

## DATA COLLECTION FORMS

Dear Parents and Carers,

Please find enclosed our Data Collection form. This form is where you provide us the personal information about your child as well as your emergency contact details.

The form is important so please ensure you allow plenty of time to go carefully through each section. You can complete the form on your mobile phone but you may find it easier to complete on a computer if you have access to one.

Please complete this form with your child as there are some sections near the end you should read together. If this is not possible, these sections are printed below so please do take the time to read them together and then keep them somewhere safe.

If you would prefer to receive and complete a paper version of the form, please email [newyear7@saa.woodard.co.uk](mailto:newyear7@saa.woodard.co.uk) and type *Request Paper Form* in the subject box. We will post a form to you but please return the form no later than Friday 23<sup>rd</sup> April 2021 to the School Office address below.

Please complete this form by Friday 23<sup>rd</sup> April 2021.  
Scan the QR code or click the link below.

[Data Collection Year 7 2021](#)



[St Augustine Academy Privacy Policies](#)

## HOME/ACADEMY AGREEMENT

We aim to provide students with a holistic education in a family environment that is built on faith school values. To achieve their full potential, we have expectations of behaviour and standards of all of our students. Our home/ Academy agreement places student learning at the forefront of our daily practice and expectations. St Augustine Academy is part of the Woodard Academies Trust which wishes to work together with parents/carers to promote equal opportunity and faith values. Please read the agreement below with your child and then both of you should sign where shown. You should also read the 'Home Learning Policy' on the Academy website.

### **An Academy student will:**

- Produce work to the best of their ability
- Adopt an attitude of hard work, self-discipline, organisation and independence in every lesson
- Meet homework and coursework deadlines set for them
- Be equipped for every lesson, theory and practical
- Attend the Academy, and every lesson, on time
- Be honest, polite, considerate and well behaved
- Take advantage of opportunities offered to them
- Follow Academy policies and procedures
- Wear full Academy uniform at all times
- Respect all staff, students and the buildings
- Follow teachers' instructions.

### **An Academy parent/carer will:**

- Support your child in every way to increase their chances of success
- Be involved with, and interested in, the daily homework that is set
- Ensure regular, punctual attendance
- Contact the Academy when your child is unable to attend and subsequently every day after
- Attend Parents' Evenings where possible with your child, or make alternative arrangements to attend a progress review meeting.
- Take part in progress and behaviour interviews
- Check the SIMS Parent App daily
- Endorse the Academy's policy on uniform.
- Acknowledge and reinforce the Academy's policies on attendance, absence, uniform & behaviour as detailed in the accompanying booklet

### **Parent/carer and student expectations of the Academy:**

#### **The Academy is committed to:**

- High expectations for your child
- Informing parents of Academy developments
- Setting and marking homework and classwork in conjunction with the timetable
- Providing progress grades for parents/carers
- Recognition of achievement
- Contacting you if there is a cause for concern
- Offering opportunities for students to continue their studies after the end of the school day
- Taking every reasonable measure to ensure the safety of students on the site
- Listening to and valuing parental and student contribution.

*I have also read the Home Learning Policy on the Academy website.*

## PARENTS / CARER ICT ACCEPTABLE USE

Parents/Carers are requested to show their support of the Trust in this important aspect of the Academy's work.

Online channels are an important way for Parents/Carers to communicate with, or about, our school.

The Academy uses the following official communication channels:

- Email/text groups for parents (for school announcements and information)
- Our virtual learning platform
- Our official social media pages



<https://www.facebook.com/saa.woodard>



<https://www.instagram.com/saawoodard/>



<https://twitter.com/saaprincipal>



<https://www.youtube.com/channel/UCQFklxJaiZgdiFoaohWcJqg>

Parents/Carers also set up private/independent channels to help them stay on top of what's happening in their child's school. For example, class or year Facebook groups, email groups or chats (through apps such as WhatsApp).

When communicating with the Academy via official communication channels, or when using private/independent channels to talk about the school,

I will:

- Be respectful towards members of Staff, and the Academy, at all times.
- Be respectful of other Parents/Carers and Students.
- Direct any complaints or concerns through the Academy's official channels, so they can be dealt with in-line with the complaints procedure.

I will not:

- Use private groups, the Academy's official communication channels or personal social media to complain about or criticise members of Staff. This is not constructive, and the Academy cannot improve or address issues if they aren't raised in an appropriate way.
- Use private groups, the Academy's official communication channels or personal social media to complain about, or try to resolve, a behaviour issue involving other Students. I will contact the Academy and speak to the appropriate member of Staff if I'm aware of a specific behaviour issue or incident.
- Upload or share photos or videos on social media of any Student other than my own, unless I have the permission of other student's Parents/Carers.

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of Academy staff. I agree to the conditions set out above for pupils using the Academy's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

## **STUDENT ICT ACCEPTABLE USE**

Students are requested to show they agree with the acceptable use of the Academy's ICT facilities and internet. Only once agreement has been given will access to the internet be permitted.

When using the Academy's ICT facilities and accessing the internet in school,

I will not:

- Use them for a non-educational purpose.
- Use them without a teacher being present, or without a teacher's permission.
- Use them to break school rules.
- Access any inappropriate websites.
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity).
- Use chat rooms.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails.
- Share my password with others or log in to the school's network using someone else's details.
- Bully other people.
- I understand that the Academy will monitor the websites I visit and my use of the school's ICT facilities and systems.
- I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
- I will always use the Academy's ICT systems and internet responsibly.
- I understand that the Academy can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action.

The Academy may exercise its right by electronic means to monitor the use of the Academy's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for retrieving and storing text or imagery which is unauthorised or unlawful.



## **PHOTOGRAPHY CONSENT AND USE OF DIGITAL/VIDEO IMAGES**

Please read in conjunction with the ICT and Acceptable Use of the Internet policy.

The use of digital/video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of the Academy. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the Academy website and social media channels and occasionally in the public media.

The academy will comply with the seven key principles of GDPR and request Parents/Carers permission before taking images of members of the Academy. We will also ensure that when images are published, that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, Parents/Carers are welcome to take videos and digital images of their children at Academy events for their own personal use (as such use is not covered by the Data Protection Act). In order to respect everyone's privacy - and in some cases, protection - these images should not be published or made publicly available on social networking sites, nor should Parents/Carers comment on any activities involving other students in the digital/video images. Additionally, in accordance with the Academy policy, Parents/Carers are welcome to take videos or digital images of their children at Academy events for their own personal use.

However, as it is not possible for Parents/Carers to know which students, ex-students and/or members of staff have denied permission for their photos to be taken, Parents/Carers must not take photos and/or share such images on social media of other St Augustine Academy students (current or otherwise) or members of staff who are taking part in, or attending, performances, events, sporting fixtures, etc. Under no circumstances must photos/digital images be altered/manipulated in any way and for any purpose.

Parents/Carers are requested to give their agreement to allow the Academy:

- To take and use images of their children
- To agree that if Parents/Carers take images of children other than their own, they will abide by these guidelines in the use of the images.