



# Welcome Information

September 2020

Engaging minds. Nurturing success. Inspiring futures.

**This information is subject to change due to COVID-19**

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## PRINCIPAL'S WELCOME

This booklet is intended to provide parents and carers with some useful information and to ensure that important procedures and documents are shared.

You will also find a wealth of information about the school and its policies and procedures on the school website [www.goldingtonacademy.org.uk](http://www.goldingtonacademy.org.uk), and we encourage you to visit the site on a regular basis.

We appreciate that changing school is exciting for the children and can be daunting for the parents. We want to do all we can to make starting at Goldington Academy positive and successful.

Should you have any comments or feedback about this booklet, or any other school related matter, please do not hesitate to contact a member of staff (*staff contact details are available on page 17 of this booklet*). Please do not wait until problems arise to get in touch or to let us know how you are feeling.



Mr F X Galbraith *BSc (Hons), NPQH, MBA*  
**Principal**

# PLAN OF THE SCHOOL



### CHECKLIST

#### Before term starts

- Order uniform via 'Total Clothing' (see page 20)
- Label uniform and PE kit
- Register for free school meals (if eligible)
- Set up your ParentMail account (you will receive further instructions)

#### After term starts

- Sign home/school agreement and return to school
- Register your interest in becoming a parent helper
- Join Friends of Goldington Academy

#### On-going

- Update us if your contact details change
- Notify us if your child is absent before 9 am on the day of absence
- Notify us if your child contracts one of the notifiable illnesses (see table on page 12)

**TERM DATES****Autumn Term 2020**

School Closed – Staff Training Day (1)	Thursday 3 September 2020
<b>School Closed – Staff Training Day (2)</b>	Friday 4 September 2020
<b>Start of Term</b>	Monday 7 September 2020
<b>School Closed – Staff Training Day (3)</b>	Friday 23 October 2020
Half Term	Monday 26 – Friday 30 October 2020
Last day of term	Friday 18 December 2020

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**Spring Term 2021**

<b>School Closed – Staff Training Day (4)</b>	Monday 4 January 2021
Start of Term	Tuesday 5 January 2021
Half Term	Monday 15 – Friday 19 February 2021
Last day of term	Friday 26 March 2021

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**Summer Term 2021**

<b>Start of Term</b>	Tuesday 13 April 2021
School Closed – Bank Holiday	Monday 3 May 2021
Half Term	Monday 31 – Friday 4 June 2021
Last day of term	Wednesday 21 July 2021

## EMERGENCY SCHOOL CLOSURE

We endeavour to keep the school open at all times during the school term; however there are very rare occasions when the school has to close. If such a decision is made by the Principal, the following action will be taken to communicate with parents:

- The school website will be updated to advise parents of the situation and will continue to be updated as and when more information becomes available.

**[www.goldingtonacademy.org.uk](http://www.goldingtonacademy.org.uk)**

- The school's phone message will be updated with pertinent information about the situation.

**Tel: 01234 261516**

- All parents and staff will be sent an app/text message advising them of the closure to the mobile number provided for our records. ***It is therefore important that you notify the school office whenever your phone number changes.***
- Information will be shared via the school's Twitter feed.

**@GoldingtonAcad**

- The 'school closure' page on the Bedford Borough website will be updated to show our status as closed, and the information kept updated.

**[www.bedford.gov.uk/schoolclosures](http://www.bedford.gov.uk/schoolclosures)**

- We will ask BBC Three Counties radio to include an announcement in their radio broadcast.

**BBC Three Counties Radio: 95.5 FM**

Rest assured that any such decision is taken very seriously and informed by rigorous assessment of any situation and risk that presents itself.

In the event of this occurring over a weekend or overnight, we will endeavour to take the decision as early as possible (and by 7.00am at the latest) and notify staff and parents immediately thereafter.

## **ABSENCE PROTOCOL**

If your child is absent from school, you must notify the school by 9.00am with the reason for the absence. Parents should ring, text or leave a voicemail message on one of the following numbers:

Text: +447624819452 Voicemail: 08442 393128 Absence line: 01234 261516 option 1

If we have not heard from you, we are obliged to investigate your child's absence.

## **HOLIDAY DURING TERM-TIME**

You are strongly urged to avoid booking a family holiday during term-time. The law states that parents/carers do not have a legal right to take their child out of school for a term-time holiday, and schools no longer have the authority to permit such absence.

**Full details of the school's Attendance Policy is available on the school website or from the school office.**

## THE SCHOOL DAY

8:50 am – 9:10 am	Registration
9:10 am – 10:10 am	Lesson 1
10:10 am – 11:10 am	Lesson 2
11:10 am – 11:35 am	Break
11:35 am – 12:35 pm	Lesson 3
12:35 pm – 1:35 pm	Lunch
1:35 pm – 2:35 pm	Lesson 4
2:35 pm – 3:35 pm	Lesson 5

- Students should hand in their mobile phone in the small hall from 8.30 am.
- **School starts at 8.50 am**, children arriving after this time (but before 9.10am) will be marked in the register as *late*.
- **Registration closes at 9.20 am** and children arriving after this time, according to guidance from the Department for Education, will be marked in the register as *absent without authority*.
- Morning break is from 11.10 am to 11.35 am.
- Lunch time starts at 12.35 pm and ends at 1.35 pm.
- **The school day ends at 3.40 pm**. Once dismissed, students may collect their phones from the main hall.
- **There will be no dismissal for Years 9, 10 and 11**. They will be able to leave the school site at 3.35 pm.

## BEFORE AND AFTER SCHOOL SUPERVISION FOR WORKING PARENTS

### Breakfast Club

Breakfast club is available from 8.00 am daily during term time. Pupils come to the small hall, where they may purchase a breakfast/snack from the canteen. Once eaten, they are expected to go out onto the playground, which is staffed from 8.30 am.

### Homework Club

We provide an after-school homework club for a limited number of pupils, which runs from 3.40 to 5.30 pm each day during term time. Pupils will be supervised whilst completing homework tasks or engaging in self-selected study activities. There will be a small charge of £3.00 per session for this club and, in the first instance, enquiries about booking a place should be emailed to [bella@goldington.beds.sch.uk](mailto:bella@goldington.beds.sch.uk)

### YEAR 7 CURRICULUM

In Year 7, children are taught as a form class (mixed ability) for geography, history, religious education, PSHE, science, physical education, music, computing, French and drama. Games is taught as a single-sex group, and design technology, cooking and nutrition, and art are taught on a rotation in design groups.

Due to the school closures and the cancellation of the KS2 SATs in Spring/Summer 2020, both English and maths will also be taught in mixed ability groups initially. After a few weeks, having given pupils the opportunity to settle into their new surroundings, they will be assessed in these subjects and then taught in sets. Grouping pupils by ability means set sizes can be varied according to the needs of the individuals within the group. Setting is a great opportunity for your child to learn with pupils of a similar ability, and staff are therefore able to plan and deliver lessons to suit the particular needs of their group.

### STUDENT ASSESSMENT

Teachers submit termly assessments of pupils' attainment in all subject areas. This enables the school to carefully track pupils' progress throughout each year. The judgements are made using the school's rigorous and robust assessment system and takes into account pupils' understanding, as demonstrated through verbal responses, written class work and homework tasks.

Testing is another form of assessment that we use in school to check progress. Pupils may be tested at the beginning of the year in order to obtain their starting point and again at the end of the year so we can assess the progress made throughout the year. Some subjects, i.e. science, work on a modular cycle and end of unit tests on a specific topic area are delivered at regular times throughout the year.

Whilst we recognise that tests can be stressful for some pupils, we feel that this is an important skill for pupils to learn and experience in preparation for tests and exams they will sit when older, such as their GCSEs. Pupils are well supported in the lead-up to tests, with revision lessons and focused activities prepared and delivered in order to promote the success of each individual child; special arrangements will also be made for pupils with specific needs. Subject teachers will be able to offer parents/pupils support and guidance in this area.

**EXAMPLE YEAR 7 TIMETABLE:**

	Mon	Tue	Wed	Thu	Fri
REG	Registration 31 Miss H R Harte				
1	Science 6 Mr M Lincoln	PE GYM Mr K M Lodder	ART & TECH 2 Miss T S Prior	English 32 Mr C M Stratton	RE 17 Mrs B Thompson
2	French 19 Mrs M L Lopez	History 33 Mrs Y C Geoghegan	English 25 Mr C M Stratton	Science Lib Mr M Lincoln	Mathematics 14 Mrs D Macintyre
3	PHSE 19 Mrs M L Lopez	ART & TECH 8 Mr D Loveland	Music 18 Mrs T Lodder	Drama ARTS Mr C M Stratton	Geography 31 Miss H R Harte
REG	Registration 31 Miss H R Harte				
4	History 33 Mrs Y C Geoghegan	Science 5 Miss C Johnstone	Mathematics 14 Mrs D Macintyre	Mathematics 14 Mrs D Macintyre	Computing 1 Mr L T Hall
5	Mathematics 14 Mrs D Macintyre	English 22 Mr S J Roopnarain	PE GYM Mr K M Lodder	French 19 Mrs M L Lopez	English 22 Mr S J Roopnarain
Dis	Dismissal 31 Miss H R Harte				

### PASTORAL CARE

We have a strong pastoral team in place in order to support your child, starting with your child's Form Tutor and then involving the Head of Year as and when it is necessary.

The Special Educational Needs and Disability (SEND) Department works closely alongside parents, pupils and staff to support those with specific educational needs. In addition, we have a Student Support Hub Manager in school who works with individuals and small groups of pupils to offer additional support for a range of emotional/social/behavioural issues. More information on SEND and pupil support is available in the Learning section of the school website or from the school office. Please see the school's Early Help Offer for more information on all of our support services.

### WELFARE

We work very closely with the local Education Welfare Officer (EWO), who is based at Borough Hall. Occasionally, the EWO may be requested to visit where there has been a cause for concern, for example frequent or long absences from school.

### CHILD PROTECTION

The Designated Safeguarding Lead (Mr Atkinson) and the Deputy Designated Safeguarding Lead (Mrs Jones) are obliged to ensure that the school operates effective safeguarding practices for all pupils. School staff are therefore encouraged to take the attitude that where there are grounds for concern, it is better to be safe than sorry. We hope that parents appreciate how difficult it is to carry out this delicate responsibility and accept that the school is always acting in the child's best interests. Parents can also report concerns directly to the school's safeguarding team, as well as their child's Head of Year, Form Tutor or any other member of school staff.

### DANS

Since September 2015, Goldington Academy has been participating in the Domestic Abuse Notification Scheme (D.A.N.S) in partnership with Bedford Borough Council and Bedfordshire Police.

The D.A.N.S acts as a school notification service where incidents of domestic abuse have been reported in the previous 24 hours to Bedfordshire Police from households where children reside and are on the school roll.

The D.A.N.S is coordinated by the Safeguarding Lead at our school and is facilitated by the Early Help HUB within the MASH team at Bedford Borough Children's Services. The Scheme has been implemented within the majority of schools in Bedford Borough.

The Crime Survey for England and Wales (CSEW) reported that 4.3% of men and 7.5% of women stated that they have experienced domestic abuse in 2016/17. This is equivalent to an estimated 713,000 male victims and 1.2 million female victims.

- For every three victims of domestic abuse, two will be female, one will be male.
- For every four victims of stalking, three will be female and one will be male.
- On average victims experience 50 incidents of abuse before getting effective help
- Every minute in the UK police receive a call for assistance concerning domestic abuse
- 30% of domestic abuse starts during pregnancy
- 70% of high-risk victims have children

The aims of the scheme are to:

- Raise awareness of the circumstances under which a child may be attending school and how subsequently they may present in terms of their behavioural and emotional responses throughout the school day.
- Provide a source of support through the educational setting for families impacted by domestic abuse.
- Make referrals where required for safeguarding purposes to the Multi Agency Safeguarding Hub, or where parental consent is given, and where it is appropriate to do so, complete an Early Help Assessment for additional support.

As a school we feel it vital that we work alongside Bedfordshire Police and Bedford Borough Council to achieve these aims.

If you would like more information about the Scheme or support that can be offered around Domestic Abuse please speak with Mr Atkinson.

## **WITHDRAWAL FROM PE/BREAK TIMES**

If, for medical reasons, it is necessary for your child to be excused temporarily from PE lessons, or to remain inside during break times, we ask that you discuss this with your child's Form Tutor.

## **MEDICATION**

Unfortunately, we are not normally able to give medicines, either prescribed or otherwise to a child. Please ask your doctor to take this into account when prescribing medicines. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents' written consent is required. The form is available online and in school. There are exceptions to this policy, e.g diabetes or epilepsy, for which a special policy exists, supported by the School Health Team.

## **ILLNESS ADVICE**

Please find below a basic summary showing recommended times for children to be away from school when suffering from childhood diseases. A comprehensive list is available in ***Guidance on Infection Control in Schools***, a copy of which is on display in school or it can be viewed on the GOV.UK website or by following the link below to the Health Protection Agency website:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

Please notify us if your child contracts one of these conditions and ensure you follow up to date advice on COVID-19:

CONDITION	ABSENT FOR
Chicken Pox	5 days
Impetigo	Until lesions are crusted or healed
Measles	5 days
Scarlet Fever	5 days
Sickness and/or Diarrhoea	48 hours <b>after</b> symptoms stop
Conjunctivitis	None
Head Lice	None
Mumps	5 days
Tonsillitis	None

### HEAD LICE GUIDANCE

Sadly, head lice are a fact of school life. We wanted to share with you a chemical free strategy for keeping head lice at bay. It is important to recognise that there is no way to protect against re-infection and that a systematic routine of combing your child's hair, as detailed below, is the best way to control head lice:

- At bath time, after your child's hair has been washed, apply conditioner.
- Comb through hair before rinsing conditioner, with a bevel-edged toothcomb, available at Pharmacies and from the 'Bug Busting' kit.
- The teeth in the comb are spaced close enough to lift out newly hatched lice.
- Follow this up by using a nit comb, which will remove the empty eggshells (known as the nit).

Lice cannot become resistant to the combing method, which fits in with weekly hair washing and is a safe no-pesticides way to cope with lice routinely and in a crisis.

Bug Busting kits may be purchased from [www.nits.net](http://www.nits.net) . For live cases of head lice, you may acquire a prescription from your doctor to cover its cost. Please ensure that long hair is always tied back in school.

## EXTRA-CURRICULAR ACTIVITIES

### CLUBS

We provide a selection of extra-curricular activities in the form of clubs, which take place either before school, at lunch time or after school. Clubs change from term to term; a daily bulletin is read out by the class teacher which will give details of clubs, school events etc. It is your child's responsibility to listen carefully to the bulletin every day.

### TRIPS AND VISITS

At Goldington Academy, we strongly believe that learning should not be confined to the classroom. Regular and purposeful educational visits are organised throughout the year to bring reality to what is being taught. Our pupils are given many opportunities to experience learning through real-life contexts which include educational visits linked to the curriculum e.g. a visit to Mountfitchet castle and toy museum. We also welcome visiting groups and speakers to provide an alternative learning experience for our pupils, including workshops, author visits, performing dramatists and CSI and robotics themed curriculum experiences.

Examples of Educational Trips & Visits:

- The Big Bang, Birmingham
- Macbeth Theatre Trip, London
- Andorra Ski trip
- Belgium Battlefields
- Sheringham Field Trip
- Aeronautical Engineering Workshop, Bedfordshire

With ever decreasing school budgets, parental contributions for such opportunities are essential. Although regrettable, it is likely that such enrichment activities would have to be cancelled should parents be unable to make the requested contribution.

## HOMEWORK

The aim of homework is to promote learning beyond the school day as an essential part of good education. We believe that homework not only reinforces classroom learning, it also helps children and young people to develop the skills and attitudes that they need for successful lifelong learning. It should support the development of independent learning skills, including the habits of enquiry and investigation, and help to foster the role of parents and carers as co-educators of their children.

Homework enables pupils to:

- consolidate and extend the work covered in class, or prepare for new learning activities
- access resources not available in school
- develop research skills
- have an opportunity for independent work
- show progress and understanding
- provide feedback in the evaluation of teaching
- enhance their study skills e.g. planning, time management, self-discipline, etc
- engage parental co-operation and support
- create channels for home school dialogue

More information can be found in the school's homework policy, which is available on the school website or from the school office.

Please be aware that not all subjects will set homework each week. For example, in history, pupils may be set a project to complete over a series of weeks. Homework in the foundation subjects will be set periodically, and as a minimum once every half term, whereas pupils should expect to receive a piece of English, maths and science homework each week.

In addition to the formal homework pupils receive, we also expect pupils to read on a daily basis.

### SHOW MY HOMEWORK

Show My Homework ([www.teamsatchel.com/](http://www.teamsatchel.com/)) is the system we use to set, assess and monitor homework across school.



Each student will be given a unique login when they arrive at Goldington and will be able to access every homework task via the internet or a free mobile app. Parents/carers can also set up a parental account so they can monitor their child/children's homework and see any feedback or grades received. Computers are made available via a lunchtime homework club in our ICT suite for any students without easy access to computers at home.

All homework tasks are also available via the open calendar which is accessed from the Show My Homework button in the 'Useful links' section of the school website. Students and parents are therefore able to see all homework tasks even if login details have been mislaid, which means homework deadlines need not be missed.

For any questions about SMHW, please contact Mrs Natalie Sacre ([sacren@goldington.beds.sch.uk](mailto:sacren@goldington.beds.sch.uk))

## MY MATHS

In maths, pupils will be set a weekly homework to complete. This will usually be on either My Maths or MathsWatch, both of which your child will receive logins for in September. Homework will be set on the current topic or one they have done previously in the year. In addition to tasks set on these platforms pupils can access lessons and videos for topics to help them revise near exam times or to recap what has been covered in lesson before completing their homework.



### HOME-SCHOOL COMMUNICATION

We operate an 'open door policy' and welcome all parents and carers into school.

There are several formal opportunities during the year for you to meet with your child's teachers. In the Autumn Term you will have the opportunity to meet with your child's Form Tutor to discuss their progress and how they have settled in at Goldington Academy. Later in the year, you will be able to meet with subject teachers to discuss their progress in specific curriculum areas. Two interim reports are sent home each year informing you about current attainment, effort and behaviour. In addition, you will receive a full report on your child's achievements and future targets. You will have the chance to discuss any issues arising from this report if you wish to do so.

If you have a concern or query about anything relating to your child in school, please see your child's Form Tutor in the first instance. Whilst the class teacher will endeavour to see parents as and when required, their teaching commitment takes priority and they will usually be unavailable during the school day and often before lessons start in the morning. It may be best, therefore, to arrange an appointment by emailing the teacher.

We keep parents informed of curriculum matters, news and events through letters home and in our half termly newsletter all of which are sent via our ParentMail system for which you will be required to sign up to. These are also published on the academy's website, [www.goldingtonacademy.org.uk](http://www.goldingtonacademy.org.uk), which contains a wealth of information.

We also use a texting system to contact parents e.g. if an after-school club is cancelled. It is therefore important that you keep us updated of your mobile telephone number.

We use Twitter ([@GoldingtonAcad](https://twitter.com/GoldingtonAcad)) and Facebook ([www.Facebook.com/Goldington](http://www.Facebook.com/Goldington)) to inform parents too.

### YOUR CONTACT DETAILS

**IMPORTANT NOTE** - It is essential that the contact information we hold on record for your child is correct in case we should need to contact you in an emergency. **Please inform the school immediately of any changes to your contact details or your child's medical or dietary information.**

### PUPIL MOBILE PHONES IN SCHOOL

If pupils bring a mobile phone to school, they do so at their own risk **and the phone must** be labelled and handed in at the small hall between 8.30 am and 8.50 am. It can be collected from the main hall at the end of the school day. We must emphasise that the school cannot be held liable for any damage that may occur whilst the phones are in our keeping, as they are brought to school at the pupils' own risk. Phones not handed in will be confiscated and may only be collected by a parent/carer.

## HOME SCHOOL AGREEMENT

Every school has, in accordance with national regulations, a home school agreement which sets out the rules and expectations for our partnership.

At Goldington Academy, we believe the agreement recognises the importance of the family in a child's education and reflects our commitment to working together with parents and children.

We hope that you will support us by talking through the agreement with your child when it is sent home in September. Please sign it to acknowledge your commitment to the partnership between pupil, parents/ carers and school and return it to your child's form tutor by 18 September.

## SENIOR LEADERSHIP TEAM EMAIL ADDRESSES

Mr Galbraith	Principal	<a href="mailto:galbraithf@goldington.beds.sch.uk">galbraithf@goldington.beds.sch.uk</a>
Mrs Ross	Vice Principal	<a href="mailto:rossj@goldington.beds.sch.uk">rossj@goldington.beds.sch.uk</a>
Mr Atkinson	Assistant Head Teacher	<a href="mailto:atkinsonw@goldington.beds.sch.uk">atkinsonw@goldington.beds.sch.uk</a>
Mrs Chapman	Assistant Head Teacher	<a href="mailto:chapmanl@goldington.beds.sch.uk">chapmanl@goldington.beds.sch.uk</a>
Miss Thomas	Assistant Head Teacher	<a href="mailto:thomass@goldington.beds.sch.uk">thomass@goldington.beds.sch.uk</a>
Mr Latchman	Associate Assistant Head	<a href="mailto:latchmanm@goldington.beds.sch.uk">latchmanm@goldington.beds.sch.uk</a>
Mr Roopnarain	Associate Assistant Head	<a href="mailto:roopnarains@goldington.beds.sch.uk">roopnarains@goldington.beds.sch.uk</a>
Mrs Lavelle	Director of Finance & Operations	<a href="mailto:lavellem@goldington.beds.sch.uk">lavellem@goldington.beds.sch.uk</a>

### SEN Coordinator:

Mr Roopnarain	SENDCO	<a href="mailto:roopnarains@goldington.beds.sch.uk">roopnarains@goldington.beds.sch.uk</a>
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### Year 7 Form Tutors:

#### Head of Year 7 – Mrs Jones

[ionesa@goldington.beds.sch.uk](mailto:ionesa@goldington.beds.sch.uk)

Miss Andrews	7A	<a href="mailto:andrewsv@goldington.beds.sch.uk">andrewsv@goldington.beds.sch.uk</a>
Miss Castagnaro	7C	<a href="mailto:castagnarol@goldington.beds.sch.uk">castagnarol@goldington.beds.sch.uk</a>
Miss Dickens	7D	<a href="mailto:dickensr@goldington.beds.sch.uk">dickensr@goldington.beds.sch.uk</a>
Miss Harte	7H	<a href="mailto:harteh@goldington.beds.sch.uk">harteh@goldington.beds.sch.uk</a>
Mrs Morgan	7M	<a href="mailto:morgand@goldington.beds.sch.uk">morgand@goldington.beds.sch.uk</a>
Mrs Storey	7S	<a href="mailto:storeyk@goldington.beds.sch.uk">storeyk@goldington.beds.sch.uk</a>

### Improving School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

To achieve this we will be using ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Top up dinner money or pay for school trips/items in just a few taps.
- Complete forms, give consent/permissions and give feedback on surveys.
- Keep on top of school meetings and events.

Registering with ParentMail is very easy! Over the summer you will be sent either an email and/or text message from ParentMail. When you receive this, please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/>

### Payments

Online payments to school with +Pay!

We have introduced a more convenient way for you to pay for school meals, trips, etc. using a secure service called +Pay. +Pay is integrated within ParentMail which allows payments to be made to the school online using a debit or credit card.

We will no longer accept cash and cheque payments, making the school a cash-free environment.

## **What are the benefits to parents and pupils?**

- +Pay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you choose, twenty-four hours a day.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card
- Full payment histories and statements are available to you securely online at anytime
- Your children won't have to worry about losing money at school

## **Making secure payments online using your credit or debit card**

You will have a secure online account. A link will be sent by the school asking you to register. You will then be prompted to create login details and to keep them safe and secure. If you have more than one child at our school, or children at other schools that also use ParentMail, you can create a single account login for all your children.

Making a payment is straightforward and +Pay holds a payment history for you to view at a later date. Once you've activated your account you can make online payments straight away.

You will receive your registration message either by email and/or text with a welcome pack in due course

## UNIFORM, APPEARANCE AND JEWELLERY, EQUIPMENT

### UNIFORM

Our uniform is available from our online store via 'Total Clothing'. They are offering 'free' postage for any orders over £50 received before 30 June.

There is a link to the sizing video in the introduction page of the booklet, however you may wish to use the link below to access it:

Link to sizing video landing page

<https://totalclothing.co.uk/goldington-academy-school-uniform/>

Link to youtube video

[https://youtu.be/Dxff3q\\_GtFA](https://youtu.be/Dxff3q_GtFA)

If your child is entitled to Free School Meals (FSM), or you are in the process of applying for FSM please contact [birchallm@goldington.beds.sch.uk](mailto:birchallm@goldington.beds.sch.uk) for potential financial assistance with your purchases.

### Returns

The school is unable to accept returns and we therefore urge you to pay particular attention to the items and sizes you purchase. Returns will need to be posted at your own expense to Total Promotions, 3-4 Welbeck Way, Woodston, Peterborough, PE2 7WH. Tel: 01733 394758. Returns will take approx. 14 days to be processed, once received, during July, August and September.

### All clothing should be clearly marked with full name, using name tapes or indelible pen.

Trousers with decorative items, such as buttons or embroidery are NOT permitted.

Trousers should be tailored and NOT be made of stretch, lycra, skinny or highly fashionable in style, nor should they have cargo or jeans style pockets.

Dark grey **shorts** do **not** form part of the school uniform and therefore they should not be worn.

Jewellery is NOT allowed, for example rings, bracelets and necklaces. A maximum of one small plain stud may be worn in each ear. The following are not permitted to be worn in school:

- Ear stretchers
- Necklaces
- Nose studs
- Tongue studs
- Any other facial piercings
- Any other visible body piercing

Please note – piercing retainers are not allowed to be used as a substitute for piercings. Any student attending school with piercings that are not permitted will be asked to remove them, regardless of whether or not they have healed. Plasters over unauthorised piercings are not acceptable.

A watch may be worn provided it is marked with the owner's name.

The wearing of wrist bands and bracelets is not permitted, unless for religious purposes.

Hair styles should NOT include unnatural colours, additional hair braids, patterns or designs.

Any student wearing unnatural colour in their hair will be asked to remove it.

No tramlines or patterns should be shaved into the hair or the eyebrows.

Hair bands should be discreet and plain in colour e.g. black or blue. Fashion type hair bands should not be worn in school.

Trainers should not be worn during classroom based lessons, unless otherwise agreed by the school Principal. If trainers are to be worn for an agreed reason, they should be black and discreet.

Light make-up may be worn e.g. concealer, mascara; however, students may be asked to remove make-up if it is deemed to be inappropriate or too heavy e.g. foundation.

Nail varnish should NOT be worn. Any student who is found to be wearing nail varnish will be asked to remove it. Continued wearing of jewellery or nail varnish, or make-up that is deemed to be inappropriate, will result in a referral to the Head of Year and may result in a consequence such as loss of break/lunch time.

The Governing Body recognises that areas such as uniform can be open to subjective interpretation and on occasion abuse. Therefore, to avoid difficulty or embarrassment, we ask parents and pupils to operate well within these guidelines rather than at their extremes.

**Coats** appropriate for the season are an important part of school kit for your child. All children go outside at break and lunch time and, as you know, the British weather can change during the school day!

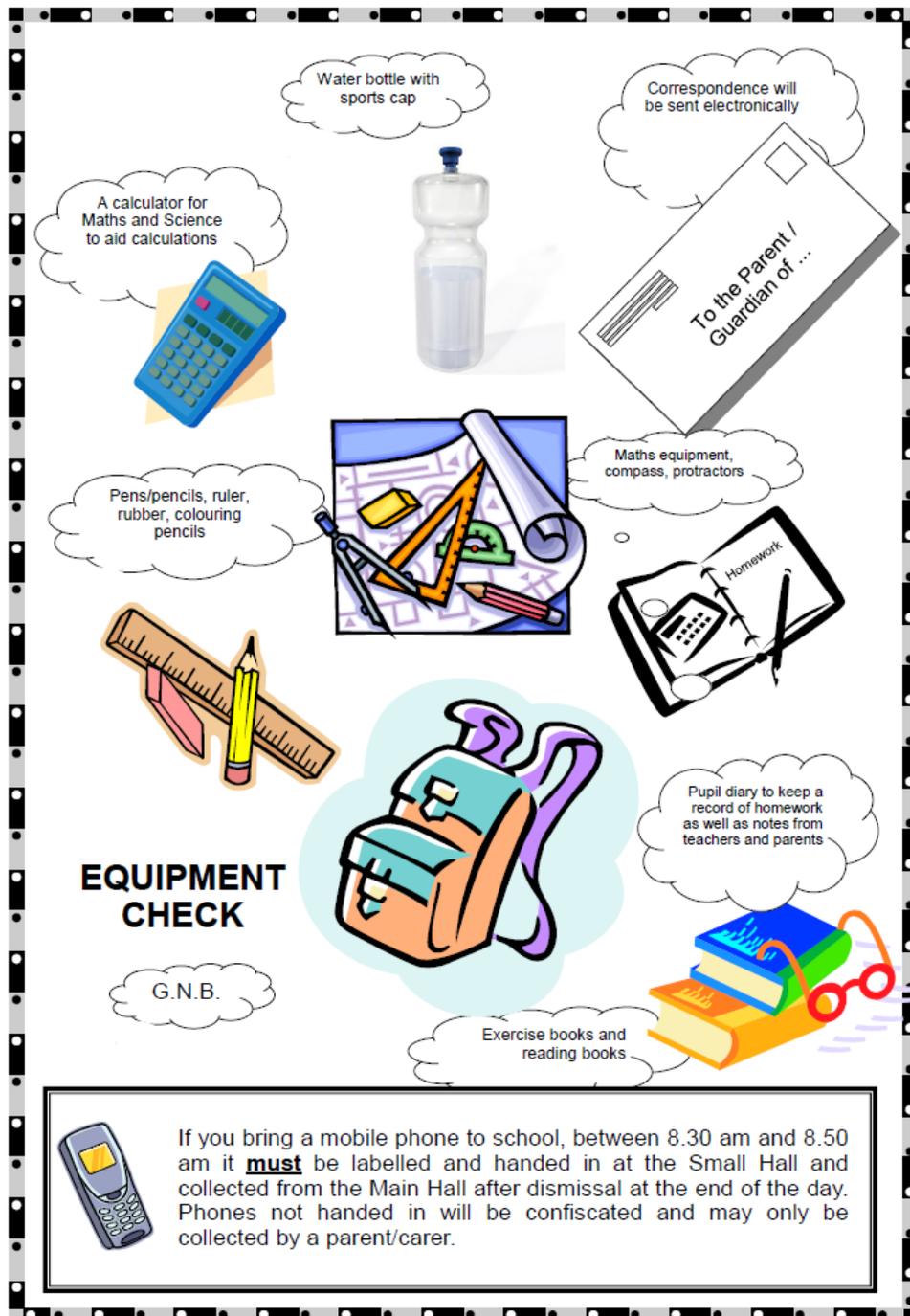
**School Bags** are necessary for keeping books and letters clean and safe on the journey to and from school. As lockers are provided for children in Year Seven, only a small bag is required.

## GIRLS REQUIRED UNIFORM LIST

Item	Buy from
<b>Basic Uniform</b>	
<b>Blazer</b> navy with logo	School shop
<b>Tie</b> navy	School shop
<b>Collared shirt</b> white	Anywhere
<b>Skirt</b> grey check <b>OR</b>	School shop
<b>Trousers</b> plain dark grey tailored	Anywhere
<b>V-neck pullover/Slipover</b> grey with logo ( <i>optional</i> )	School shop
<b>Shoes</b> sensible style, black	Anywhere
<b>Tights</b> plain black	Anywhere
<b>PE Uniform</b>	
<b>Girls PE Shirt</b> navy with logo	School shop
<b>Girls PE Jumper</b> 1/4 zip navy with logo	School shop
<b>PE skort</b> navy with logo	School shop
<b>Leggings</b> black ( <i>optional</i> )	Anywhere
<b>Games Socks</b> navy	School shop
<b>PE Socks</b> short white	Anywhere
<b>Gum Shield</b> and <b>Shin pads</b>	Anywhere
<b>Sport Footwear</b> trainers	Anywhere

## BOYS REQUIRED UNIFORM LIST

Item	Buy from
<b>Basic Uniform</b>	
<b>Blazer</b> navy with logo	School shop
<b>Tie</b> navy	School shop
<b>Collared shirt</b> white	Anywhere
<b>Trousers</b> plain dark grey tailored	Anywhere
<b>V-neck pullover/Slipover</b> grey with logo ( <i>optional</i> )	School shop
<b>Shoes</b> sensible style, black	Anywhere
<b>Socks</b> plain black	Anywhere
<b>PE Uniform</b>	
<b>Boys PE T-shirt</b> navy with logo	School shop
<b>Boys Rugby Shirt</b> navy and white	School shop
<b>PE shorts</b> navy with logo	School shop
<b>Games Socks</b> navy	School shop
<b>PE Socks</b> short white	Anywhere
<b>Gum Shield</b> and <b>Shin pads</b>	Anywhere
<b>Sport Footwear</b> trainers & football boots	Anywhere



Full details can be found in the school's Uniform and Equipment Policy, which is available on the school website or from the school office.

## LOCKERS

All Year Seven pupils will be issued with a locker key during the first week of the academic year. Please impress on your child the importance of safeguarding the key – if it is lost during their time at Goldington, a £2 replacement fee will be payable.

## SCHOOL MEALS

School meals are provided by a well-respected provider of contract catering to the education sector and a food company whose reputation is built on using the finest quality ingredients, freshly prepared and cooked on site on a daily basis.

Meal deals are available every day at a cost of approx. £2.40; however, there is also a selection of individually priced items, giving students greater choice of food and some control over how much money they spend.

So why should you opt for a school lunch? Here are some of the main reasons:

- It is a fantastic way to encourage your child to try new things
- Catering staff quickly learn what children like and adapt the menu choices when necessary
- Dietary needs and special requirements are recognised, understood and catered for
- It is the best way of ensuring children are attentive and in the best frame of mind to learn in afternoon lessons

We use a fingerprint (*biometric*) cashless catering system, which brings the following benefits:

- Accounts can be topped up at any time using +Pay
- The speed of service is quicker, enabling the child to spend more time socialising as queue times are less
- It reduces any risk of bullying as the students don't have to carry money to school
- It provides anonymity to those students who qualify for free school meals
- Parents can see what their child is eating on a day to day basis through +Pay. There are no vending machines.

We ask that packed lunches brought in to school are balanced and healthy. Please do not send chocolate, fizzy drinks and drinks in cans or glass bottles.

Impact Biometrics Leaving a Lasting Impression

**Impact Biometrics at Goldington Academy**

**IMPACT**  
TECH  
CASHLESS CATERING SYSTEMS  
Impact Cashless Catering Systems  
Healey Technology Park  
Middle Lane, Wythall  
Birmingham, B37 0GS  
Tel: 01564 829999

### A history of biometrics

Once the domain of the local constabulary, Biometric technology is now being used at many locations around the country. Banks, supermarkets and now schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of finger images as a security device started with Chinese officials using them to seal documents in the second century BC.

### Bio – what?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes, such as finger image, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

### Biometrics and Security

We will be using a fingerprint. Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image, only the numbers remain and these cannot be reinterpreted back into a finger image.

Make up of a fingerprint

- Ridge
- Valley
- Bifurcation
- Island
- Dot
- Core
- Delta
- Whorl
- Loop
- Arch

### The future is in your hands!



### Frequently Asked Questions

**Why do you need to take my child's finger image?**  
By taking an image of your child's finger we can turn this information into a digital signature.

**Can finger images be used by any other agency?**  
No, the software we use turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

**What happens when my child leaves the School?**  
When a student leaves school all data can be deleted very easily.

**How does it work?**  
When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

## FREE SCHOOL MEALS

Schools receive Pupil Premium funding to raise the attainment of disadvantaged pupils and close the gap with their peers. Pupil Premium funding also supports children and young people who have parents in the regular armed forces.

The funding is allocated to schools according to the number of their pupils who are:

- registered to receive FREE SCHOOL MEALS (or have done so at any time in the preceding six years)
- 'looked after children'
- adopted from care
- under a special guardianship order, a residence order or a child arrangements order having left care
- from families with a parent in the regular armed forces

**It is therefore of great importance to the school that families who meet the criteria listed below register for free school meals with the local authority**, even if their child(ren) prefers, and will continue to have, packed lunches.

Your child may be able to get free school meals if you get any of the following:

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 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) now, or
- in the past 5 years, has been a serving member of a regular HM Forces Military Unit (personnel category 1 or 2).

To support the school and register for free school meals, contact the school office to request an application form or apply online at

<https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/free-school-meals/>

**Payment for school meals is required in advance.**

**School meals will not be available to a pupil if there is no money on their school meal account.**

### ACCESS TO AND PARKING AT SCHOOL

We take the safety of the members of both our school and local community very seriously. Due to the location of the school and the volume of traffic outside school at the start and end of the school day, we rely on the co-operation of parents to help us to reduce the risks presented.

If you are able to walk or cycle with your child to school to avoid using a car, we would be very grateful. Many of our pupils cycle to school and we have purpose built bike shelters for storing bikes securely; these are kept locked during the school day. Delivery and collection of bikes is supervised at the start and end of the school day. ***Please note we cannot accept liability for bikes left at school overnight or anywhere on the school premises, other than the bike sheds, without prior permission.*** We encourage children to attend a Bikeability Course should they wish to cycle to school. Alternatively, they could be accompanied by an adult, or we ask parents/carers to confirm in writing that they take full responsibility for their child independently riding a bike to school.

If, however, you need to use your car please ensure when you stop to drop-off or park you do so safely and considerately.

Access to the school site for parents is on foot. Whenever you come to school, please enter and leave via the school reception. For safety reasons it is important that we know who is on the premises at all times and we ask that you sign in and out when you visit school.

## HOW CAN PARENTS GET INVOLVED?

### PARENT HELPERS

We value volunteer's assistance in school and on school trips (amongst other things). Indeed, without your support, many events could not take place.

In order to safeguard the pupils in our care, we maintain a volunteers list of all those individuals who are approved to help out in school. Joining this list puts you under no obligation to help in school; however, we will be unable to accept any offers of help from those not on it and we therefore urge you to sign up. All our volunteers work under the guidance of a member of school staff at all times and may be approached to help out in a variety of situations, for example accompanying staff and children on school trips; providing support at a sporting fixture; creating displays of pupils' work; talking to pupils about careers and helping with make-up, hair and costumes for school productions.

The process is simple, but it can take some time for the safeguarding checks to be processed and we therefore recommend you join the list when your child joins the school to avoid disappointment in the future. The checks we undertake, which may include acquiring an Enhanced Disclosure from the DBS, ensure that we comply with legislation and guidance on Keeping Children Safe in Education.

Application forms are available from the school office or on the school website.

### PARENTS' FORUM

Parents' Forum occurs is a chance to meet the Principal and other senior members of staff. The evening begins with a short presentation on a particular topic of interest before a question and answer session on aspects of your child's school life at Goldington.

The dates for 2020/21 are:

Wednesday 30 September 2020

Wednesday 9 December 2020

Wednesday 10 March 2021

Wednesday 9 June 2021

