



Saint Edmund Arrowsmith
Catholic Academy



Proud to be part of
Pope Francis
Catholic Multi Academy Trust

HANDBOOK 2026-27



WELCOME!



We have a very clear vision for Saint Edmund Arrowsmith and that is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our catholic community. Saint Edmund Arrowsmith Catholic Academy is part of the Pope Francis Catholic Multi Academy Trust. As the first Catholic MAT in Liverpool, the Trust will be able to help shape the provision of catholic education for the next generation. ***It is an exciting time to join us at Saint Edmund Arrowsmith Catholic Academy.***

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HEADTEACHER'S INTRODUCTION

Dear Parents and Carers,

I am delighted to welcome you and your child to Saint Edmund Arrowsmith Catholic Academy. I am a firm believer that we must work together to support your child to become the best version of themselves. As such, I look forward to getting to know you as we work in partnership to ensure that your child thrives and flourishes in all areas of life.

Saint Edmund Arrowsmith is a school characterised first and foremost by our faith and strength as a Catholic community.

We encourage our young people to connect with their faith and be courageous in championing the common good out in the local community. They are supported to do this through living out our values of Love, Inspiration, Empowerment and Joy daily. Our faith is living and carried forward by the young people we serve.

Not only is our curriculum good, but our pupils recognise the support they receive from their teachers, who go above and beyond for them.

Our teachers are encouraged and supported to become evidence-informed practitioners so that they can have the most impact on our pupils so that they can reach their full potential.

We encourage our pupils to have high aspirations, not only of their academic achievements, but of their exemplary behaviour. Pupils are encouraged to take part in the wider aspects of school life, developing their character and resilience so that they can cope with all that life throws at them.

It is my belief that all pupils feel a sense of belonging at Saint Edmund Arrowsmith, no matter what their need or background. We are an inclusive and welcoming school where children with SEND and from disadvantaged backgrounds are supported to reach those same ambitious outcomes and standards. Finally, we are a school where our entire community (pupils, parents and carers, staff) flourish.



I truly look forward to welcoming your children into our caring and calm school community. I hope you will find this booklet full of useful information to support with the transition from primary to secondary school.

Kindest regards,

Mrs C McKenna
Headteacher



SCHOOL TERMS & HOLIDAYS

Autumn Term

Tuesday 1st September 2026 (Closed to pupils for INSET)
Wednesday 2nd September 2026 – School opens for pupils
Friday 23rd October 2026 - Last day of term
Monday 26th October 2026 – Friday 30th October 2026 (Half term break)
Friday 18th December 2026 - Last day of term

Spring Term

Monday 4th January 2027 - School opens to pupils
Friday 12th February 2027 - Last day of term
Monday 15th February 2027 - Friday 19th February (Half term break)
Thursday 25th March 2027 - Last day of term
Friday 26th March 2027 - Bank Holiday

Summer Term

Monday 12th April 2027 - School opens to pupils
Monday 3rd May - Bank Holiday
Friday 21st May 2027 - Last day of term
Monday 31st May 2027 - Bank Holiday
Tuesday 1st June 2027 - Friday 4th June 2027 (Half term break)
Wednesday 21st July 2027 - Last day of term

THE ACADEMY DAY

Year 7, Year 9 & Year 11	
Period 1	8.40am-9.40am
Period 2	9.40am-10.40am
Break	10.40am-10.55am
Form	10.55am-11.15am
Period 3	11.15am-12.15pm
Lunch	12.15pm-12.45pm
Period 4	12.45pm-1.45pm
Period 5	1.45pm-2.45pm

Year 8 & Year 10	
Period 1	8.40am-9.40am
Period 2	9.40am-10.40am
Form	10.40am-11.00am
Break	11.00am-11.15am
Period 3	11.15am-12.15pm
Period 4	12.15pm-1.15pm
Lunch	1.15pm-1.45pm
Period 5	1.45pm-2.45pm

We run a free breakfast club every morning for all students, from 8.15am in the atrium.

EXTRA-CURRICULAR CLUBS

Extra- curricular club	Staff	When	Location	Year groups / Stage
Dungeons and Dragons	RBO/EMA	Monday	F24	All year
Year 7 Football	MLO	Thursday	All weather	Year 7
Badminton Club (From 12/09/)	MLO	Friday	Sports Hall	All year
History revision	HRO & BRO	Friday	S08/S09	KS4
History mystery & study club	HRO	Monday	S08	All year
Year 8 and 9 football	HBH	Wednesday	All weather	Year 8 and 9
Year 7, 8 and 9 rugby	HBH	Monday	All weather	KS3
Chess Club	BRO/NON	Wednesday (2:45-	S09	All year
Chinese Club	HKE	Wednesday/	F44	KS3
Morning Prayer	HRI	Friday 8.25-8.35	Chapel	All year
Gardening Club	HRI/ASI	Thursday 2.45-3.30	Memorial	KS3
Chaplaincy Group	HRI	Tuesday lunchtimes	Chapel	KS3
Youth SVP	HRI	Monday 2.45-3.30	Chapel	KS3
Celebrating Young People:	HRI	Wednesday 2.45-3.30	Chapel	KS3
Library Book Club	CHU	Monday	Library	Year 7
Library Book Club	CHU	Wednesday	Library	Year8
Library Book Club	CHU	Thursday	Library	Year 9
Netball	ARO	Wednesday	Sports Hall	All year
Girls' Football	ARO	Monday	All weather	KS3
Choir	JSM	Monday	F12	All year
Music Club	JSM	Wednesday	F12	All year
Mathletes & Axiom (Axiom is	Maths/JON	Monday (Axiom) &	Maths	All year
Key Stage 3 Coding Club	MSM	Wednesday 2.45-3.30	S37	KS3

This is a sample of our current extra-curricular programme, to give you a broad outline of what we provide. The programme this year is new and improved, as we aim to ignite passions, develop talents and encourage a sense of belonging for all pupils. This timetable is subject to change.

Free School Meals

If you are entitled to free school meals, you will not automatically qualify when you transfer to secondary school. Parents/carers need to apply to their Local Authority, who then notify us.

Knowsley Residents – 0151 443 4042, benefits@knowsley.gov.uk

<https://parentportal.knowsley.gov.uk/web/portal/pages/parents/travel-and-free-school-meals>

Liverpool residents – 0151 233 3009

<https://liverpool.gov.uk/benefits/free-school-meals/>

Halton residents – 0151 511 7188, rutlandhousessharedadminteam@halton.gov.uk

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/FreeSchoolMeals.aspx>

St Helens residents - <https://sthelens.gov.uk/freeschoolmeals>

Remember, students are not allowed to leave school at break or lunch time.

UNIFORM

We place a strong emphasis on encouraging all pupils to take pride in belonging to our school community. A uniform is a symbol of belonging to a community and we will be firm in ensuring that all pupils wear the uniform correctly.

School Uniform

- Plain grey pleated skirt (knee length)
- Plain grey pleated pinafore (knee length)
- Black trousers
- Plain white school shirt (tucked inside skirt or trousers)
- Grey V-neck jumper/cardigan with Academy badge (SEACA badge optional)
- Black blazer with school badge
- Year group tie - Year 7 Red, Year 8 Gold, Year 9 Green, Year 10 Blue, Year 11 Purple.
- Black, white, or grey ankle socks, grey knee length socks or black tights (other colours or patterns not permitted)

PE Kit

- Compulsory red polo shirt (school badge optional)
- Plain black shorts or leggings
- Plain black football shorts
- Trainers (suitable for AstroTurf)

Optional PE Kit Items

- Black 'quarter zip' training top or 'full zip' training top (with school badge)
- Black tracksuit bottoms
- Shin pads



Our uniform with school badges can be purchased from TopForm and JayMax.



Top Form (NW) Limited
Unit 22, Sinclair Way, Prescot Business
Park, Knowsley, Merseyside, L34 1PB
0151 426 1813



Jay Max Uniform Shop
91-93 Church Street, St Helens, WA10
1AJ 01744 752003

UNIFORM

Shoes

- All shoes must be plain black and able to be polished
- The sole of the shoe must be plain black
- Trainer style or canvas shoes are not permitted
- No logos or embellishments permitted

Pupils will be expected to change into a suitable pair of shoes, provided by school, if they fail to meet expectations. Please speak to your child's Head of Year before you purchase a pair of shoes if you are unsure whether they are allowed.

SUITABLE SCHOOL SHOES



UNSUITABLE SCHOOL SHOES



EQUIPMENT STANDARDS AND PERSONAL APPEARANCE

School Bag

Pupils must attend the Academy with an appropriate black waterproof school bag, designed to carry and cover A4 exercise books and all other equipment needed for the school day. The bag must be able to be closed.

School equipment and any other items must be kept in pupils' bags and not their blazer. Pupils will be asked to remove items from blazers into their bags.

Equipment

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• <i>Planner</i>• <i>Black pen</i>• <i>Purple pen</i>• <i>Pencil</i> | <ul style="list-style-type: none">• <i>Ruler</i>• <i>Rubber</i>• <i>Maths equipment including calculator</i> | <ul style="list-style-type: none">• <i>Subject specific equipment e.g. cookery items</i>• <i>Pencil case</i>• <i>Lesson timetable</i> |
|---|--|---|

Hair

- Hair accessories must be plain navy blue or black.
- The Academy will not accept extreme haircuts and hair colours; colour change should appear natural
- The Academy reserves the right to internally exclude pupils with extreme hairstyles.
- Shoulder length hair must be tied back for all practical lessons.

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Make-up, Nails, Brows and Lashes

- Make up is not permitted. Pupils who wear make-up will be asked to remove it.
- Nails, brows and lashes – nail polish/ false nails and nail extensions, extreme brows and false eyelashes/lash extensions are not permitted.

Jewellery & Piercings

- Piercings and jewellery are not permitted. This includes earrings.
- No badges apart from Academy issued or 1 Charity badge.
- Students may wear a wristwatch or Smart watches (as long as they are not used as a communication device).
- Students may wear a cross or other symbol of faith for religious reasons, but it may not be visible.
- Students with medical conditions can wear an identity tag.
- Bracelets and rings are not permitted; pupils wearing jewellery will be asked to remove it
- The Academy cannot accept responsibility for the safe keeping of jewellery

Coats, Hats, Scarves And Head Coverings

- Coats need to be black or navy blue - no coats, hats and scarves to be worn in the Academy building
- The wearing of a head scarf or Hijab for religious reasons is permitted but must be plain black
- Garments covering the whole face and body are not permitted

MOBILE PHONES AND ELECTRONIC DEVICES

It is the responsibility of pupils who bring mobile devices to the Academy to abide by the guidelines outlined in this document. Mobile devices should be switched off and kept out of sight at all times during the Academy day. Mobile phones must not be used, seen, or heard in the Academy. If they are, they will be confiscated and parents and carers will be called to collect them from the Academy. Pupils should turn their mobile device off before entering the building and they will only be permitted to use them once they leave the Academy site.

If a child needs to contact a parent, pupils should report to the school office, where a member of the admin team will assist. Likewise, should a parent/carers need to contact their son/daughter they should contact the main office on 0151 477 8770.

‘Mobile devices’ includes mobile phones, tablets, and smart watches. The list of mobile devices is not exhaustive and the Academy reserves the right to confiscate items that are deemed to be inappropriate. Pupils are not permitted to listen to music through mobile devices during the day and headphones/earpods are not to be worn.

A pupil must hand over the device to a member of staff on request. If the pupil refuses to give the device to the teacher, this will be deemed to be an act of defiance and as such the pupil will be sanctioned in line with the Academy’s behaviour policy.

Any repeated infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to Academy for the pupil. This may mean a pupil will be required to hand the device in on arrival at the Academy. Other sanctions may be put in place.

The Academy will not accept responsibility for any loss, damage or costs incurred due to mobile devices being used or confiscated.



BEHAVIOUR FOR LEARNING POLICY SUMMARY

Saint Edmund Arrowsmith Catholic Academy believes that to deliver exceptional teaching and learning, high behavioural standards and expectations are necessary in all aspects of Academy life. The Academy strives to create an inclusive, caring, respectful and welcoming school where learning sits at the heart of all we do. Additionally, the academy aims to develop pupils' characters through daily learning habits and routines. Built upon a culture of pre-emption, reward, consequence and support, our pupils will **'live life to the full'** and live out the Academy's values of **Love, Inspiration, Empowerment and Joy** daily.

The Academy's behaviour policy is available on the website. It is a comprehensive document that provides information on rewards and sanctions used. At Saint Edmund Arrowsmith Catholic Academy we expect all pupils to conduct themselves with respect for others and the environment. We expect that pupils work in an environment that allows them to flourish and demonstrate a thirst for knowledge. We encourage cooperation, active lessons, and self-discipline.

Keeping Parents/Carers Informed

We use SIMs Parent App to show how your child has performed during lessons. Pupils can achieve positives for displays of our Academy values, learning and progress. You can also see when a child has not displayed the correct attitude to learning and been awarded a negative point such as being off task, defiance or choosing not to follow the Academy rules. We would encourage you to download this app as homework is also available on there too. An information sheet will be given to all pupils with their unique parent communication system log-in details in September.

Recognition And Rewards

There are various rewards given throughout the year to deserving pupils, such as pupils who perform particularly well in assessments. Pupils who follow the rules and/or take part in extra-curricular activities and do charitable work will also be rewarded. Positive behaviour will be rewarded with:

- Communicating praise to parents through a phone call or written correspondence (paper or digital)
- Certificates, prize ceremonies or special assemblies
- Whole-class, groups or year group rewards, trips or events
- School badges
- Other rewards deemed suitable

Daily	Weekly	Half-termly	Yearly
Verbal Praise Comments and signatures on report/monitoring/achievement cards Praise postcards Stickers Phone call home	Praise postcards Golden Ticket award Attendance, punctuality and equipment Class Chart points Phone call home	Half-term reward assemblies: Subject star Head of Year recognition award Attendance and punctuality awards Reward events	Rewards Trips

BEHAVIOUR FOR LEARNING POLICY SUMMARY

Sanctions That Saint Edmund Arrowsmith May Issue For Misbehaviour And Serious Misbehaviour

- Expecting and setting missed or incomplete work to be completed at home, or at break or lunchtime
- Setting centralised detentions after school for lateness, incorrect equipment, other in-class and out of class behaviour
- School-based community service, such as tidying a classroom, picking up litter
- Written correspondence or phone call home to parents
- Agreeing a behaviour contract
- Putting a pupil 'on report' or a behaviour contract
- Suspension
- SLT or Governors Panel
- Off-site direction
- Manage move
- Permanent exclusions, in the most serious of circumstances
- Other sanctions deemed appropriate by the Senior Leadership Team

Detentions

The Academy will decide whether it is necessary to inform the pupil's parents, however, 24 hours notice will usually be given via the parent communication system. It is the parents' responsibility to monitor this.

When imposing a detention, the school will consider whether doing so would:

- Compromise the pupil's safety
- Conflict with a medical appointment
- Prevent the pupil from getting home safely

Failure to attend detention will mean the pupil will be placed in reflection the following day and will complete their detention that evening.

Reflection

Schools can adopt a policy which allows pupils who are not meeting the expected standards to be placed in an area away from other pupils for a limited period. Our Reflection Room is staffed by our Reflection Manager and Heads of Year. Pupil welfare is paramount and so Reflection Room staff will use both adaptive isolations and reflections if necessary. Pupils will access curriculum work whilst in isolation.

“He has come so they may have life and live it to the full.”

John 10:10



ATTENDANCE AND PUNCTUALITY

The value of good attendance cannot be over-stated. The Academy's target for attendance is 97%. At Saint Edmund Arrowsmith Catholic Academy, we pride ourselves on the work that goes into improving and maintaining high standards of attendance.

To support and motivate the pupils further, certificates and rewards are arranged for groups of pupils who achieve their targets and perform well. We are obliged to measure rates of unauthorised absence. This means recording how often pupils are absent. You can be of great help to us here, please support us in providing a reason for absence by:

- Telephoning to 0151 477 8770 selecting option 1 or email seaca-attendance@seaca.pfcmat.org.
- Please state clearly your child's name and year along with the reason for absence

Remember, you are able to track your child's attendance on the SIMs Parent App.

A member of the Attendance Team will offer support during and after periods of absence.

The full attendance policy is available on the Academy website and utilises a leadership model to monitor children's attendance. If a child's attendance becomes a concern, a member of staff will offer support. This can range from the Form Tutor right the way through to the Local Authority who will issue fixed penalty notices and fines as a consequence for poor attendance. Parents/Carers who willingly allow their children to be absent from the Academy without good reason will be referred to the Local Authority who may prosecute.

The table below demonstrates how much time you miss from the Academy if you have the following percentage attendance at the end of academic year.

<i>Days Absent</i>	<i>Missed Time</i>	<i>Number of Lessons Missed</i>	<i>Attendance</i>
1	1 day	5	99.55%
2	2 days	10	99%
3	3 days	15	98.5%
4	4 days	20	98%
5	1 week	25	97.5%
10	2 weeks	50	95%
15	3 weeks	75	92.5%
20	4 weeks	100	89.7%
25	5 weeks	125	87.5%
30	6 weeks	150	85%
35	7 weeks	175	82.5%
40	8 weeks	200	80%

ATTENDANCE AND PUNCTUALITY

PUNCTUALITY

All students are expected to arrive on site by 8.30am and be in Period 1 for 8:40am. Students who arrive after 8:40am will be issued with a late mark. Registers close at 9.10am. Any student arriving late to school after the register has closed will be given a 'U' code which is recorded as an unauthorised absence.

TERM TIME HOLIDAYS

Schools are not allowed to authorise leave of absence during term time, including family holidays, unless there are exceptional circumstances. Any period of unauthorised absence may result in a Penalty Notice Fine. If you wish for your child to be absent during term time you must complete a 'Leave of Absence Application form' which can be collected from Reception. This should be completed at least 4 weeks in advance of the absence, otherwise the absence will automatically be recorded as unauthorised. Leave of absence is granted at the discretion of the Headteacher.

MEDICAL ABSENCE

Parents/Carers will be asked to provide supporting medical evidence for their child's absence if their attendance falls below 95%. Medical appointments should be taken outside of school hours where possible. If a medical appointment is taken during term time, students are expected to attend before and/or after the appointment. A medical card will be required to authorise the absence. Parents/Carers are expected to contact school on each day of absence.

PROLONGED ABSENCE

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at the school, fails to attend regularly, the Parent/Carer is guilty of an offence. St Edmund Arrowsmith will adhere to this where there are unauthorised absences recorded in your child's attendance certificate. Absences will only be authorised at the Headteacher's discretion.

PENALTY NOTICE

Where there are unauthorised absences recorded in your child's attendance certificate you may face legal action from the school in line with the local authority's penalty notice procedure.



USING IMAGES OF CHILDREN

Occasionally, we take photographs of events and pupils at Saint Edmund Arrowsmith Catholic Academy. We may also take part in video, CCTV or webcam recordings. No images of pupils used on our school website or social media platforms will identify them by name.

From time to time, we are invited to provide articles or photographs for publications to share our good practice. Sometimes there is good news to celebrate, which the local press would like to report or which we would like to include on our website, social media accounts, in our prospectus or other publicity materials. e.g. a successful team, a competition win etc. We would also like to use these images on the display boards in classrooms and corridors in the Academy. Occasionally, our photographs may also be used by Pope Francis Multi Academy Trust. Members of the media might visit Saint Edmund Arrowsmith Catholic Academy. They might take photographs or film footage of a visiting dignitary or other high-profile event. Pupils may often appear in these images, which might be used in local or national newspapers, or on televised news programmes. Permission, will be obtained prior to publication.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. The health and safety of our pupils is our highest priority. In the past we have had the full support of parents and we hope that you will feel able to support us in celebrating and sharing our 'good news' stories. ***No images of children will identify them by name unless specific permission is obtained.*** Would you therefore please complete and sign the relevant part on the online form giving your permission for Saint Edmund Arrowsmith Catholic Academy to use images of your child should the need arise.

Conditions For The Use Of Images Of Children

- This consent is valid for the period of time your child attends Saint Edmund Arrowsmith
- We will not divulge the personal details of any child in a photographic image or video, on our website, in our Academy prospectus or in any other printed publication
- We will not include personal e-mail or postal addresses, telephone or fax numbers
- If we use photographs or images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without further consent
- If we name a pupil in the text, we will not use a photograph of that child to accompany that article without further consent. We may include pictures of pupils & teachers drawn by pupils
- We may use group or class photographs or footage with very general labels e.g. 'a science lesson' or 'a Church Trail'
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately



INFORMATION BOOKLET

Use Of The Academy Computer Network, Internet And Email

All the resources of the Academy, including the computer network, are made available to pupils to further their education. Our Computer Network and Internet Charter has been drawn up to protect all parties – the pupils, staff, and governors. Before access to the Academy network and internet can be allowed pupils are invited to read the charter and to sign the online form in acknowledgement that its contents are understood, and Parents/Carers are asked to read this booklet section and to sign the online form giving permission for their child to use the Internet and Email facility.

In Using The Academy Network, Internet And Email I Undertake To:

- Access via my user account and password, which must not be given to any other person
- Use it to support my educational studies
- Be involved only in activities which protect the Academy network
- Alert the teacher if I disclose any material which is inappropriate
- Be responsible for the Emails I send including those which may result in email replies
- Respect copyright and property rights of the material I access
- Not use public chat rooms or social networking sites

Pupils, Parents/Carers Agree To:

As users of the computer network, internet, and electronic mail in the Academy, I agree to abide by the Academy's Computer Network and Internet Charter. I will use the computer network in a responsible way and observe the principles outlined in the Charter or explained to me by teachers.

Parent/Carers Agree To:

Having read the information on the use of the computer network and internet, I give my permission for my child to use the Academy computer network, internet, and email. I will encourage him/her to observe the principles of the Charter.

Any irresponsible use may result in the loss of Internet access.

Marking And Observations Of Pupils' Written Work

The Academy 'Feedback and Marking' policy is primarily focused on high quality feedback to inform learning through appropriate formative and summative assessment methods.

Marking & assessment, and the implementation of Academy policy, is the professional responsibility of all teachers, in accordance with Teacher Standards 2 & 6.

Promote good progress and outcomes by pupils:

- Be accountable for pupils' attainment, progress, and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

Assessments

Pupils will have an assessment in each subject at intervals throughout the year. This informs classroom teacher planning for subsequent lessons to ensure gaps in pupil knowledge are addressed.

There will be two progress checks and a written report.



Relationships, Sex And Health Education (RSE STATUTORY GUIDANCE 2021)

Stemming from our mission statement of every pupil at Saint Edmund Arrowsmith experiencing 'life in all its fullness', we seek to educate the whole person; spiritually, morally, emotionally, psychologically and physically towards Christian maturity. Through our RSHE curriculum we seek to equip our pupils with the knowledge that will enable them to make informed decisions about their wellbeing, health and relationships and to build their self-efficacy.

We also seek to develop our pupils' capacity to make sound decisions when facing risks and challenges and to support our pupils to develop resilience, to know how and when to ask for help, and to know how to access support.

At Saint Edmund Arrowsmith Catholic Academy, we have due regard for the DfE 2019 Statutory Guidance about Relationships, Sex and Health Education. As such, we are committed to consulting with parents, pupils and staff about the RSHE policy, the planned RSHE curriculum and areas of priority for the 2025/26 academic year.

Please visit our Academy website at <https://www.stedmundarrowsmith.org.uk/parents/rshe/> to view our RSHE policy. Our policy provides further details about the RSHE curriculum and the right to withdraw. All withdrawal requests must be made in writing to the Headteacher.

Parents' Evening

There will be a minimum of one Parents' Evening per academic year for each year group. During this evening, parents and carers will have the opportunity to meet with individual subject teachers to discuss their child's progress and attitude to learning.

Prepared For The Learning Day

To become an efficient pupil and be best placed to progress all pupil must have:

- A bag – Of reasonable size big enough to carry books and equipment to and from the Academy
- A commitment to homework and independent learning

Pastoral Care

- The Academy's Designated Safeguarding Lead (DSL) is Mrs Lofthouse. However, pupils and parents are encouraged initially to contact any teacher who they feel comfortable with to discuss any problems or concerns
- We expect that should you change your contact details e.g. phone number or address, you will immediately inform the Academy of this change. This can be completed on the SIMs Parent App. It is a legal requirement that we have up to date information to ensure all children are safe and well

Safeguarding Academy Partnership

Under the Safer Academy's partnership this Academy has in place a police officer (PC Woodpark). His role is to support the Academy and the local community in day-to-day operations. Parents, carers, and pupils are to view PC Woodpark as a member of staff. PC Woodpark works actively across the borough at other local secondary schools too.

Temporary Closure Of The Academy

It may be necessary, on rare occasions, such as adverse weather conditions, failed heating or other unusual circumstances to potentially close the Academy and/or send pupils home early. We should be grateful if you would make arrangements in case this happens. We will make every effort to contact parents via text message, school website and social media, if these circumstances arise.

We assume that pupils would be able to gain access to their own home or to the home of a friend or neighbour. Pupils living locally would be allowed to leave school. Pupils who use public transport would be allowed to leave school as long as the public transport is available. In the event of public transport not being available we would expect parents of these pupils to make alternative arrangements for them. Until these arrangements could be acted upon, these pupils would have to remain on the Academy premises. Other pupils, who are normally picked up from the Academy, should remain on the premises until parents/carers can collect them or arrange for others to do so. We should be grateful if you would ensure that your child is aware of the arrangements that you have made and that they adhere to them. If you have any concerns, please do not hesitate to contact the Academy.

Cashless System: ParentPay

The Academy uses a cashless system for all transactions. We are asking all parents/carers to use our e-payment method to pay for dinner money and/or trips. This can be done online using a very secure website called ParentPay.

How Does ParentPay Help The School?

- Keeps accurate records of payments made to every service for every pupil
- Reduces the administrative time spent on banking procedures
- Reduces paper 'waste'
- Improves communication between the school and parents concerning payments

What Does ParentPay Do For Parents?

- Enables you to pay for school dinners and other items such as trips
- Gives you a history of all the payments you have made
- Allows the merging of accounts if you have more than one child at school
- Shows you all items available for payment relevant to each of your children
- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Emails a receipt of your payment to the email address you register

You will receive a separate letter with your login details. Please do not hesitate to contact the Academy if you need assistance.

Use Of Biometric Information In The Academy

Please complete the relevant section of the online form if you consent to the Academy taking and using information from your child's fingerprint by Knowsley Local Authority as part of an automated biometric recognition system. This biometric information will be used by the catering provider for the purpose of identifying pupils at the canteen. In signing the online form, you are authorising the Academy to use your child's biometric information for this purpose until he/she either leaves the Academy 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 Academy for the attention of the Business Manager. Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the Academy.

HOME ACADEMY AGREEMENT

A Home-Academy Agreement consists of a statement of rights and responsibilities, which the Academy, parents/carers and pupils sign, to signify their agreement and acceptance. All educational establishments are required to produce agreements of this kind. The agreement draws attention to the importance of partnership in education and defines what parents and the Academy can reasonably expect of one another.

What Does This Mean?

For the Academy, it ensures that pupils and their parents and carers have a clear understanding of what they have committed themselves to when accepting a place at Saint Edmund Arrowsmith Catholic Academy. For the pupils, parents, and carers it means that there is a clear understanding of their educational entitlement.

What Do We Have To Do Now?

Parents and carers should read this booklet carefully. It outlines the Academy's policies and procedures in a number of key areas. It concentrates on those areas where home and the Academy, in our view, need to work together most closely. Assuming that parents and carers are satisfied with the booklet and the Home-Academy document itself, they should sign the first part of the online form.

Saint Edmund Arrowsmith Catholic Academy Undertakes To:

- Promote and sustain the Catholic identity and ethos of the Academy
- Promote the fundamental British Values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs
- Provide a full entitlement to the National Curriculum that caters for the needs of each pupil
- Provide the appropriate safe environment and conditions for learning, study, and recreation
- Give all pupils the opportunities to achieve success in line with their abilities
- Provide opportunities for pupils to take part in extra-curricular activities, both in and outside the Academy
- Ensure high standards of work, attendance, and behaviour, as directed by the code of conduct
- Set, mark and monitor homework regularly and provide appropriate support
- Contact home as soon as possible with concerns about your child's learning, behaviour or attendance
- Listen and respond promptly to any concerns which affect the life of the Academy

Parents/Carers Will Agree To:

- Support the Catholic identity and ethos of the Academy
- Take an interest in your child's learning and encourage positive attitudes towards school
- Ensure that your child attends the Academy regularly, on time and in the correct uniform. (Regular attendance is identified as being at least 97%)
- Ensure that your child is properly equipped for Academy, with the correct uniform, PE kit, equipment, and bag
- Ensure your child completes all homework set and sign their homework diary on a weekly basis
- Support the Academy's aims and Behaviour Policy, ensuring that your child understands there are consequences for poor behaviour
- Meet your child's form tutor/Head of Year when appropriate, or requested, to monitor progress
- Attend Parents' Evenings and information meetings
- Inform the Academy if there are any problems likely to affect your child's learning
- Encourage your child to persevere when they are faced with challenges



“He has come so they may have life and live it to the full.” John 10:10

HOME ACADEMY AGREEMENT

Pupils Will Agree To:

- Attend the Academy regularly and on time
- Arrive at lessons on time with the correct equipment
- Attend the Academy in the correct uniform, with the right PE Kit, equipment, and bag
- Complete all homework that is set and complete homework diary
- Behave well inside and outside Academy and follow the Care, Support, Guidance & Behaviour Policy; where required accept consequences for poor behaviour
- Be responsible for taking information to and from Academy and home
- Discuss my progress with my form teacher and subject teachers whenever this is necessary
- Let my form tutor (Head of Year, Pupil Progress Leader or any teacher I feel comfortable to approach) know if I have any worries (e.g. about bullying etc.)

If you have any concerns or questions regarding the content of this document and the agreement, please contact the Academy. The Head of Year and the Senior Staff will be happy to discuss this further with you.

Failure to sign the Home-Academy agreement may place your child's place in jeopardy.





COMMITTED
TO EXCELLENCE

PRIVACY NOTICE: HOW WE USE PUPIL INFORMATION

The Categories Of Pupil Information That We Process Include:

- Personal identifiers and contacts (e.g. name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Trips and activities
- Catering choices, use and payment, free school meal management and identity information
- Biometric (fingerprint) identification data
- Post-16 route data, including college, apprentice, work experience

This list is not exhaustive, to access the current list of categories of information we process please contact the Academy.

Why We Collect And Use Pupil Information

We collect and use pupil information, for the following purposes:

- A) To support pupil learning
- B) To monitor and report on pupil attainment progress
- C) To provide appropriate pastoral care
- D) To assess the quality of our services
- E) To keep children safe (food allergies, or emergency contact details)
- F) To meet the statutory duties placed upon us for Department for Education data collections
- G) To automate pupil identification for the catering service
- H) CCTV data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- For the purposes of (A) to (F) above in accordance with the legal basis of Legal obligation
- For the purpose of (G) above in accordance with the legal basis of Consent
- For the purpose of (H) above in accordance with the legal basis of Legitimate interest

In addition, concerning any special category data:

- Conditions (B) of UK GDPR - Article 9



PRIVACY NOTICE: HOW WE USE PUPIL INFORMATION

Collecting Pupil Information

We collect pupil information via registration forms at the start of the school year, Common Transfer File (CTF), file transfer from the DfE, information files from other schools/agencies, and biometric registration.

Pupil data is essential for the Academy's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Pupil Data

We hold pupil data securely for the set amount of time shown in our data retention schedule. The school follows the IRMS Toolkit for Schools (2019) schedule.

Who We Share Pupil Information With

We routinely share pupil information with:

- Schools that the pupils attend after leaving us.
- Our local authority
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- The Pope Francis Trust
- The NHS

Why We Regularly Share Pupil Information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Youth Support Services

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via secure file transfer and is stored and held according to guidelines.

**WE ARE CALLED TO SERVE WITH LOVE,
INSPIRATION, EMPOWERMENT & JOY**



Department For Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

Requesting Access To Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Office Manager.

You also have the right to:

- Ask us for access to information about you that we hold
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>. For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal Of Consent And The Right To Lodge A Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Office Manager.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in April 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact the school .

How Government Uses Your Data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE Results or Pupil Progress measures)
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

PRIVACY NOTICE: HOW WE USE PUPIL INFORMATION

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE). It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing By The Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- Schools and local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime. For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to Find Out What Personal Information The Department For Education (DfE) Holds About You

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>



A
CARING
ACADEMY



We are called to serve with: Love, Inspiration, Empowerment & Joy.
“He has come so they may have life and live it to the full.” John 10:10