

The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

Acting Headteacher: Mr Mike Hoffmann BSc Hons, PGCE, NPOH

June 2019

Dear Parents

Transition to the Sir John Colfox Academy September 2019

I am delighted to hear that your child will be joining our Year 7 intake in September 2019 and would like to take this opportunity to welcome you as new members of our community at The Sir John Colfox Academy. This is the start of what is likely to be a seven year learning journey for your child. Applications have been very high this year due to an increasing number of students from our catchment area making us their first choice application.

The transition process has begun and Graham Farrow (Head of Year 7) has been making visits to the primary schools to talk with the students about the transition process and what to expect when they start in Year 7. He is also meeting with the Year 6 teachers to discuss individual children's needs and to enable him to place them into both a tutor group and into the appropriate teaching groups. Mr Glover and Mrs Baker from the SEN department have also been visiting the primary schools to discuss the requirements and provision for any children who have special educational needs.

At this stage, I would like to draw your attention to some important dates. On Tuesday 25 June at 7.00pm, there is the Year 6 Parents Evening. I very much look forward to welcoming you to the school for this event, which will be an opportunity to meet myself and other key staff and to ask any questions you may have. Most importantly, you will have the chance to meet your child's Form Tutor, the Head of Year 7 and their House Co-ordinator.

On Thursday 27 June there is a Year 6 Induction Day. This is a great opportunity for the children to spend a full day with us, get to know their way around, meet our staff and perhaps most importantly, meet the other children who will become their new classmates. By the end of that day we would hope that everyone is feeling confident about the process of moving schools.

In the meantime if there are any questions or concerns that you have about this whole process or specific details that you may wish to discuss concerning your child's needs then Graham Farrow will be happy to discuss these with you on the telephone, or you can make an appointment to come in to the school. I would also encourage those parents whose children have special needs to contact Bryan Glover for an individual appointment – the more we know, the better we can support students in September.

I understand that this can be a worrying time for parents as well as for children and we will endeavour to do all that we can to make the process as smooth as possible. I would also



The Sir John Colfox Academy Trust part of the Minerva Learning Trust (Dorset) which is a charitable company Limited by guarantee and registered in England and Wales with Company Number 8561222.

The Registered office is at: The Sir John Colfox Academy, The Ridgeway, Bridport, Dorset DT6 3DT
Tel: 01308 422291; Email: office@colfox.dorset.sch.uk

encourage you to have a look at our website at www.colfox.org where you will be able to find lots of information about the school including updates on news, events and student achievements. School policies are available on the website as well.

Important Forms Enclosed

Please could you fill in the enclosed forms and return to us by Friday 21 June -

Personal Information Form – This enables the school to record an accurate record of your child's details in our management information system. Without this form we are unable to set up your account for My Child at School or e-contact (parent mail)

Home-School Agreement – Please read through with your child, sign and return

Biometric Consent Form – We have recently moved from using lunch cards to a biometric system with finger print scan. Parents will be able to top up their child's lunch money via an online payment system (Wisepay). To ensure this is in place for when your child starts in September, please sign and return the enclosed consent form so we can do the fingerprint scanning on the Induction Day (Thursday 27 June). We will not be able to scan your child's fingerprint without it.

School Uniform

Please find enclosed a school uniform guidance sheet. Our uniform supplier is KITZ UK. All orders should be placed via their website www.kitzuk.co.uk (On-line orders must be placed by 15 August 2019 in order for it to arrive in time for the start of school in September) or you can visit their shop in Sherborne -

Units 1 + 2 South Western Business Park, Sherborne, Dorset, DT9 3PS
01963 251645

All delivery information, shop opening hours, pricing and uniform requirements are on the website. A representative from Kitz UK will be attending the parents evening on Tuesday 25 June to give parents the opportunity to see samples and sizes of the uniform and to help with any queries.

Finally I would really like to take this opportunity to welcome you as members of The Sir John Colfox Academy once more and I really do look forward to meeting you in June

Yours sincerely



Mike Hoffmann
Acting Headteacher

Encs.

THE SIR JOHN COLFOX ACADEMY



PERSONAL INFORMATION FORM FOR NEW STUDENTS – updated May18

Schools hold and process a variety of information on their pupils which is necessary to support their learning. From time to time, schools are required by law to pass on some of this information to other educational and healthcare organisations. This is in order to run the education and healthcare services.

This form requires separate signatures for different types of data we collect. We only collect data in accordance with the General Data Protection Regulation, 2018. Please refer to our Privacy Notice in school or on the school website for details on how and why we collect this information and your child's rights as a data subject.

For pupils of 13 years and over, the school is legally required to pass on certain pupil information to Ansbury - the Government's support service for all young people aged 13 to 19 in England. However, parents, or the pupils themselves once they are aged 16 or over, can ask that no information beyond the name and address (which is compulsory for pupil and parent) be passed on.

1. Please complete this form in ink and block capitals
2. Changes of circumstances should be notified to the school immediately.
3. The personal information provided on this form will be recorded on the school computer Management Information System (Bromcom).
4. Please fill in all sections and return to the school office.

| STUDENT DETAILS | |
|---|---------------------|
| Legal Surname: | Legal Forenames |
| Preferred Surname: | Preferred Forename: |
| Date of birth: | Gender: Male Female |
| Main Home Address: | Home Telephone No: |
| Post-code: | |
| Child in Care before Adoption: <input type="checkbox"/> | |

| Other children in your family attending this school | |
|---|-------------|
| Name | Tutor Group |
| Name | Tutor Group |

| PARENTS/GUARDIANS | |
|--|---|
| If your child lives with both parents, then both parents will be recorded as Priority 1 on your child's record. Please provide contact details. | |
| Priority Contact 1 | |
| Title: | First Name: |
| Surname: | *Main e-mail address: |
| Personal Mobile Number: | Home Telephone: |
| Work Telephone Number and place of Work: | Member of UK armed forces: <input type="checkbox"/> |
| Which of the above contact numbers should be used as your main contact number: | |
| Personal Mobile | Home Telephone |
| | Work Number |
| Relationship to Student: | |
| Father | Mother |
| Step-Parent | Guardian |
| | Other |
| *Communication with parents via e-contact | |
| We have improved communication with parents by using email to send general written communications and text message notifying you if your child is absent from school without a known reason/school closure. We will not pass your contact details on to third party organisations without prior consent from you. (ensure that mobile number and e-mail address is provided). | |
| <i>I consent to my phone number and email address being stored on the school information system (Bromcom) for communication purposes.</i> | |
| Signed: Date: | |

| | |
|---|---|
| Priority Contact 1 | |
| Title: | First Name: |
| Surname: | *Main e-mail address: |
| Personal Mobile Number: | Home Telephone: |
| Work Telephone Number and place of Work: | Member of UK armed forces: <input type="checkbox"/> |
| Which of the above contact numbers should be used as your main contact number: Personal Mobile Home Telephone Work Number | |
| Relationship to Student: Father Mother Step-Parent Guardian Other | |
| <i>I consent to my phone number and email address being stored on the school information system (Bromcom) for communication purposes.</i> | |
| Signed:Date: | |

If parents are separated the parent who the child doesn't reside with as their main residence will be recorded as priority 2 on your child's school record.

| | |
|---|--------------------------|
| Priority Contact 2 | |
| Title: | First Name: |
| Surname: | Main e-mail address: |
| Mobile Number: | Home Telephone: |
| Can be contacted in an emergency? Yes No | |
| Can the address and contact number be disclosed to the child? Yes No | |
| Home Address | Relationship to Student: |
| Postcode | |
| Would like to receive copies of Pupil Reports and School Correspondence? Yes No | |
| Would like to have access to 'My Child at School' Parental Portal? Yes No | |
| Other Information which you want the School to be aware of: | |
| <i>I consent to my phone number and email address being stored on the school information system (Bromcom) for communication purposes.</i> | |
| Signed:Date: | |

| | |
|---|--------------------------|
| Any Other Contacts will be recorded as Priority 3 | |
| Title: | First Name: |
| Surname: | Contact Number: |
| Address: | Relationship to Student: |
| Postcode | |
| <i>I consent to my phone number and email address being stored on the school information system (Bromcom) for communication purposes.</i> | |
| Signed: | |
| Date: | |

| | |
|---|--------------------------|
| Priority 3 | |
| Title: | First Name: |
| Surname: | Contact Number: |
| Address: | Relationship to Student: |
| Postcode | |
| <i>I consent to my phone number and email address being stored on the school information system (Bromcom) for communication purposes.</i> | |
| Signed: | |
| Date: | |

| School History – Please provide details of your child’s previous school | |
|---|--|
| Previous School Name: | |
| Address: | |
| Telephone Number: | |
| Email address: | |
| Date of entry: | |
| Date of leaving: | |

THIS SECTION MUST BE COMPLETED FULLY

| ETHNIC/CULTURAL | | |
|--|------------------------|----------------------------|
| Ethnicity: Please Tick | | |
| White British | White Other | White Western European |
| White Eastern European | White European | White Irish |
| White & Asian | White & Black African | White & Black Caribbean |
| Any other mixed background | Bangladeshi | Indian |
| Nepali | Pakistani | Other Asian |
| Black African | Black Caribbean | Any other black background |
| Chinese | Gypsy | Roma |
| Traveller | Any other ethnic group | Refused |
| Country of Birth: Please Complete | | |
| United Kingdom | Ireland | Refused |
| Other (please state) | | |
| Date of arrival in UK: | | |
| | | |
| Nationality: Please Complete | | |
| United Kingdom | Ireland | Refused |
| Other (please state) | | |
| Religion: Please Tick | | |
| Buddhist | Christian | Hindu |
| Jewish | Muslim | No Religion |
| Other | Sikh | Refused |
| Home Language: Please Complete | | |
| First Language: Please Complete | | |

| Lunch | | | | | | | | | | | | | | | | |
|--|-----------------------|--------------|------------|---------|------|--------|------|--------------|---------|-------|------|----------|--------|-----------|--------|--|
| Type of meal provided for school lunch: Please circle | | | | | | | | | | | | | | | | |
| Own lunch provided | School Meal purchased | | | | | | | | | | | | | | | |
| Please state any special dietary needs your child may have or allergy information: Please tick | | | | | | | | | | | | | | | | |
| <table border="1"> <tbody> <tr> <td>Peanuts</td> <td>Milk</td> <td>Crustacean</td> <td>Soybean</td> <td>Fish</td> </tr> <tr> <td>Celery</td> <td>Nuts</td> <td>Sesame Seeds</td> <td>Mustard</td> <td>Lupin</td> </tr> <tr> <td>Eggs</td> <td>Molluscs</td> <td>Gluten</td> <td>Sulphites</td> <td>Other*</td> </tr> </tbody> </table> | Peanuts | Milk | Crustacean | Soybean | Fish | Celery | Nuts | Sesame Seeds | Mustard | Lupin | Eggs | Molluscs | Gluten | Sulphites | Other* | |
| Peanuts | Milk | Crustacean | Soybean | Fish | | | | | | | | | | | | |
| Celery | Nuts | Sesame Seeds | Mustard | Lupin | | | | | | | | | | | | |
| Eggs | Molluscs | Gluten | Sulphites | Other* | | | | | | | | | | | | |
| *Other – please state further information: <i>i.e. Allergy or intolerance; minor or severe; specific type of nut, gluten or other allergy.</i> | | | | | | | | | | | | | | | | |
| Free School Meal Entitlement (please attach evidence of entitlement) | | | | | | | | | | | | | | | | |

| Travel to School | Please Tick | | |
|--|--------------------------------|--------------------|----------------------|
| Usual method of travel to/from school: | Car/Van | Cycle | Walk |
| Taxi | Car Share (with another child) | Bus (type unknown) | Dedicated School Bus |
| Public Service Bus | Other (specify) | | |

MEDICAL DETAILS

- I give permission for my child to take part in trips and visits arranged by the school, including PE Fixtures.
- I will inform the school of any changes to the emergency contact information provided.
- I will inform the school of any changes to the medical conditions, allergy and dietary information provided.
- I agree to my child travelling by any form of public transport and/or in any approved motor vehicle driven by a suitably qualified and approved member of the party.
- I understand that arrangements for the care, supervision and discipline will be in accordance with the normal policies and practice of the school. I agree to reinforce the need for my child to follow the school's code of behaviour.
- I accept that neither the school, nor their representatives, can be held liable for the loss of personal effects or money.
- I understand and agree that if my child consumes alcohol or illegal substances on school trips they will be banned from taking part in any future school trips.

Emergency Medical Consent Given

I agree to my child receiving emergency medical treatment if necessary, I understand that the party leaders will do their best to contact me prior to any such treatment. I agree to my child being given one or two paracetamol tablets by the group leader for minor ailments as required

Yes No

Doctor's Name and Medical Practice Address:

Telephone Number:

Please provide details of any Medical Conditions your child has:

Does your child have a Medical Careplan: Yes No

Does your child have an Epipen: Yes No

THIS SECTION MUST BE COMPLETED FULLY**Photography and Video Parental Consent**

(1) I consent to my child being photographed or filmed on video to record and enhance their enjoyment of the curriculum (please tick the box as appropriate):

Agree

Disagree

We would like to use photographs and video to communicate with current parents/carers about important school news.

(2) I consent to photographs of my child being used in (please tick the box as appropriate):

| | Agree | Disagree |
|-----------------------------|-------|----------|
| School Newsletters | | |
| The school Website | | |
| The school Twitter Account | | |
| The school Facebook Account | | |

We would also like to use photographs and video to show the school to prospective parents and carers, celebrate successes publicly and for staff training purposes.

(3) I consent to photographs of my child being used in (please tick the box as appropriate):

| | Agree | Disagree |
|--|-------|----------|
| Staff presentations | | |
| Prospectuses or brochures | | |
| School displays or exhibitions | | |
| Leaflets or flyers about the school | | |
| Banners or signs | | |
| The local newspaper (please be aware that the local paper may link news articles to their Facebook and Twitter accounts) | | |

Electronic services

If your child is under 13 years, we require consent to set them up with a school email account and to add them to a variety of online educational software programmes to enhance their learning. Please indicate your preferences below:

I consent to my child participating in electronic services (please tick as appropriate):

| | Agree | Disagree |
|---|-------|----------|
| Internet Access at school | | |
| Office 365 email and associated Microsoft Office tools | | |
| online learning platforms, e.g. PixlEdge and Kerboodle. If you require information about these services, please contact the office. | | |

Signed:

Parent/guardian

Date:

Please notify the school (in writing) immediately of any changes to the information provided on this form.

The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

Acting Headteacher: Mr Mike Hoffmann BSc Hons. PGCE, NPQH

Bridport, Dorset DT6 3DT

Tel: 01308 422291

Fax: 01308 420036

**HOME – SCHOOL
AGREEMENT**

| | As a SCHOOL we are committed to: |
|----------------------------------|--|
| School Aims and Standards | <ul style="list-style-type: none"> ◆ Making sure that students feel safe, secure and self-confident. ◆ Offering students the opportunity to obtain the qualifications and skills they need. ◆ Offering students challenging and stimulating tasks to promote the full learning potential of all children including those with Special Needs. ◆ Helping students to improve their work. ◆ Setting and marking work regularly. ◆ Making sure that students know what equipment they need in school. ◆ Teaching students to show respect for each other, staff, the school environment and the community. ◆ Encouraging high standards of personal appearance and presentation. ◆ Offering a range of extra-curricular activities. |
| Homework | <ul style="list-style-type: none"> ◆ Regularly setting and marking appropriate homework for all year groups. Year 7 and Year 8 receive either 30 minutes or 1 hour of homework per fortnight depending on subject, with a project-based approach in Humanities and Art. This rises to 1 hr 30 minutes per GCSE in Years 9, 10 and 11, and typically 6 hours per week per A level subject. ◆ Informing parents of the homework timetable and following up any concerns expressed about homework. |
| Attendance | <ul style="list-style-type: none"> ◆ Encouraging and rewarding good attendance and punctuality. ◆ Providing a calendar with details of when students should be in school. ◆ Informing parents if students have missed lessons or have been off school without an explanation. |
| Behaviour | <ul style="list-style-type: none"> ◆ Ensuring that students behave well and in accordance with school expectations. ◆ Dealing with misbehaviour, including incidents of bullying, as soon as possible. ◆ Providing opportunities for students to take responsibility and develop leadership skills. ◆ Rewarding good behaviour appropriately. ◆ Teaching students to be confident enough not to become involved in things they know are wrong. |
| Communication | <ul style="list-style-type: none"> ◆ Providing a prompt response system if parents have concerns. ◆ Listening to students' concerns and keeping parents informed. ◆ Holding regular parents' evenings. ◆ Reporting on student's progress, attendance and punctuality. ◆ Keeping parents informed of any educational issues or changes in school. |

| | As a PARENT I am committed to: |
|----------------------------------|---|
| School Aims and Standards | <ul style="list-style-type: none"> ◆ Helping my child with their homework by encouraging them to read quietly, and use numbers in everyday situations. ◆ Keeping up to date with what my child is learning at school and talking to them about it. ◆ Promoting high standards and a positive attitude to learning. ◆ Providing the correct school equipment and ensuring my child leaves for school wearing the correct uniform. ◆ Encouraging my child to take part in all aspects of school life. ◆ Helping my child to become involved in the community, both to develop skills and for their own personal maturity. ◆ Supporting school events and extra-curricular activities where possible. |
| Homework | <ul style="list-style-type: none"> ◆ Providing, if possible, an appropriate place for my child to do their homework. ◆ Being aware of what homework is set. ◆ Encouraging my child to complete their homework and ensuring they have the time to do it. ◆ Identifying when my child has difficulty with homework and seeking help. ◆ Encouraging homework above paid employment. |
| Attendance | <ul style="list-style-type: none"> ◆ Making sure my child attends school unless ill. ◆ Informing the school to explain absences immediately. ◆ Making sure my child is able to get to school on time. ◆ Not taking holidays during term time. |
| Behaviour | <ul style="list-style-type: none"> ◆ Requiring my child to behave well at school. ◆ Supporting measures taken in school to deal with poor behaviour. ◆ Co-operating with the school to improve behaviour. ◆ Encouraging my child to take on responsibility in school and to help others. ◆ Encouraging my child to report any incidents of bad behaviour they see. ◆ Encouraging them to tell someone if they see incidents of bullying, stealing or racial/sexual prejudice. ◆ Helping them to be self-confident and not to get involved in things they know are wrong. |
| Communication | <ul style="list-style-type: none"> ◆ Making sure the school has a contact number. ◆ Informing the school of any changes of circumstances or concerns. ◆ Attending parents' evenings where possible. ◆ Reading and responding promptly to letters from school. ◆ Approaching the school in a courteous and non-threatening manner to resolve difficulties. ◆ Understanding that, at times, the school may involve outside agencies. |

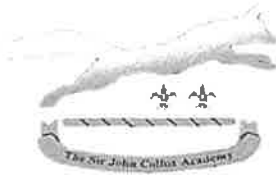
| As a STUDENT I am committed to: | |
|--|--|
| School Aims and Standards | <ul style="list-style-type: none"> ◆ Increasing my knowledge and skills through reading and other interests in and outside school. ◆ Working to the best of my ability at school. ◆ Trying to improve my work and following the teachers' advice. ◆ Catching up on work I have missed. ◆ Having the correct equipment for lessons. ◆ Showing respect for other students, staff, the school environment and the community. ◆ Wearing the proper uniform and keeping to codes about jewellery. ◆ Taking part in school activities in the appropriate way. ◆ Not bringing inappropriate items to school. |
| Homework | <ul style="list-style-type: none"> ◆ Doing my homework properly and handing it in on time. ◆ Spending the correct amount of time on it. |
| Attendance | <ul style="list-style-type: none"> ◆ Attending school every day (unless ill). ◆ Being on time to school and for all lessons. |
| Behaviour | <ul style="list-style-type: none"> ◆ Behaving as I should in lessons and around the school. ◆ Accepting sanctions the school imposes. ◆ Telling staff when I see things happening which I believe to be wrong. ◆ Taking on responsibility in school and setting a good example. ◆ Not allowing others to be bullied or called names without telling someone or intervening. ◆ Reporting any racial or sexual harassment I see or hear. |
| Communication | <ul style="list-style-type: none"> ◆ Keeping the school informed of changes of address etc. ◆ Telling staff when I have problems or concerns. ◆ Taking letters home and returning reply slips. ◆ Telling staff if I know someone else is having problems. |

Student Name

Signed

Dated

The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

Acting Headteacher: Mr Mike Hoffmann BSc Hons, PGCE, NPQH

June 2019

Dear Parents

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION

Please complete this form if you consent to the The Sir John Colfox Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information will be used by The Sir John Colfox Academy for the purpose of purchasing food from the school canteen. No fingerprint image is stored and all the data is anonymised in number strings.

In signing this form, you are authorising the Sir John Colfox Academy to use your child's biometric information for this purpose until he/she either leaves or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school.

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

Yours sincerely

Mike Hoffmann
Acting Headteacher



PLEASE RETURN TO SIR JOHN COLFOX ACADEMY BY **FRIDAY 21 JUNE 2019**

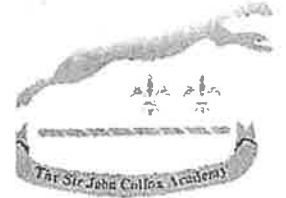
Consent form for the use of Biometric Information

Childs Name:

Having read guidance provided to me by The Sir John Colfox Academy I give consent to information from the fingerprint of my child being taken and used as part of an automated biometric recognition system for the purpose of purchasing food from the school canteen. I understand that I can withdraw this consent at any time in writing.

Name of Parent:

Signature: Date:



School Uniform at the Sir John Colfox Academy

We expect our students to look smart at all times. This helps to create good impressions both in school and in the local community. To help ensure this the following rules must be observed with regards to school uniform.

- Plain black trousers or skirt. No jeans, denim/denim appearance, canvas or cord material. Trousers must be of full length and not skinny, slim leg or tight fitting. Skirts must be purchased through Kitz UK and as from 2018/19 we have specified two specific skirts to choose from (Details of these are on Kitz UK website www.kitzuk.co.uk). These skirts must be worn so that the gap between the top of the knee and hem of the skirt is no greater than 5cm.
- Plain black leather (not canvas) school shoes with no visible logo. No trainers or sandals. Plain black leather boots can be worn under trousers; they cannot be worn with skirts. Please note that VANS, Nike, Reebok and all other such branded trainers are not school wear. Just because a shop or retailer sells something in a section titled 'school uniform', it does not mean that it meets the requirements of our school. If in doubt, it is always best to check before buying.
- Blazers must be worn in school at all times during the Autumn and Spring Terms. Staff may give permission to students to remove blazers in individual lessons. Blazers do not have to be worn outside at break and lunchtime but must be worn in the school building.
- While school jumpers are optional, these can only be worn under blazers and not instead of blazers and they must have the school logo on them. Jumpers must not be tucked into trousers or skirts.
- Plain black or neutral coloured tights may be worn but these must be full length and not patterned or footless. Leggings are not permitted. Socks must be plain and dark coloured. Socks must not be worn over tights.
- A plain black belt with an unobtrusive buckle may be worn to help keep trousers or skirts up. Trousers and skirts must fit properly around the waist and underwear should not be visible.
- Ties must be worn with school shirts at all times. Shirts may be long sleeved or short sleeved but must have the top button fastened and be tucked into trousers or skirts. Long sleeved shirts must not be rolled up.
- Jewellery: Students are permitted to wear no more than one item of the following:
 - Ring
 - Bracelet
 - Necklace - small unobtrusive and worn under clothing
 - Pair of earrings. Only studs or sleepers are permitted
 - Please note that students are not permitted to wear any form of facial or bodily piercing whilst in school. **These may not be covered by plasters and must be removed at all times**

PE Kit (Boys and Girls)

- Boys Indoor Kit – PE boys sports polo, blue shorts, white socks, trainers
- Boys Outdoor Kit – Rugby top, blue shorts, blue rugby socks, boots, shin pads (for football), Gumshield (for rugby)
- Girls Indoor Kit – PE girls sports polo, blue shorts/skorts/plain black running leggings, white socks, trainers
- Girls outdoor kit – outdoor PE shirt, blue shorts/skorts/plain black running leggings, blue long socks
- There are a number of other optional PE items to purchase if you wish. Items such as rain jackets, base layers and rainproof tracksuit bottoms may be purchased to wear for sports that take place outside and may be affected by poor weather.