



Paignton Academy

Essential Information to Keep



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TERM DATES 2020/2021

Autumn Term 2020

Non-Pupil Days – Thursday 3rd, Friday 4th September & 23rd October 2020

First Day – Monday, 7th September 2020

Monday, 26th October – Friday, 6th November 2020 (Autumn Two Week Half Term 2020)

Last Day – Friday, 18th December 2020

Spring Term 2021

First Day – Monday, 4th January 2021

Monday, 15th February – Friday, 19th February 2021 (Spring Half Term 2021)

Last Day – Thursday, 1st April 2021

Summer Term 2021

First Day – Monday, 19th April 2021

Monday, 31st May – Friday, 4th June 2021 (Summer Half Term 2021)

Last Day – Friday, 23rd July 2021

Bank Holiday – Monday, 3rd & 31st May 2021

Please be aware that no holidays are permitted to be taken in the school term.



THE SCHOOL DAY

8.30am-8.50am	ASSEMBLY & REGISTRATION
8.50am-9.50am	PERIOD 1
9.50am-10.50am	PERIOD 2
10.50am-11.15am	BREAK
11.15am-12.15pm	PERIOD 3
12.15pm-1.15pm	PERIOD 4
1.15pm-1.55pm	LUNCH
1.55pm-3.00pm	REGISTRATION & PERIOD 5

COMMUNICATING WITH THE ACADEMY

Reception on both sites is open between 8am and 4pm during term time.

Waterleat Road

Borough Road

Telephone: **01803 403005**

01803 403003

Email: **wrdadmin@paigntonacademy.org**

brdadmin@paigntonacademy.org

Emailing

At Paignton Academy, our main form of communicating home is via email; we ask for your email address for our contact database. Email has proved to be a much faster and more efficient way of getting information to our parents and students than sending letters home with students, but copies of letters are also held on the website.

Please be sure to keep us up-to-date with any changes to your email, telephone number or address. Incorrect information may result in missing communication or we might be unable to contact you in an emergency.

ParentPay

ParentPay enables you to make electronic payments for items such as school meals and trips whenever and wherever you like, safe in the knowledge that the technology used is the highest internet security available. You will have a secure online account, with a unique user ID and password. You can change these to something you will easily remember and merge accounts of 2 or more children. Please note we do not accept cash within the Academy.

You will be issued with ParentPay login details before September.

Classcharts

Parents and students are given individual logins to www.classcharts.com. Accessed either online or via the app, here you and your child will be able to see a clear breakdown of their behaviour, praise points from teachers and homework as it is set. It is also directly linked to our rewards system, whereby students are awarded reward points for reasons such as good work, effort and acts of kindness, as well as weekly rewards for good attendance and wearing correct uniform. Students will then have the opportunity to go onto the ClassCharts website to exchange their points for a wide variety of goods, from pencils to Prom tickets.

Paignton Academy Online Shop

School resources, ties and tickets for school productions can be purchased through our online shop, accessed via the homepage of our website www.paigntonacademy.org.

PARENTAL CONSENT & DATA COLLECTION

We wish to make the signing of consent forms a much easier process for parents and for the Academy to administer. This will enable the Academy to ensure the safety of our students by having the appropriate student information, parental authority and keeping parents informed of activities taking place. By completing the details on the data collection sheet you will be giving permission for the following:

Academy Trips

- Academy trips and other activities that take place away from the Academy sites during the school day;
- All visits (including residential trips) which take place outside normal Academy hours including weekends and non-term times;
- Adventure activities e.g. climbing, sailing, canoeing, Ten Tors;
- Offsite sporting fixtures, tournaments and special events both within and outside of normal Academy hours e.g. rugby fixtures;
- and travel between the Borough Road and Waterleat Road sites during the Academy day and after hours.

First Aid, Photographs and General

- Your child to be given first aid or urgent medical treatment during any Academy trip or activity;
- Your child to be photographed or videoed; and for copyright purposes, Internet Access, ParentPay Communication (text messages and emails) and Data Exchange.
- Your child to take part in Sex Education lessons.
- Asthma consent: In the event of your child displaying symptoms of asthma, and if their inhaler is not available or is unusable, you consent for your child to receive salbutamol from an emergency inhaler held by the Academy for such emergencies.
- The emergency asthma inhaler can only be used by children who have been diagnosed with asthma, and prescribed an inhaler, or who have been prescribed an inhaler for another condition and whose parents have given consent for an emergency inhaler to be used.

As an Academy, we often like to use photography and other types of media for promotional and marketing purposes. By signing the parental consent form you give permission for the Academy to use and publish such materials. On occasion students' names may also be used.

The Academy will inform you via ParentPay communication (email/text) about trips taking place and any special arrangements. We may ask you to acknowledge or respond to that communication. The PE Faculty will usually communicate the details of sporting fixtures directly to students, expecting them to pass the information on. However, they may also occasionally contact you about sports team activities, asking you to state if you are happy for your son/daughter to take part. They will not request a separate form to be completed.

For some trips and activities that are not part of normal Academy life e.g. a trip abroad, the Academy will ask for an additional full consent form to be completed. You have the right to withdraw your consent at any time by contacting the Academy reception. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Sims Parent Lite

As an Academy, we want to ensure we have the most up-to-date information on you and your child/children. Sims Parent Lite provides parents with an effective, convenient and user-friendly platform to access, review and request changes to the data the Academy holds. These changes can be made directly from your smartphone, tablet or PC on IOS, Android or via your browser. You will be able to provide additional information on crucial details such as medical information or dietary needs. When a change request is submitted by you, an alert is sent to the school office. Staff will review requests and update our student database, eliminating manual errors. Notifications will be sent to remind you to update your child's consents or parental consents throughout the year.

Please note Sims Parent Lite will replace the annual TSOE3 paper form. The paper form will still be available from reception if needed.

Following the introduction of the General Data Protection Regulation (GDPR) in May 2018, schools have new requirements around the way they use student and parent data. Sims Parent Lite helps schools comply with the new GDPR data requirements, by providing a simple way to collect, manage and handle information by obtaining accurate data securely from parents.

We will send an activation email to your home email address. Simply click on the link from your tablet, pc or smartphone to activate your account. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password. You will be able to see all children for whom you have parental responsibility on the app once registered, or you can easily create an account on any of the platforms. The email will be from noreply@sims.co.uk in your Inbox. If not there, check in your Junk mail.

HOUSE SYSTEM

Your child will be assigned to either Broadsands, Elberry or Goodrington house and this will be their house throughout their time at the Academy. Part of their uniform will be a house tie, which will have the relevant colour on it – blue for Broadsands, red for Elberry and yellow for Goodrington.

On each site, every house has a Head of House and a pastoral manager who are responsible for all students in their house. Pastoral managers are non-teaching staff, therefore there should always be someone available from the House teams for students to talk to should they need to.

Staff are also allocated to houses and throughout the year we run competitions which everyone is encouraged to take part in to represent their house.

Our House Competitions webpage can be found under the heading Student Life @ Paignton Academy on the Academy website. Please take a look and spend 5 minutes exploring all the fantastic activities students are participating in, then scroll down and click on the blue House Competitions button to find:

Competitions - Activities including photography, reading, creative modelling, baking, fitness and creative writing.

Fun Weekly Challenges – ‘Beat the Teacher’ activities.

House and Entries - Examples of students’ entries for their house.

More - Staying safe and wellbeing. This offers support around mental health and wellbeing strategies and Safeguarding contacts.

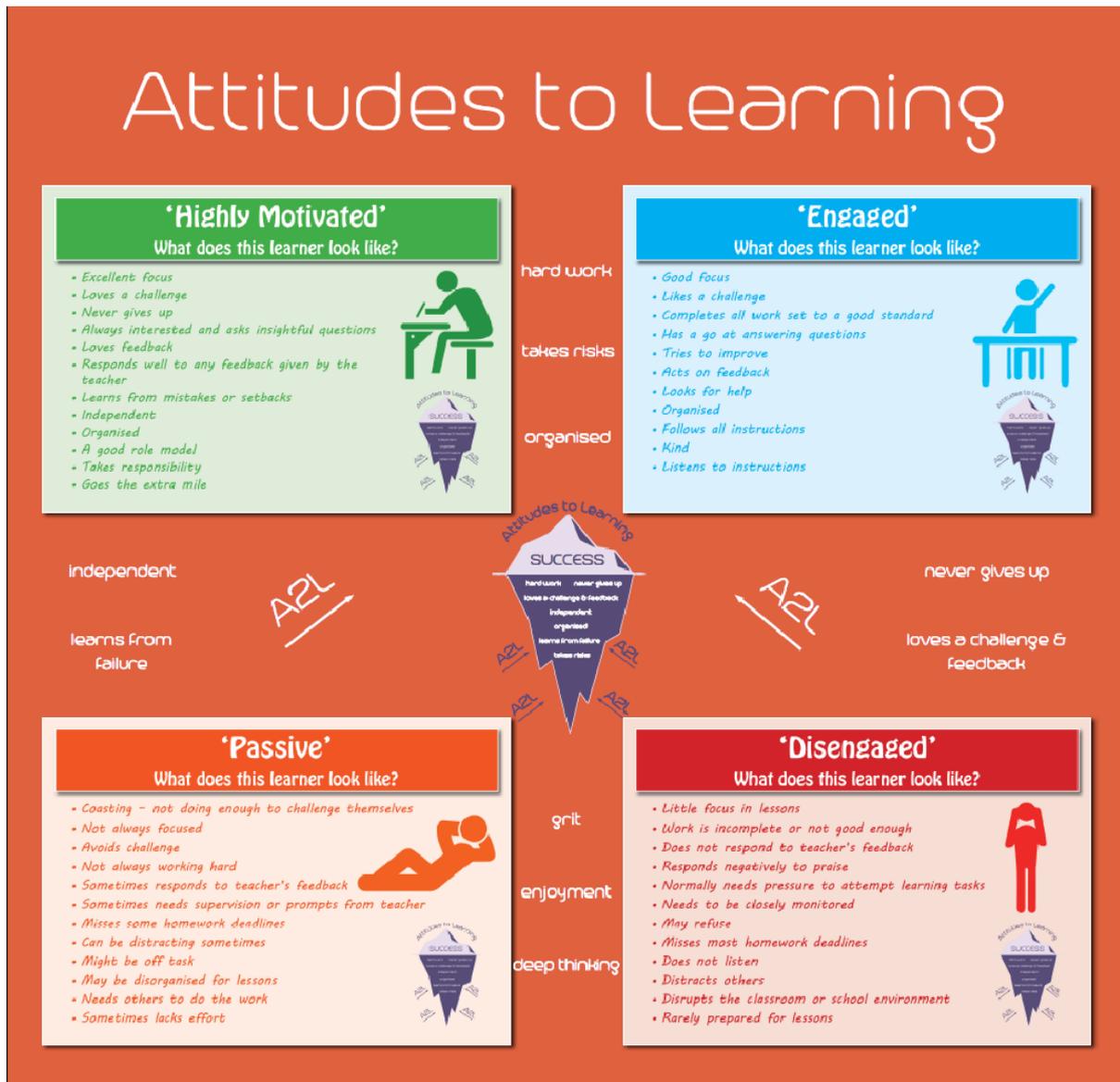
We are fortunate to have weekly Mindfulness sessions that can also be accessed via this page.



ATTITUDES TO LEARNING (A2L)

At Paignton Academy, we believe a student's attitude to learning is the biggest determining factor in the progress they will make with us.

Below are our A2L learner types and what students might demonstrate their attitude to be like.



REWARDING OUR STUDENTS

The Academy has a rewards system which aims to motivate and encourage pupils. This is an important aspect of the ethos of the Academy in that the achievements and successes of pupils, in whatever area and at whatever level, are noted and given due worth. This helps to build upon individual self-confidence and self-esteem, leading to further personal development.

We reward our students through ClassCharts and give out A2L points. Students are rewarded for deep thinking/ answering questions, embracing challenge and feedback, being hard-working, having an improved attitude, independence/ organisation, learning from failures/ taking risks, resilience/ perseverance and Paignton Pride (being polite and courteous around the Academy).



Attitudes to Learning—Reward Points

All students, no matter what your ability, can demonstrate attitudes to learning which show you are highly motivated, and will maximise your chances of success.

Believe and Achieve

 **Resilience / Never Gives Up**

 **Embrace Challenge and Feedback**

 **Independence / Organisation**

 **Deep Thinking / Answers**



The diagram is a pyramid with 'Attitudes to Learning' written along its top edge. The top vertex is labeled 'SUCCESS'. Inside the pyramid, the following traits are listed: 'hard work', 'never gives up', 'loves a challenge & feedback', 'independent', 'organised', 'learns from failure', and 'takes risks'. Three arrows labeled 'A2L' point towards the base of the pyramid from the left, right, and bottom-left.

Believe and Achieve

 **Learns from Failures / Takes Risks**

 **Improved Attitude**

 **Hard Working**

 **Paignton Pride**

You can earn additional points outside of the classroom by having a good attendance, wearing your uniform as expected, positive behaviour, completing quality homework in your Knowledge Organiser exercise book, and for nominations for Student of the Month.

Work Hard and Never Give Up!

Once reward points have been earned, students will have the opportunity to access the ClassCharts website to exchange their points for a wide variety of goods. This system is used from Year 7 right through to Year 11, therefore the goods are age-related to ensure there is something for everyone. Students can easily keep track of their reward points and exchange them for goods in the online shop. As a parent / guardian you can also view your child's page to give you the opportunity to see the progress your child is making and to celebrate, with us, their successes.

When your child starts at Paignton Academy, you will be given login details for www.classcharts.com. If you have any problems logging in, please email wrdadmin@paigntonacademy.org and we will be more than happy to help you.

COMPULSORY EQUIPMENT LIST

Adequate school bag for carrying books and equipment
 Black/blue pens x 3
 Purple pen x 2
 Pencil x 3
 Pencil sharpener
 Rubber
 Ruler
 Colouring pencils
 Pair of compasses
 Protractor
 Scientific calculator (we recommend a Casio FX83)
 Glue stick
 Earphones (required for Music and ICT)

CATERING FOR STUDENTS

The Academy's canteen provides an excellent selection of freshly made food and snacks, including sandwiches, healthy salads and fruit.

Meal of the Day £2.05
Meal of the Day and Dessert £2.35
Free Meal Allowance £2.35
Drinks from 45p



N.B. Prices may be subject to change

BIKEABILITY TRAINING

Bikeability is 'cycling proficiency' for the 21st Century, designed to give the next generation the skills and confidence to ride their bikes on today's roads.

There are three Bikeability levels which take trainees on a journey from the basics of cycling on quiet roads and cycle paths, all the way through to planning and making a journey by themselves on busier roads.

Paignton Academy is the Bikeability Lead School for Torbay. As a result, the Academy can provide free training to all Year 7 students.

All equipment will be provided, including helmets and bikes. Students will be required to bring a drink and a snack when they undertake the training; wear suitable clothing, such as trainers, tracksuit bottoms and a jumper. Depending on the weather conditions they may also require sun cream or waterproofs.

Please complete the form in the Essential Information Forms to Return booklet if you would like your child to attend the training which will take place in 2020/2021.

MUSIC & INSTRUMENTAL LESSONS

At Paignton Academy we are delighted to offer a range of opportunities for students to learn musical instruments with expert teachers. As the new Academy term starts this is a great chance for students to start or continue lessons on their chosen instrument. We already have excellent and experienced woodwind, keyboard, guitar and drum teachers working at the Academy and can arrange lessons on a wide range of other instruments on request. Lessons available are:

Guitar	Oboe	French Horn	Drums	Bassoon	Tuba
Singing	Violin	Trumpet	Flute	Cello	Trombone
Saxophone	Double Bass	Keyboard/Piano	Clarinet		

If the instrument you would like to learn does not appear on the list above, please email aquara.bidder@paigntonacademy.org and she will endeavour to find a specialist teacher for you.

Students can choose to learn on their own or in pairs; lessons last 20 minutes. The cost per student per lesson varies depending upon the instrument, but a rough guide is set out below. Lessons take place during Academy time on a rota basis so that students do not miss the same subject every week. Payment is made by arrangement with the teacher.

Individual lessons: Approximately £8.50 - £10 per lesson (20 minutes)

Groups of 2: Approximately £4.50 - £6.00 per lesson (20 minutes)

Orchestral instruments can be hired from Torbay Council with prices from around £20 per term. We can help you to arrange this if necessary. Students who wish to have lessons should complete the **instrumental lessons request form** in the **Essential Information Forms to Return** pack. The relevant instrumental teacher will then be in touch with you directly with details of their precise costs and to arrange a first lesson.

EXTRA-CURRICULAR CLUBS

One of the main strengths of our Academy is that we run a vast array of extra-curricular clubs for our students; a list of clubs is available on the website. Each term the clubs change and in the first few weeks of each term we will always email out a copy of the extra-curricular clubs list to parents. All students are welcome to attend and evidence has shown that those students who do attend clubs perform far better within the Academy.

Breakfast study club

Each morning, staff are ready to support and assist students with their homework. Breakfast Study Club is supported by Warburtons and, as a result, we are able to provide free of charge toast and fruit juice for all attending. It is a friendly atmosphere where students can work, supported by teaching staff in a positive environment. Study club runs from 8:00am until 8:25am every day and every student who attends receives a reward point as well as a free breakfast.



Lunchtime clubs

Lunchtime clubs generally run from 1:15pm to 1:45pm and every day there is a variety of clubs to attend from Music and Dance to ICT and Maths, as well as sporting activities. Students can join the clubs at any time during the year.

After school clubs

After school clubs usually run straight after school from 3:00pm to 4:00pm and are free. All students can join at any point during the term. The students who attend these clubs are likely to be the students who are selected to represent the Academy in fixtures, tournaments and competitions.



Fixtures

Students who are selected to represent the Academy will be informed of the timings of the fixture and a team sheet will be placed on the PE board and handed to reception. Home fixtures finish at varying times between 4:30pm and 5:30pm and for away fixtures students may not get back until 6pm or later depending on the destination. We will always put up a team sheet and notify the students of the details, destination and return time. It is difficult to allow access to parents to watch sporting competitions during the school day but of course parents are welcome to come and support their children with fixtures on site after the school day.



PROFIT & BIOMETRIC SCANNING

Profit

Activities organised by the Academy are costed so they do not make a profit, but in the event that a profit is inadvertently made in excess of £2.00 per student, further communication will be made with parents offered a refund. Monies of £2.00 and under per student will be used for the benefit of Paignton Academy.

Biometric Information

The Academy uses Biometric Information in our dining room as part of an automated recognition system for cashless catering. This allows the children to pay for their food faster and money can be uploaded in advance, saving students having to carry money. The Biometric Information we use here at the Academy is information from the fingerprint. This information is then used to enable students to obtain school lunches, either paid or free. The school will store this information securely and it will be deleted from the system when your child leaves the Academy.

Biometric data (fingerprints) are stored as a series of data points, converted from images by a mathematical algorithm. These data points cannot be used to reconstruct a useable fingerprint even with the algorithm available. The level of detail stored in these data points is well below the level of detail needed for forensic identification of someone and would be completely inadmissible, both in terms of quality and legality, in court.

Under the Protection of Freedoms Act 2012 (sections 26 to 28) we are required to obtain written consent of at least one parent before being able to use a child's biometric information for an automated system.

Your consent is therefore requested for the use of this biometric information. In signing this form you are authorising the Academy to use your child's biometric information for the purpose of obtaining school lunches/breakfast/snacks etc.

We are happy to answer any questions or concerns you may have regarding our biometric cashless catering system. If you have any queries please do not hesitate to contact reception via wradmin@paigntonacademy.org.

Please sign the Forms Checklist in the Essential Information Forms to Return booklet to give your permission for biometric scanning.

MEDICAL INFORMATION

Medication

All medication that needs to be taken during school hours **must** be administered by a member of staff.

An 'Administration of Medicines in Schools' form must be completed for each request for medication to be administered; the form is available on the Academy website or can be collected from Reception. This is with the exception of paracetamol for which you will find a separate consent form to complete in the **Essential Information Forms to Return** booklet.

Please note that medication **must** be in its original packaging and will only be administered at lesson change over or break times to avoid any disruption to learning.

First Aid or Illness

Students who become ill or have an accident in school should inform a member of staff. The school is able to offer basic first aid and deal with minor ailments but it is not possible to prescribe medication.

When students need to go home, the school will telephone a parent or emergency contact (held on our system) and make appropriate arrangements. Students are never sent home without permission from a parent or other responsible person. Students are not allowed to contact home themselves and **must** speak to a member of staff.

E-SAFETY ADVICE



Keeping your child safe online - A checklist for parents and carers

As a parent you'll probably know how important the internet is to children and young people. They use it to learn, play, socialise and express themselves in all types of creative ways. This may be through sharing photos and videos, blogging, gaming, or even developing their own apps. It is a place of amazing opportunities.

The technology children use in their daily lives can seem daunting. You might worry about the risks they can face online, such as bullying, contact from strangers, as well as the possibility of access to inappropriate or illegal content. To help them stay safe, it's important that you understand how your child uses the internet.

By following this simple checklist, you can start to protect them and decrease the risks they face:



I have asked my child to show me sites they use – By doing so, your child is including you in their online life and social activity. Show an interest and take note of the names of their favourite sites. You can then re-visit these when you are alone. Take your time and explore the space, find out how to set the safety features and learn how to report any issues directly to the site.



I have asked my child to set their profile settings to private – Social networking sites, such as Facebook, are used by children to share information, photos and just about everything they do! Encourage your child to set their privacy settings to private. They need to think about the information they post online as it could be copied and pasted anywhere, without their permission. If it got into the wrong hands, somebody may wish to use it against them or worst of all try to locate them in the real world.



I have asked my child about their online friends – We know that people lie online about who they are and may create fake identities. It is very important children understand this. Whether they are visiting a social network or a gaming site, the safety messages are the same. Children and young people must never give out personal information and only be "friends" with people they know and trust in the real world.



I have set appropriate parental controls on my child's computer, mobile and games console – Filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child's age and abilities. You can also set time restrictions for using the internet or games. They can be free and easy to install. Call your service provider who will be happy to assist or visit CEOP's parents' site for further information. Explain to your child why you are setting parental controls when you talk to them about their internet use.



My child has agreed to tell me if they are worried about something online – Sometimes children get into situations online where they don't feel comfortable or see something they don't want to see. By opening up the communication channels and talking to your child about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.



I know where to get help if I'm concerned about my child – The CEOP Safety Centre provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you've come across something on the internet which you think may be illegal.

Visit the Safety Centre at www.ceop.police.uk/safety-centre or by clicking on this button:



For further help and guidance on all the information mentioned please visit
www.thinkuknow.co.uk/parents

ACCEPTABLE USE OF INTERNET

The Academy continues to expand its provision of ICT, investing for the benefit of all members of the Academy community. The Academy Information and Communication Technology (ICT) network provides all students with access to the Internet and use of e-mail. The Academy must, however, safeguard itself against such things as:

- The introduction of computer viruses or malicious programs onto the Academy computer systems
- Unauthorised use of computer software
- Misuse of the Internet and e-mail systems

Students understand that access to the Internet and use of e-mail from Paignton Academy must be for **educational research or learning only**, and agree to the following:

- All Academy based ICT activity should be appropriate to a student's education. All work, Internet searches, Internet history and content will be monitored electronically to prevent misuse and damage to computer systems. Students acknowledge that authorised staff have the right to look at computer files stored on the network and monitor Internet and e-mail use.
- Access to the network, Internet and e-mail will only be made by authorised account and password belonging to the user. This should not be made available to any other person. Students will respect other students' work and not attempt to access other people's accounts.
- Students will not access any websites, newsgroups, links or servers that would be considered offensive in the judgement of the Principal of the Academy because of pornographic, racist, violent, illegal, illicit or other content. Students will not attempt to carry out inappropriate searches.
- Students will not download or distribute software, games, music, images, videos or copyright materials and will not install or attempt to install any program or game onto any computer of the Academy network.
- Students understand that activity that threatens, or attempts to threaten, the integrity of the Academy ICT systems is forbidden. Activity that attacks, or attempts to attack, or corrupts, or attempts to corrupt, any other system, irrespective of ownership or location, is forbidden.
- Students are responsible for monitoring and rejecting inappropriate materials accessed, and will notify the teacher or ICT Development Manager immediately if they receive such material.
- It is not acceptable for students to steal other people's ideas or writings and represent them as their own. Where a student uses any downloaded material they will acknowledge its source and clearly identify any directly quoted material. Plagiarism is unacceptable.
- Students will not reveal personal information, about others or themselves on the Internet.
- Students will accept that access to the Internet may be switched off at the discretion of the ICT Development Manager or supervising teacher.
- Students may only bring storage media into the Academy for the purpose of transferring school work to and from home. Data must be transferred to the Academy network at the first opportunity. Memory sticks should be clearly marked with the student's name and tutor group and made available for inspection by any member of staff upon request.

If a student violates any of the terms set out above they will be denied access to the Internet and e-mail systems for a fixed period and may face further disciplinary action. Breaches of any of the above could also lead to Police action.

MISCELLANEOUS

Picking up and dropping off by car

For the safety of all our students, parents and staff, between the hours of 8:00am-8:45am and 2:45pm-3:15pm, please do not drive onto the school site. If you require access due to medical reasons, please contact the Academy. Also we request you do not stop your car in the area in front of the Academy gates and do not stop anywhere on the yellow zigzag lines at any time.

Parents of Borough Road students may use the Arena car park to drop/collect their child – PLEASE DO NOT USE MAIN ENTRANCE CAR PARK.

Unforeseen Academy closure

In the event of having to close the school due to unforeseen reasons we will update the homepage of the website, send a text message and email parents.

Lost property

If your child loses an item they should enquire at either Reception or with their Head of House. We ask that all items brought into school are named as it will help to ensure any lost property is returned.

Personal property

It is not appropriate for students to bring items of personal property into the Academy. Parents should also be aware that, due to the requirements of certain practical subjects, students may be required to remove items of jewellery during the school day. Paignton Academy does not accept any responsibility for loss or damage, however caused, to items of personal property, jewellery or mobile phones brought into the Academy by students or brought with students on Academy trips and outings. Parents are therefore advised to ensure that students do not bring such items onto the Academy premises.

Academy policies

These are available on the Academy website www.paigntonacademy.org
Our Privacy Notice (how we use pupil information) can be found under Academy Policies/ Bay Education Trust Policies.