



# Springwood

High School

WELCOME!

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# WELCOME TO SPRINGWOOD HIGH SCHOOL

## *Introduction*

### *From the Executive Headteacher: Mr Johnson*

May I offer a warm welcome to Springwood High School during a challenging time for our country and the world as a whole. We are planning for your child to join us in September if conditions allow. We will also ensure they have the on-site transition time that they have missed this term as soon as we are able. Our staff and current students are looking forward to the new Year 7 joining us and we are working hard to prepare an excellent and exciting curriculum for them.

The school has a long and proud history of serving the young people of King's Lynn and West Norfolk. We feel that the school has a unique ethos that provides a calm and caring learning environment that is focused on student achievement and engagement.

The School has a clear strategic vision for the future based around four key areas:-

Maximising Student Achievement and Learning

Ensuring that every student is engaged with the school

Ensuring our students have access to world class resources

Delivering outstanding teaching and learning

I trust that you and your child will make the most of the opportunities that are available at Springwood High School.

**Mr A M Johnson**

**Executive Headteacher**

June 2020

# SCHOOL TERMS & HOLIDAYS 2020 - 2021

TERM	OPENING DATE	CLOSING DATE
Autumn 1 <sup>st</sup> half term*	Monday 7 <sup>th</sup> September 2020	Thursday 22 <sup>nd</sup> October 2020
Autumn 2 <sup>nd</sup> half term	Monday 2 <sup>nd</sup> November 2020	Friday 18 <sup>th</sup> December 2020
Spring 1 <sup>st</sup> half term	Monday 4 <sup>th</sup> January 2021	Thursday 11 <sup>th</sup> February 2021
Spring 2 <sup>nd</sup> half term	Monday 22 <sup>th</sup> February 2021	Friday 26 <sup>th</sup> March 2021
Summer 1 <sup>st</sup> half term	Monday 12 <sup>th</sup> April 2021	Friday 28 <sup>th</sup> May 2021
Summer 2 <sup>nd</sup> half term	Monday 7 <sup>th</sup> June 2021	Wednesday 21 <sup>st</sup> July 2021

\* Year 7 and 12 pupils start, Years 8-11 start on Thursday 10<sup>th</sup> September 2020  
(this is subject to change, depending on government guidance)

**Training days: Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2020  
Friday 23<sup>rd</sup> October 2020, Friday 12<sup>th</sup> February 2021**

**MAY DAY CLOSURE – Monday 3<sup>rd</sup> May 2021**

## THE SCHOOL DAY

<b>08.50 – 09.15</b>	<b>Tutor Time</b>
<b>09.15—10.15</b>	<b>Lesson 1</b>
<b>10.15—11.15</b>	<b>Lesson 2</b>
<b>11.15 – 11.35</b>	<b>Morning Break</b>
<b>11.35 – 12.35</b>	<b>Lesson 3</b>
<b>12.35 – 13.25</b>	<b>Lunchtime</b>
<b>13.25 – 14.25</b>	<b>Lesson 4</b>
<b>14.25 – 15.25</b>	<b>Lesson 5</b>

# CHILD PROTECTION POLICY

At Springwood High School we are committed to promoting the health & welfare of all pupils and making sure that every child has the chance to fulfil their potential. We have a Child Protection Policy which means that we are required by law to follow certain procedures if we feel that one of our pupils is at risk from neglect or abuse.

There is always someone in school who will be able to listen to your child and offer advice and a member of staff who is well trained in dealing with Child Protection matters. However, we cannot always keep things confidential as the procedures we have to follow state that we sometimes have to pass on information.



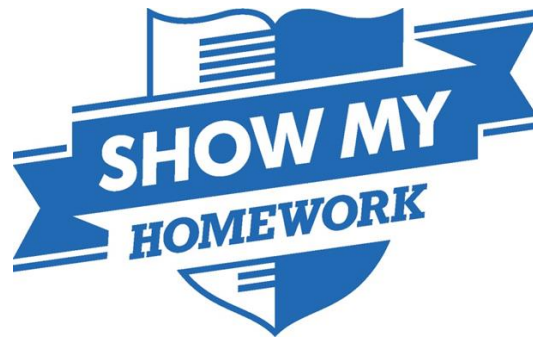
Protecting **children** is  
**EVERYBODY'S**  
**BUSINESS**

## PEOPLE WHO WILL HELP YOUR CHILD

**All** the teachers & support staff in the school will help your child: tell them not to be afraid to ask.

Your Head of Year, Year Manager & Form Tutor are good people to turn to with any questions or uncertainties. Mr Johnson is our Executive Headteacher.

Mrs Bunting is our SENCO. This means Special Educational Needs Coordinator. She has a team of teaching assistants who go into lessons to help pupils who have difficulties at school.



Show My Homework is an online facility used at Springwood High School to record and monitor homework. It allows all pupils and parents to view the homework set by all subject teachers. With a unique login, pupils can look at their own diary which will help them to focus on what homework they need to complete. The diary can be found at:

**<https://springwoodhigh.showmyhomework.co.uk>**

It has been proven that homework contributes to increased attainment. It allows learners to practise key skills or extend their knowledge outside the classroom. The diary will also allow parents to support this process by working with their child to manage their homework load and ensure it is completed to the best of their ability.

You and your child will receive login details at the beginning of term in September. If you or your child experience any problems accessing the site, please let your Year Manager know.

# COPIES OF CONSENT FORMS – for reference

## CASHLESS CATERING/PRINTING/LIBRARY

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### BioStore System

Dear Parent/Guardian

We are writing to inform you of the BioStore system that is used at Springwood High School.

The BioStore system incorporates the Cashless Catering and Library Biometric system with our Konica Minolta printing system. Students use the biometric facility when purchasing from the school canteen or borrowing a school library book. This system is also used when students want to print out their work using their thumbprint with our Konica printers.

We have chosen the BioStore system which uses the latest biometric technology to scan the student's finger. This generates a unique number which is used to identify your child and allows them to use all three systems. The fingerprint image is not stored and can only be used by these systems.

In accordance with the Protection of Freedoms Act 2012, Springwood High School requires parental consent to use your child's fingerprint as part of the biometric recognition system, we therefore ask you to complete the slip below and hand it in during your one to one meeting with staff or return the slip to Springwood High School **ASAP**. This will allow us time to set up your son or daughter with a Biometric account. This information will be processed in compliance with the Data Protection Act 2018 at all times.

This consent will continue until the child either leaves the school or stops using the system. Once your child stops using the system, their biometric information will be securely deleted by the school. Parents have the right to withdraw their consent at any time by following the procedure outlined below.

Pupils who wish to opt out of the fingerprint system will be issued with a unique pin number which can be used at the printers, canteen tills and the Library.

I give consent that my child can be registered into the Biometric system using Biometric technology. This includes using the cashless catering, library and printer facilities.

(Tick appropriate box)

Yes  
No

I would like the maximum daily spend limit to be £.....

If your child is entitled to a free school meal, please enter FSM. However, if you require an additional amount to the £2.20 allowance please enter FSM + (the amount).

Signed: .....

Name of Parent/Guardian:.....

Date: .....

## FOOD ALLERGY

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Dear Parent/Carer

I am writing to inform you that your child, as part of Design Technology lessons at Springwood High School, will be undertaking practical food lessons. During such lessons we will be preparing and cooking a variety of dishes. Please note that currently Food Technology is a compulsory subject for all students in KS3.

We do, except under exceptional circumstances, expect you to provide the ingredients to make these dishes, as and when necessary.

Pupils will also have the opportunity to participate in taste testing as part of some lessons. Of course, this taste testing is optional and down to pupils' preference.

In order to ensure the health and welfare of all pupils, we need to know if your child has an allergy to any food, or if they are not allowed to eat any particular foods. If these change over their time at Springwood, please ensure you contact the school immediately to notify us of any changes.

Best wishes

Miss S Beech

Head of Faculty

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My child has an intolerance to/is allergic to the following ingredients:

My child cannot eat the following foods due to our religion/cultural belief:

Signed: .....

Name of Parent/Guardian:.....

Date: .....

I confirm my child has no food allergies.



## PHOTOGRAPH/VIDEO USE

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Photo and Media permission terms of use.

You may withdraw your consent for us to process your child's image at any time. It is your responsibility to let us know if you want to change or withdraw your consent at any time.

- Photography or filming will only take place with permission of the headteacher or senior school staff and always under appropriate supervision.
- If additional details of a pupil are required to accompany an article or feature (such as for awards or prize ceremonies), permission will be sought prior to publication.
- Images of pupil's will be carefully selected and not used out of context.
- Historic photographs may remain on our school website and social media feeds.
- Home addresses or personal contact details of pupils will never be provided under any circumstances in any publications.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may use group or class photographs or footage with very general labels, such as "a Drama lesson or a math's session"
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Parents / Carers consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for.

There will be times when it is appropriate to take photographs/videos of our pupils for display boards, school website, social media, and promotional material . Occasionally our school may be visited by the media who may take photographs or video footage. In accordance with our obligations under the Data Protection Act 2018, we will prevent your child's image being used in this way unless you provide your consent below. All images of your child captured for these uses will be under our Photo and Media permission terms of use attached to this form and available via [dpo@westnorfolkacademiestrust.co.uk](mailto:dpo@westnorfolkacademiestrust.co.uk)

I give my consent for the school to use my child's image or work for the following purposes:

(Tick appropriate boxes)

Display Boards within the School	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School Social Media (Facebook, Twitter etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School Website	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Promotional Material used by the Trust (Banners, Posters, Flyers etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Media Appearances (newspapers, TV, websites)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School photographs taken by an external provider	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

To be made available for purchase directly from the third party photograph provider.

Signed: .....

Name of Parent/Guardian:.....

Date: .....

## COMPUTER SYSTEM

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### G Suite additional services parent or guardian consent

To parents and guardians,

At West Norfolk Academies Trust (WNAT), we use G Suite for Education as our hosted solution. G Suite for Education offers two categories of Google services:

1. **Core Service**
2. **Additional Services**

G Suite **Core Services** (like Gmail, Calendar, and Classroom) are the heart of Google's educational offering to schools. **Additional Services** (like YouTube, Maps, and Blogger) are designed for consumer users and can optionally be used with G Suite for Education accounts if allowed for educational purposes by a school's domain administrator.

Our ICT administrators determine which Google services their users can access, and are required to obtain consent for the use of the **Additional Services** as follows:

You Tube, Google Maps, Google Earth, Google photos, Google Forms, Google Groups, Google News, Google Sketch up.

To learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety.

I give permission for my child to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

(Tick appropriate boxes)

Use of the Internet

Yes

No

Gmail for Education Email System

Yes

No

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Please sign below to indicate that you consent to West Norfolk Academy Trust using the personal information provided above. Consent is entirely optional and can be withdrawn at any time via Parent app

Signed: .....

Name of Parent/Guardian:.....

Date: .....



### Parent app

The Parent app enables you to access achievement, progress, attendance and assessment information. You can also update personal information about your child using the data collection link. As a school this will enable us to improve how we engage with you and to assist you in supporting your child's progress.

### Registering for the Parent app

If you are not registered/have not received an email for the Parent app please complete this form and return it to school. If you are already registered please tick here.

### Install the app

From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**. From a PC or Windows phone, click the login button opposite.

### Expression of interest for Springwood SIMS Parent app

Please note that this service is only available to parents or those with parental responsibility and that evidence may be requested. For more information on how to apply for parental responsibility go to: <https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>.

In order for electronic invitations to be issued please provide the following information.

Parent/Carer 1 –	Parent/Carer 2 –
Name:	Name:
Email address:	Email address:
Signature:	Signature:

The information you have given on this form will be held by the school and Capita SIMS. For more information on how Capita will use your personal data please see their Privacy Notice ([www.capita-sims.co.uk/privacy-notice](http://www.capita-sims.co.uk/privacy-notice)) For further information on how West Norfolk Academies Trust handle your personal information, please see our Privacy Notice at [www.westnorfolkacademiestrust.co.uk](http://www.westnorfolkacademiestrust.co.uk).

All information given will be held in the strictest confidence under the applicable data protection and privacy laws including the Data Protection Act 2018, as amended or replaced from time to time.



## HOME-SCHOOL AGREEMENT

### The School will:

- Provide regular information to parents about pupil's progress and achievements
- Arrange Parents' Consultations so that the pupil's progress can be discussed
- Inform parents about school activities through a variety of mediums especially the website and newsletter
- Regularly set and mark homework
- Inform parents of any concerns or problems affecting their child's work or behaviour
- Contact parents if there is a problem about attendance, punctuality or equipment

### The Parent(s)/Guardians(s) will:

- Ensure that the pupil attends school regularly, punctually and properly dressed and equipped
- Inform the school of any problems which might affect the pupil's work or behaviour
- Support the school's behaviour policy
- Support the pupil in completing homework and regularly sign the pupil's Homework Diary
- Attend Parent's Consultations

### The Pupil will:

- Attend school regularly, punctually, dressed in current full school uniform and properly equipped for lessons
- Follow the School's behaviour and homework policies
- Be polite and respectful of themselves, other students and all staff working in the school
- Look after and respect the school environment
- Always strive to achieve their best in all aspects of school life, both in and outside of the classroom
- Be proud of being a Springwood High School student and uphold the standards expected of a student in the wider community

(Headteacher) \_\_\_\_\_

(Pupil) \_\_\_\_\_

(Parent/Guardian) \_\_\_\_\_

Date \_\_\_\_\_