



Welcome to Lightcliffe Academy

Student Information

Please read this information carefully and keep for future reference

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Privacy Notice for Students – General Data Protection Regulation (GDPR) 2018

You have a legal right to be informed about how your school uses any personal information that we hold about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your personal data. This Privacy Notice explains how we collect, store and use personal data about you.

We, Abbey Multi Academy Trust, are the 'data controller' for the purposes of Data Protection Law. The Trust is registered as a data controller with the [Information Commissioner's Office](#) (ICO). Full details of our registration can be found at the ICO's [register of data controllers](#).

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your characteristics, like your ethnic background, free school meal eligibility, or any special educational needs
- Your attendance records
- Any medical conditions you have and records of any accidents you may have at school
- Details of any behaviour issues or exclusions
- Information about the courses or subjects you study
- Records of payments made to school for dinner money, school trips, after school club, etc.
- Photographs
- CCTV images

While in most cases you, or your Parents/Carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the information. We will always tell you whether the information must be provided to us or if it's optional.

Youth Support Services for students aged 13 and over

Once you reach the age of 13, we also pass on certain information to our local authority and/or provider of Youth Support Services as they have legal responsibilities in relation to the education or training of 13-19 year olds.

This enables them to provide services as follows:

- Youth Support Services
- Careers advisers
- Post 16 education and training providers

Your Parents/Carers, or you once you're 16, can contact our Data Protection Officer to ask us to only provide your name, address and date of birth to the local authority and/or youth services provider. For more information about services for young people, please visit your local authority website.

[Calderdale MBC](http://www.calderdale.gov.uk/education/youthsupport/youthcentres) – www.calderdale.gov.uk/education/youthsupport/youthcentres

[Bradford MDC](http://www.bradford.gov.uk/infoshop) – www.bradford.gov.uk/infoshop

Further information about how we use the data you provide, including comprehensive Privacy Notices for both Parents/Carers and students, can be found on the Academy [website](http://www.abbeymat.co.uk/privacy-notices) - www.abbeymat.co.uk/privacy-notices



Statement on the Use of Prescribed and over the Counter Medicines

The administration of medicines to young people is a parental responsibility. Only in exceptional circumstances where students under 16 years of age have no alternative, should medication e.g. antibiotics, be brought onto school premises. Under those circumstances, only medication which has been prescribed by a Doctor and needs to be taken more than three times a day may be self-administered in an appropriate place. This can also be done by the School's First Aiders by arrangement.

The procedure outlined should be followed:

A 'Request to Store Medication' form, which can be obtained from the First Aiders in the Pastoral Office, must be completed by the Parent/Carer and returned to the School's First Aiders.

Medicine should be in the original container with the following information on the label:

Name of medicine

Child's name

Dosage

Dosage frequency

Date of dispensing

Storage requirements, if important

Expiry date

A record of administration will be kept

Parents/Carers are responsible for the collection and disposal of unused/expired medication.

Inhalers and Epi-pens

In the case of inhalers and epi-pens, students must take responsibility for their own medication encouraging a respect for medicines.

Spare inhalers and epi-pens can be stored in the Medical Room locker for emergency use.

Please ensure that you contact the School's First Aiders for a consent form which will need to be completed by Parent/Carer.

Non-prescribed medicines

The School's First Aiders/other staff cannot administer non-prescribed/over the counter medicines.

Storage

Medicines will be stored and locked in an appropriate place (this may include a refrigerator).

Out of School Activities

Students must take responsibility for their own medication but a member of staff must be aware of the reasons for use and the details of administration.

Health Care Plans

Health Care Plans will be drawn up for students with medical conditions/needs. Parents/Carers will be contacted by the relevant Head of House to arrange a meeting to discuss this in detail.

Immunisations

At the start of each academic year, the relevant member of staff liaises with the local Immunisation Team to arrange the necessary student vaccinations. These are held at school; the dates are not announced in advance. Before the vaccinations take place, you will receive information via a letter home which includes a consent form to read and sign. If you require any other information or have any questions in relation to immunisations, please contact us using the following email address:

contactus@lightcliffeacademy.co.uk

Roles and Responsibilities

Parents/Carers:

- Have primary responsibility for their child's health
- Are responsible for ensuring their child is well enough to attend school
- Should, where possible, arrange with their Doctor for medication to be administered outside of school hours
- Should provide the school with details of their child's medical condition and also, when and where the child may need extra or emergency attention
- Should liaise with the First Aiders and Safeguarding Lead to agree the school's role in helping to meet their child's medical needs, in accordance with the school's policy
- Are responsible for supplying written information about the medication their child needs to take in school and advising the school of any changes to the prescription or its administration or to the support required
- Should, where possible, arrange for a separate supply of medication for use in school
- Are responsible for the collection and disposal of medication

It is important that professionals understand who has parental responsibility for a child. Further guidance is available here:

[Supporting Students with Medical Conditions at School](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)

www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

We only require one Parent/Carer to agree to or request that medicines are administered. Where Parents/Carers have difficulty supporting or understanding their child's medical conditions, assistance can be sought from Locala Community Partnerships – Calderdale School Nursing Team.

[The Calderdale School Nursing Team](#) can be contacted on **030 3330 9974**



Lightcliffe Academy School Uniform

All students in Year 7 to 11 are required to wear the approved school uniform. We expect high standards of work and behaviour from our students, and believe that these are helped by high standards of dress and appearance.

All items of school uniform are worn conventionally and we expect all Parents/Carers to support our simple and practical requirements.

We operate checks each morning to ensure students uphold our high standards with regard to the dress code and to check on essential items for a successful day. This includes checking that students have the correct uniform and that it is worn professionally.

Please see the [Uniform Information Booklet](#) located on the Academy website for examples of appropriate uniform.



The **school blazer** is to be worn at all times around school and in Assembly. Students may ask permission to remove their blazer in classrooms.

A **V-neck grey jumper** with the school logo is optional and may be worn in addition to the school blazer.

Plain white school shirts or blouses should be worn, tucked in. The collar buttons to the neck should enable a clip-on tie to be worn. Fashion shirts are not permitted.

Clip-on school ties should be attached to the top of the shirt collar with the top button fastened. These can be purchased from the Uniform providers listed below. Other stockists are available.

Frank Harrisons, Brighthouse – 01484 719288

Embroidery and Printing by Design, Shelf – 07776367535

Shaw Hardcastle, Halifax – 01422 353949

Trousers should be school trousers. Tight trousers (fashion trousers), combats, jeans, varieties of leggings, and footless tights are not acceptable.

A plain, slim, **black belt** may be worn, but coloured wide belts or belts with large buckles should not be worn.

Skirts are mid-grey and of a sensible length, design and material. They should be approximately knee length. Very short, long or tight skirts are not acceptable.

Shoes are plain all-black leather or leather-look school shoes, not leather trainers (e.g. Converse). The wearing of backless shoes, boots, trainers, fabric or canvas shoes, platforms, flip-flops or high heels is not allowed.

Shoes and soles must not have logos or writing on and laces must be black.

Make-up is not allowed in Years 7-9. It will only be tolerated in Years 10 and 11, if it is kept to a minimum. Students will be expected to remove make-up with a suitable cleanser if judged too excessive by the Academy.

Nail extensions, false nails, shellac or nail varnish in anything other than clear are not permitted.

Extreme **hairstyles** such as very close shaven hair, tramlines or any other shaved patterns are not permitted. Unnatural colours or extreme contrasts of colour are not allowed.

Jewellery is restricted to the wearing of a watch and a single pair of plain, metal, stud earrings. Other types of earrings including bars, ear stretchers and tapers are not allowed.

Other kinds of piercings, including tongue/nose/eyebrow are not permitted. Students should not wear rings or bracelets/bangles.

Free School Meals

[Free School Meals](#) are available for school children of Parents/Carers who receive one of the following:

- Income Support
- Job Seeker's Allowance (income based)
- Employment and Support Allowance
- Child Tax Credit, and have an annual income of less than £16,190 (as assessed by Her Majesty's Revenue and Customs)
- Guarantee Credit element of Pension Credit
- Support payments under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

Note: If you are aged 16-18, still at school, and receive Income Support or income based Jobseeker's Allowance yourself, you can get free school meals.

If you are receiving Working Tax Credit, your child/children are not entitled to free school meals.

You must inform your local authority if you have any changes affecting the above income, as it may affect your entitlement to Free School Meals.

Please forward a copy of your entitlement to contactus@lightcliffeacademy.co.uk or send a copy in to school.

Please see the [Calderdale Council](#) website for further details of how to apply for Free School Meals.

If your child is eligible for Free School Meals, the school will credit their account with £2.60 every day to purchase a meal of their choice. This amount will not accumulate as it will be refreshed each school day. You will also be able to top up this account with [ParentPay](#) if your child wants to spend more than £2.60 per day.



[ParentPay](#) is the secure online system used to pay for lunches, trips & visits and other items such as replacement ties, revisions guides etc.

The system allows you to create a single account login across all your children who attend a ParentPay school. It gives you a history of all the payments you have made and shows you all items available for payment relevant to each of your children. You are able to view food/drink items that your child has purchased through your online account.

All new starters will receive a letter with details of how to register with ParentPay before they start at Lightcliffe Academy.

Until you are registered, you will need to send your child with packed lunches.

Please note that we are a cashless school, this means we do not keep money at Lightcliffe Academy.