



St. Edward's Church of England Academy

Instruction Booklet for completing Pupil Information Microsoft Form



St Edward's
Church of England
Academy

The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

***"Show proper respect to everyone"
1 Peter 2:17***



PUPIL DETAILS - QUESTIONS 1 to 12

Please answer every question to ensure data accuracy:

Pupil Legal Surname – the surname of your child which is on their birth certificate – please type in the box provided

Pupil Preferred Surname – please type in the box provided

(please provide a copy of the relevant documents supporting this to the email address above*)

Pupil Legal Forename – the surname of the child on their birth certificate – please type in the box provided

Pupil Preferred Forename – the name the child is known as – please type in the box provided

Date of Birth – please type in the format Day/Month/Year (e.g. 01/04/2023)

Sex of Pupil – please click on an option

Pronoun – please type in the box provided if appropriate

Current address – please type in the box provided and include your postcode

Does your child have any siblings at St Edward's Academy – please click "Yes" or "No" in the box provided

If "Yes" – please provide the siblings full name and tutor group

Is your child a twin or triplet – please click "Yes" or "No" in the box provided

If you answer "Yes" – would you like them placed together

– please click on an option

If required, would you rather they were placed in their siblings House or with their friendship group

PUPIL ARRANGEMENTS – QUESTIONS 13 to 15

Does your child live with both parents who are named on the child's birth certificate – please click "Yes" or "No" in the box provided

Pupil Arrangements – do any of the following apply to your child - please click on an option

- Residency order – please email a copy to the address at the top of this page* clearly stating the name of the pupil
- Court order – are there any court orders in place regarding contact - please email a copy to the address at the top of this page* clearly stating the name of the pupil
- Foster Care
- Adopted – please email a copy to the address at the top of this page*
- Social worker

Who has parental responsibility - please click on an option

- Mother and Father
- Mother only
- Father only
- Grandparent
- Carers
- Other – please email us details to the address at the top of this page*

EMERGENCY CONTACT – QUESTIONS 16 to 25

1st contact - this person will be contacted first in the case of an emergency or if your child is ill - please type details in the box provided

Note: First contact must have parental responsibility. Texts and emails from the Academy will be sent to this person

Email address for transition: transitionform@st-edwards.staffs.sch.uk



Who is the first emergency contact – please provide full name

First emergency contact details – please provide name and address

Mobile Telephone Number

Home Telephone Number

Work Telephone Number

First emergency contact email address – please provide email address

Relationship to Child – please let us know the relationship of the contact to the child (e.g. Father/Mother etc.)

2ND CONTACT

Who is the second emergency contact – please provide full name and address

Mobile Telephone Number

Home Telephone Number

Work Telephone Number

Second emergency contact email address – please provide email address and advise us if they wish to receive texts or emails from the school

Relationship to Child – please let us know the relationship of the contact to the child (e.g. Father/Mother etc.)

CONTACT DETAILS OF ANY OTHER EMERGENCY CONTACT

Full Name

Mobile Telephone Number

Home Telephone Number

Work Telephone Number

Relationship to the Child

EMERGENCY CLOSURE – QUESTIONS 26 to 28

In the event of an Emergency Closure, **information is communicated via text message to the** mobile number of the 1st priority parent/guardian

In the event of an Emergency Closure – please chose one option only:

- My child will **walk home** to the safe address provided - it can be your home address. If it is not your address please advise whose address your child will be going to.
- My child will go home by bus to the safe address provided - please advise whose address your child will be going to if it not your home address.
- My child is **not to leave school until I collect** him/her from school.

If your child is travelling home/being collected from school **with a sibling**, please confirm – sibling's name and tutor group

Note: it is the responsibility of parents/guardians to update the school if any details change.

In the event of an Emergency Closure, the above information will be strictly adhered to. Please see our Emergency Closure Procedure in the 'Parent and Carers Section' on the school website.

GENERAL INFORMATION – QUESTIONS 29 to 39

This information is required by the Department for Education as part of the Academy's Census return.

Place and Country of Birth – please type details in the box provided

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St Edward's Church of England Academy

Nationality – please type details in the box provided

Proficiency in English – please click on an option

- a) New to English
- b) Early acquisition
- c) Developing competence
- d) Fluent

Ethnicity – please click on an option

First Language – please type details in the box provided

Religion – please click on an option

Has your child been baptised (christened) - please click “Yes” or “No” in the box provided

Does your child receive free school meals - please click “Yes” or “No” in the box provided

(If **No**, and you feel you may be eligible for free school meals, please contact Staffordshire County Council through their website: www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx)

Does your child have an Education Health and Care Plan (EHCP)? If they do please give further information – please type details in the box provided

GDPR - It is the responsibility of the parent/guardian to make sure permission has been given by the named emergency contacts for St Edward's Academy to hold their personal data. Please confirm by clicking on the box provided.

Consent should be confirmed for any family member/relative for us to hold their personal data provided by you (e.g. their contact details) on our Academy systems during your child's education at the Academy.

*To opt out please contact the school office using the contact form on the academy website



HOME SCHOOL AGREEMENT

Please confirm that the pupil/parents/guardians have read and discussed the Home School Agreement – by clicking the box provided

Academy Vision: Allowing all to live life in all its fullness	Our Academy Values	As an Academy, we will	As a Parent, I will	As a Pupil, I will
	Recognise Article 28 Every child has the right to education Article 24 Every child has the right to the best possible health (Genesis 1:27)	Provide a varied curriculum with RE at the centre. Enable all to flourish and so enjoy life to the full by providing a safe and caring place. Provide high quality PE, Personal Social Health Education, free school meals, and extra-curricular opportunities. Protect pupils' right to privacy and ensure pupils understand how to keep themselves safe online.	Support the Academy's policies for discipline and behaviour. Attend Parents' Evening and read letters sent home. Support and inspire my child.	Be sensible, polite and considerate to others. Tell an adult if something is worrying me or something important happens. Be inspired and think about my future.
	Encourage Article 3 The best interests of the child must be the top priority in all things affecting them (1 Peter 4:10)	Work closely with parents and guardians as partners in our learning community. Encourage all to lead, learn and live life in all its fullness.	Make sure the Academy is kept fully informed of anything that might affect my child's work, behaviour or attendance.	Suggest, take part in and lead activities. Be an advocate for change.
	Strive Article 29 Education must develop every child's personality, talents and abilities to the full (Philippians 4:13)	Set targets to challenge all to strive to do more and achieve more in order to be more. Provide support for future pathways in education and work. Monitor attendance and punctuality. Provide support with attendance issues.	Ensure that my child attends school regularly and punctually, fit to work and with the correct uniform and equipment.	Attempt all classwork and homework tasks to the best of my ability. Attend school regularly. Behave in a polite and supportive manner.
	Prepare Article 5 Children should be directed and guided as they grow up (Luke 1:37)	Provide opportunities which prepare pupils to become active citizens. Remove barriers to pupil achievement and celebrate success. Help pupils prepare for their future by teaching them about careers and higher education.	Talk to my child about what they enjoy at school and encourage them to engage with activities.	Wear the correct uniform and be tidy in appearance. Bring the correct equipment to school. Take care with school equipment.
	Empathise Article 42 Governments should make the Convention known to children and adults (Ephesians 4:2)	Make ethical decisions in the leadership of our Academy. Deliver a curriculum within a framework of the Rights Respecting Schools Award, the International Schools Award and the Global Goals which encourages pupils to empathise with others and become 'global citizens'. Challenge stereotypes and celebrate our diverse talents.	Respect my own child's rights and the rights of other children and their families. Embrace diversity and equality for all.	Treat everyone with respect. Be a courageous advocate for change.
	Christian Article 14 Every child has the right to freedom of thought, belief and religion (John 3:16)	Provide pupils with the opportunity to explore and challenge our own and others' viewpoints of the Church. Examine different faiths, backgrounds and outlooks on life. Teach powerful social action to every pupil.	Encourage my child to discuss their beliefs and those of others with respect.	Share opinions respectfully and listen to the opinions of others. Celebrate and respect diversity and equality.
	Teamwork Article 31 Every child has the right to relax, play and take part in a wide range of cultural and artistic activities Article 12 Every child has the right to have a say in all matters affecting them (Romans 12: 4-8)	Provide opportunities for pupils to work with each other in a range of settings: PE, fieldwork, music and drama. Promote teamwork to develop a better understanding of who we are and our responsibilities to others. Listen to the views of pupils and encourage them to take an active role in Academy life: School Council, 10:10 Ambassadors and Antibullying Ambassadors. Campaign to ensure the world God created is safe and protected.	Support my child and encourage them to take part in extra-curricular activities.	Take part in team activities, work with other pupils and treat others with respect, dignity and equality.

The Articles above relate to the Articles of the United Nations Convention on the Rights of the Child.

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INTERNET PERMISSION

Please confirm that the pupil/parents/guardians have read and discussed the 'Rules for Responsible Use of the Internet' and agree to follow them – by clicking the box provided

Rules for Responsible Use of the Internet

I will ask permission from a member of staff before using the internet and I will not use the internet if a member of staff is not present.

I will use only my own login and password for the school network and Learning Platform which I will keep secret. This means that I will not share this information with anyone, not even a close friend.

I will not access other people's files and work areas.

I understand that the school reserves the right to delete any files that may be held on the school network or Learning Platform.

I will use the computers only for school work and homework. I will not bring USB sticks or other storage media into school.

I will not damage hardware or intentionally waste resources e.g. printing pointlessly.

I will only use email when given permission to do so and I will only email people I know, or my teacher has approved.

The messages I send will be polite and sensible. Any use of email and other electronic media to bully or hurt others will lead to contact with your parents/guardians and may involve incidents being reported to agencies such as the police.

I will not upload photographs or give my home address, phone number or other personal details of myself or other people or arrange to meet someone.

I will not use websites or software that bypasses the school's e-safety and internet filtering systems.

I know that my usage of ICT, including email and web browsing, can be checked and logged and that my parent/guardian will be contacted if a member of school staff is concerned about my e-safety or my ICT activities.

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted.

Please note: Anyone not following the 'Rules for Responsible Use of the Internet' will have their access denied for a period of time and their parent/guardian will be informed.



PHOTOGRAPHY, SOCIAL MEDIA AND VIDEO CONSENT

At St Edward's Academy we like to celebrate the successes and achievement of our pupils by taking photographs and videos to appear on displays in corridors and in classrooms, on the Academy website, on the Academy social media channels, and in key Academy publications such as the prospectus and newsletters.

Photographs and video images are classed as personal data. For this reason, we require the consent of the individual concerned or – in the case of pupils – their parent or guardian before we can display images of pupils - please click in the box on the form to confirm agreement.

EDUCATIONAL TRIPS AND VISITS/P.E. SPORTING ACTIVITIES/MATCHES/PRACTICES

I give permission for my child to take part in off-site activities/visits organised by the Academy and I understand and accept the following condition (please note that individual notification of each Academy visit/activity will be sent to parents/guardians at the time of the visit/activity) – please click in the box on the form to confirm agreement.

I agree that medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anesthetic and to surgical operations in the case of emergency, in accordance with the recommendation of a qualified practitioner – please click in the box on the form to confirm agreement.

I acknowledge that my child's behaviour may be taken into account when organising trips – please click in the box on the form to confirm agreement.

MEDICAL INFORMATION – QUESTIONS 40 to 46

Does your child have any medical conditions? – please click “Yes” or “No” in the box provided

Please tell us more about their condition(s)/allergies/asthma etc. – please type in the box provided

Does your child take any medication? – please type in the box provided - please let us know the name of the medication, where is it taken (home or school)

Does your child currently have a medical care plan? – please click “Yes” or “No” in the box provided

Is there any other additional medical information we may require regarding your child? – please type in the box provided

Does your child have any dietary requirements? – please type in the box provided

Doctors Details - please type in the box provided the name of your child's doctor, the name of the medical practice, their address and telephone number

Please Note:

Asthma inhalers and adrenalin pens need to be sent to the school office and a spare kept in your child's bag. All other medication to be handed in at the school office. Owing to our Supporting Pupils with Medical Conditions Policy, please send medication in the original packaging with medication instructions which have been prescribed by your doctor.



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FRIENDSHIP INFORMATION – QUESTIONS 47 to 49

Please type in the box provided the first name, surname and school (if not the same school as your child) of any pupils your child would prefer to be grouped with up to a maximum of 3 pupils. We will do our very best to ensure that your child is in a tutor group with at least **one** of their friends. **Although this cannot be guaranteed, it is much more likely to happen where more names are given.**

Please list any pupils your child would NOT like to be grouped with – please type in the box

ADDITIONAL INFORMATION – QUESTIONS 50 to 51

Is your child a Young Carer? – please click “Yes” or “No” in the box provided

Is either parent serving in the Armed Services (currently or in the last 3 years)? – please click “Yes” or “No” in the box provided.



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APPENDIX 1 - CONSENT FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please refer to the Biostore Cashless Catering information below and then give consent to St Edward's Church of England Academy for the biometrics of your child to be used as part of a recognition system as described in the separate information provided. You can withdraw this consent at any time in writing

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.



Dear Parent/Guardian

CASHLESS CATERING

We are pleased to announce that we introduced a cashless catering system in January 2019 alongside our biometrics partner, Biostore. This system allows us to continue with the development of the school meal service and provides us with a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day. As the facility is biometric (see FAQs), there is no need for pupils to carry a card as the system will recognise the thumb of each pupil at both the in-school pay points and the tills. ParentPay is also a convenient method for parents to monitor their child/children's meal choices.

Any amount of money can be paid into a pupil's account, and any money spent on food and drink will be deducted on a daily basis. We have two payment options available to you: online payments through Parent Pay or coin and note payments at the revaluation pay points that are installed in school. All payment options are explained within the FAQs attached.

A daily 'spend limit' of £5 is programmed into the system. No cash is accepted at the tills. Pupils will be given training on how to use the system.

We would like to make it clear that St Edward's Church of England Academy complies at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian is required to read, consent (by completing) the form in the Pupil Information Pack. We also offer an opportunity to 'opt out' for those pupils who, upon consideration, would prefer to use alternative forms of identification. Please note that PIN codes do not have the same level of security and it will be your child/children's responsibility to remember the code and keep it secure at all times.

FAQs: The below information should answer any questions you may have.

IMPORTANT NOTES FOR PARENTS/GUARDIANS

Background to the use of biometrics in school

Email address for transition: transitionform@st-edwards.staffs.sch.uk

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including, for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we record a biometric measurement taken from a thumb, but not a thumb image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012 and The General Data Protection Regulations 2018

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain which applications use biometrics.
- Receive written permission from a parent or guardian if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Please note that children under 18 who do not have permission will not be able to use existing or new biometric systems when using services in schools.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form in the Pupil Information Pack. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school using the contact form on the academy website: [Contact - St Edwards Church of England Academy](#)