to the feedback given by teachers
R espectful	Speak and act with consideration and patience for others and the environment
I nspirational	Remember that 'difficult' means that learning is around the corner Be brave and 'go the extra mile'
S ociable	Be supportive and encouraging of others Take an active role in House activities

REWARDS

An academy ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued. Integral to the system of rewards is an emphasis on praise, both informal and formal to individuals and groups.

Students will be praised and rewarded through our Harris Achievement Points (HAPs). At the end of each term, the top HAPs achievers will be rewarded further in celebration assemblies.

HARRIS ACHIEVEMENT POINTS (HAPs)

HAPs = Prizes

We have a reward badge system and vouchers to reward students for their HAPs.

Attendance

Attendance

Regular attendance is a vital part of a child's academic and social success. The academy seeks to ensure that all its students receive a full-time education, to make the most of their opportunities and to realise their full potential. Staff work with students and their families to ensure each student attends school regularly and punctually. We can help with advice and support if you are experiencing any issues around attendance and punctuality.

Children should be at the academy on time, every day the academy is open, unless the reason for the absence is unavoidable. Permitting absence without a good reason is an offence by the parent. The academy has a legal duty to promote attendance and is required to publish attendance figures.

Students are rewarded for good attendance.

Punctuality

Being on time is important to your child's education. If a child is persistently late, they miss the start of lessons which will have a negative impact on their learning, confidence and self-esteem. Lateness disrupts your child, their class and the staff working with them. School begins at 8:50am, when the children come into the academy. Morning tutor check begins at 8:55am. If your child arrives after 9:05am, they must enter via our main reception area and sign in at Student Services.

- Being 5 minutes late every day will result in your child losing around 3 learning days a year.
- Being 15 minutes late every day equates to having 2 complete weeks off a year.
- Being 30 minutes late daily equates to losing 19 learning days a year.

Sickness/Medical Appointments

If your child is absent through sickness or any unavoidable cause, please contact the academy by 9:00am on each day of their absence.

Appointments of any kind, such as doctor or dentist appointments, should be arranged outside of school hours where possible. If this is unavoidable, please let the academy know.

Term Time Holidays

Government guidance does not permit parents to take children on holidays during term time, except under the most exceptional circumstances.

If you do decide to take your child on a family holiday that has not been authorised, their absence will be recorded and 'unauthorised' and could result in a prosecution and a fine.

'Application for Leave of Absence' forms are available from the academy and can be found on our website.

Sanctions

Sanctions are needed to respond to undesirable behaviour. However, prior to any sanction being issued, solution focused strategies will have been actioned.

A range of sanctions will be employed to ensure that undesirable behaviour is discouraged. Their use will be characterised by clarifying why the sanction is being applied and what changes in behaviour are required to avoid future sanctions. Sanctions that could be applied include detention, yellow referral, isolation and in extreme cases of poor behaviour, fixed term suspension or permanent suspension. Details of when different sanctions should be applied are contained in our Student Behaviour Policy.

Any decision taken to suspend a student from the academy will be made in accordance with the latest statutory guidance available at the time.

Consequence system:

C1 – Warning - Teachers will use non-invasive behaviour management strategies to try and correct any inappropriate low level behaviour which is not causing unreasonably high levels of disruption.

C2 - Move - A verbal rule warning 'move' should be issued by the member of staff in the first instance. This is logged onto the school system and a 20 minute lunch detention is issued. If the student fails to attend, then the detention should be reset for 20 minutes after school the following day.

C3 - Remove - Students who receive another warning in class will be asked to be removed to the 'remove room' and will receive a 60 minute detention the next day. This is logged onto the school system.

C4 - SLT call out – Students are taken to the Isolation room and issued a 60 minute detention.

We will always attempt to inform parents of afterschool detentions, however, please be aware of the Academy's right to set detentions at short notice with or without parental consent (2006 Education Act).

Students must be doing productive work in the detention and be made aware of why the detention was given.

Each referral = 1 HAP lost

Late Detentions:

- **Morning** – (Tutor or Period 1). Students will be placed in a 20 minute afterschool detention (see Attendance Policy for adjustment).
- **Lesson Lates** - If a student is late to a lesson, from Period 2 onwards, then the teacher will place the student in a 20 minute after school detention the next day.

Confiscations

The academy reserves the right to confiscate any items that will interfere with the education of the students in its care. This includes energy drinks, branded drinks, large bags of sweets, headphones, mobile phones, cigarettes, alcohol and any illegal substances.

MOBILE PHONES

Mobile phones are allowed in school when used according to the academy rules, which are:

- Mobile phones can only be used during the following times:
 - Before the warning bell at 8.50am
 - During morning break and lunchtime up to the warning bell
- Mobile phones are not permitted in the corridors at any time.
- If a student has a phone out or switched on at any other time it will be confiscated
- The phone can be collected by the student at the end of the school day. A text will be sent home with a link to a Google Form for parents to sign to say they have read the mobile phone rules.
- Students may telephone parents from student services in the event of an emergency.
- Students are trusted to use their phone considerately at other times.

Parents and family members – please do not contact your son/daughter on their mobile phones during lesson times. Reception is manned at all times and important messages will be passed onto students.

Headphones, iPods, and other electronic devices must not be used during the school day and, if seen, will be confiscated and returned at the end of the school day.

Home-Academy Agreement: Year 7

The Student

I shall:

- Attend the Academy every day and on time.
- Bring all the equipment I need every day.
- Wear the Academy uniform with pride.
- Do all my class work and extended learning as well as I can.
- Be polite and helpful to others.
- Keep the Academy free from litter and graffiti.
- Maintain the high standards of behaviour expected at Harris in line with the Academy's rules.
- Share the Academy's visions and values as a Church of England Academy.

Signature

Student's name (in block capitals please)

Parents/Carers

May 2024

I/We will seek to:

- See that my child goes to the Academy every day on time, properly equipped and correctly dressed.
- Make the Academy aware of any concerns or problems that might affect my child's work or behaviour.
- Support my child in extended learning and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress.
- Support the Academy's policies and guidelines for behaviour and, if requested, be prepared to come into the Academy to resolve any issue.
- Get to know about my child's life at the Academy.
- Support the Academy's Christian ethos.
- Share the Academy's visions and values as a Church of England Academy.

Signature(s)

Child's name (in block capitals please)

Home-Academy Agreement (Continued)

Harris Church of England Academy

Harris Church of England Academy will seek to:

- Care for students' safety and welfare.
- Ensure that student's achieve their full potential as a valued member of the Academy community.
- Get to know and understand our students as individuals.
- Provide a balanced curriculum and meet the individual needs of students.
- Have the highest standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep parents/carers informed about general academy matters and about their child's progress in particular.
- Keep parent/carers informed if there are any concerns about the attitude or behaviour of their child
- Be open and welcoming at all times and offer opportunities for parent/carers to become involved in the daily life of the Academy.
- Operate within the framework of all its published policies.
- Provide opportunities for worship and spiritual reflection through assemblies and church services.

Signature



Mrs R Harrison
Headteacher

Please return the gold copy to school and retain
the other for your information

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear Parent/Carer

The Academy, as part of the Diocese of Coventry Multi Academy Trust wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of accessing our catering service. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is personal information about an individual's physical or behavioural characteristics that can be used to identify that person, including their fingerprints, facial shape, retina and iris patterns and hand measurements. The Academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to the services described above.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on academies when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- (b) the academy must ensure that the information is stored securely;
- (c) the academy must tell you what it intends to do with the information;
- (d) unless the law allows it, the academy cannot disclose personal information to another person/body – you should note that the only person/body that the academy wishes to share the information with is Caterlink, our catering supplier. This is necessary in order to access their cashless tills.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the academy cannot collect or use their biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken or used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The academy is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the academy, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. A manual system can be set up with the kitchen for any such student.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the Academy.

Please note that when your child leaves the academy, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff*':

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guide to data protection for organisations: <https://ico.org.uk/for-organisations/>.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION

Please complete this form if you consent to the Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by the Academy for the purpose of accessing our catering service.

In signing this form, you are authorising the academy to use your child's biometric information for this purpose until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done in writing and sent to:

Harris Church of England Academy
Harris Drive
Overslade Lane
Rugby
CV22 6EA

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the Academy.

Having read guidance provided to me by the Academy I give consent to information from the fingerprint of my child: (insert child's name)

being taken and used by the Academy for use as part of an automated biometric recognition system for accessing our cashless catering system.

I understand that I can withdraw this consent in writing at any time.

Name of Parent: (please print)

Signature:

Date:

Peripatetic Lessons at Harris C of E Academy

As part of our extra –curricular support for our students, Harris Church of England Academy offer peripatetic lessons in Music from our provider Warwickshire Music Hub.

If your child has been having instrument lessons in a previous school, Warwickshire Music Hub will be able to continue to provide these lessons at Harris Church of England Academy.

As a school, we are able to financially support those students who are pupil premium and those who have free school meals, as long as students attend all the lessons. **Please email joanna.brennan@harris.covmat.org if you qualify and would like information regarding this.**



Warwickshire
Music

MUSIC

FOR

LIFE

Bring the Magic of Music into your home
with instrumental or vocal lessons
with Warwickshire Music.

Playing an instrument or learning to sing helps young people to unlock their imagination, boost confidence, lift spirits and improves literacy, numeracy and listening skills.

With our specialist music teachers, your child will develop their love of music and learn creative skills for life.

With FREE instrument hire for your first year of learning, and opportunities to join a range of ensembles and performance events, start your child's musical journey now!

For more information and to sign up for lessons, please scan the code below or follow the link:



<https://warwickshiremusic.paritor.com>

Lessons offered at your school:

Piano
Electronic Keyboard
Drums
Guitar
Woodwind

Pupil Premium

We would like to ask for your help in accessing additional funding for our academy budget.

You may be aware through the press and our website that schools are eligible for additional funding through the Pupil Premium Grant (PPG). This money is available from central government for every child whose parent is receiving one of the benefits listed in this letter **but the school will only receive funding if parents register**. The Pupil Premium Grant allows schools to help children from lower income families to achieve their best academically and close the gap with their peers.

Additional funding is provided for students who:

- are entitled to free school meals, or who have been eligible within the last 6 years;
- have a parent in the armed forces;
- are adopted from care or who left care under a Special Guardianship Order on or after 30 December 2005. Schools can also claim the Pupil Premium for children who left care under a Residence Order on or after 14 October 1991.

The pupil premium grant is used to fund additional teaching, interventions and support programmes and to meet the more individual needs of our students. If your child is already getting free school meals you do not need to re-register to enable us to access the available funding but **if you are entitled to a free school meal and you have not registered we need your help to gain the additional funding**. Your child does not have to have a school meal if you don't want them to, but by claiming you will guarantee the academy getting an additional income per year to support learning.

Parents/guardians who receive **any** of the following benefits are entitled to Free School Meals (claiming will not affect your benefits):

- Income Support or Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support from National Asylum Support Service (NASS)
- Guarantee Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

You can claim online at www.warwickshire.gov.uk/fsm or phone **01926 359189**, or request an application form from the academy. All information given is confidential.

The academy can also claim additional funds for children who have a parent working in the armed forces or for children who have been adopted from care or who left care under a special guardianship. To enable us to claim the Pupil Premium, you will need to inform the academy about your child and provide supporting evidence, for example, show the academy the original Adoption (Court) Order. We realise this can be a sensitive issue and we can assure you that this can be done confidentially by contacting the Finance Manager, who will ensure that confidentiality is maintained.

Would any family who believes they fit any of the criteria in this letter please help us by claiming? Even if your circumstances change in the future, any child who has been eligible for pupil premium will continue to bring additional funds in to their academy for up to 6 years without parents having to register again. This additional funding is then reinvested in to your child's education and can have a very positive impact on achievement levels.

You can find out more about how the academy uses the Pupil Premium Grant on our academy website.

Checklist for Return Paperwork

This pack contains a lot of important information, some of which requires a response from you.

Please complete and return the forms listed below to Harris Church of England Academy, clearly marked “Year 7 2024” by 14th June 2024 at the latest.

Thank you.

- Modern Foreign Languages GoogleForm Completed ☐
- Home-Academy Agreement (Gold Copy only) ☐
- Data Collection Form ☐
- Biometric Consent Form ☐
- Medical Details, Consent and Treatment Form ☐

STUDENT MEDICAL DETAILS, CONSENT AND TREATMENT FORM

Full Name of Student.....Date of Birth.....

Home address:

.....Tel No

Emergency contacts.

1) Name.....Relationship

Home tel.....Mobile.....

2) Name.....Relationship

Home tel.....Mobile.....

3) Name.....Relationship

Home tel.....Mobile.....

Name, address and telephone number of own doctor (GP).....

Does your child suffer from asthma? Yes/No (*delete as necessary*) If **Yes**, please tick **ONE**: Mild: ☐ Severe: ☐

Does your child have a long-term disability or illness (an illness that has lasted, or is likely to last, for a period of 12 months or more)? Yes/No (*delete as necessary*). If **Yes**, please give details

Is your child allergic to anything? (e.g. aspirin, antibiotics, any particular food or drug) If so, please give details.

..... Do they carry an EpiPen? Yes: ☐ No: ☐

Does your child suffer from chest complaints, fits or faints, diabetes, attention deficiency, hyperactivity or any other condition not previously covered? If so, please give details:

Does your child take medication that will need to be administered by, or held in, school? (NB The school will only deal with prescribed medications and will need an authorisation form completing – see Medication Policy).

Yes/No (*delete as necessary*). If **Yes**, please give details:.....

Are there any activities in which your child should not participate due to a medical condition (If Yes, please provide details and medical evidence)?

Is there any other relevant information which we should be aware of?

I, (YOUR NAME IN BLOCK CAPITALS) (YOUR SIGNATURE)
agree to my child receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interest of my child by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetics or blood transfusion. I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP, if circumstances are deemed necessary and appropriate. If my child has a care plan or mental health risk assessment I will advise the school of changes but will review the plan annually in conjunction with the school.

PTO

Consent and Emergency Permission

I wish my child to take part in recognised academy activities off site, as outlined below

I,(YOUR NAME IN BLOCK CAPITALS PLEASE) give consent to the medical examination of my child when necessary whilst my child is taking part in the visit, and I request that any operation or any other measures considered necessary by a medical authority for my child's diagnosis and treatment, shall be performed and I hereby give my permission for such operation or other measures to be carried out in an emergency only and for the administration of a general or local anaesthetic if necessary.

General Consent

I hereby agree for my child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity. I permit Harris staff on the trip to act as parent in locus for the duration of the trip.

I understand that:

1. Such activities will not often extend beyond the academy day. If they do extend beyond the academy day, then adequate advance notice will be given so that I can make appropriate arrangements for my child's safe return home.
2. My specific permission will be sought for any out-of-academy activities, beyond those outlined above, which involve extension of journey length, time, expense or hazards.
3. All reasonable care will be taken of my child in respect of the activities or visits that this permission form covers.
4. My child will be under an obligation to follow instructions given and observe all the rules and regulations governing the activities or visits that this permission form covers and will be subject to the normal academy discipline during the activities or visits that this permission form covers.
5. I will notify the academy of any further medical condition or disability relating to my child as it arises.
6. I will notify the academy of any further changes to the details on this form.
7. This consent will remain valid until my child leaves Harris Academy or I write to withdraw it.
8. I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the pupil named above and their consent before sharing their personal data as set out above with Harris Church of England Academy for this purpose.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please tick one box: Consent Given: ☐ Consent Declined: ☐

Name of Parent/Carer (IN BLOCK CAPITALS)

Signature of Parent/Carer:Date: