



PARENT PACK

2022/23

North View Academy, St Luke's Road, Sunderland, SR4 0HB
Tel: 0191 7070122
Email: nvadmin@wiseacademies.co.uk
Website: www.northview.wiseacademies.co.uk



Dear Parent / Carer

Welcome to North View Academy. Please ensure you read all the information within this pack, along with any policies identified before your child attends. Please fill out the required registration and permissions forms that are enclosed and return them to either the Head Teacher or the School Office once completed. We ask that you please keep us informed of all of your child's contact details as we require them to be kept up to date, in particular changes to addresses and telephone numbers. It is essential that school are always able to contact a designated person from the contacts provided.

A little about us:

North View Academy is a specialist provision for children with SEMH needs and autism. We encourage a calm, nurturing learning environment based in mutual respect. We pride ourselves on the positive relationships we foster with our pupils. All staff are highly experienced in working with children with a wide variety of special educational needs. Children are taught in small classes with a high ratio of adult support.

Whilst it must be appreciated that the vast majority of children attending the academy progress at a slower rate in academic areas than children within a mainstream setting, we do still offer a full and varied curriculum and will always seek the best educational outcomes for the children.

All staff have a shared responsibility for the emotional, moral and physical welfare of the children in our care and whilst the teachers and teaching assistants might be the first point of contact if parents/carers have any concerns, if particular difficulties arise, these may be discussed with a member of the Senior Leadership team or the Headteacher. From time to time a child's behaviour may cause concern to parents or school staff. The Headteacher and staff of North View Academy wish to work closely with parents and invite consultation and discussion in helping to manage any difficulties.

As an academy we operate a positive behavior approach. We have collectively, with our pupils, established a set of school rules and these are evident in the ethos of our school:

School rules:

- We are kind with our words and actions.
- We are good listeners and follow instructions.
- We are honest and tell the truth.
- We are hard workers and always try our best in everything we do.
- We are thinkers and think before we act to keep ourselves and others safe.

The school has a clear policy of managing behaviour, which has been approved by the Staff and Governors of the school. This outlines all of the rewards and sanctions employed by the academy and has clear procedures for using physical intervention, if this becomes necessary, some of which is outlined below. Our full Behaviour and Discipline Policy is available on the school website for more specific information.

School Hours

The school day begins a 9.15am and ends at 3.15pm

Uniform

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- light blue polo shirt (with or without school badge)
- navy sweatshirt or cardigan (with or without school badge)
- black or grey trousers or skirt/pinafore
- sensible black shoes or plain black trainers.
- Summer term only: optional blue and white gingham summer dress

School logo uniform can be purchased from Little Gems in either Sunderland or Washington (Crowther Industrial Estate), or online at www.theschooloutfit.co.uk/collections/north-view-academy-trust

For pupils with a sensory need, plain, unbranded black jogging bottoms/leggings can replace trousers where necessary.

PE Kit

- plain white/light blue T-shirt (or light blue with the school logo which can be purchased from Little Gems)
- black or navy shorts.
- plimsoles or trainers (preferably rubber or white soled)

Tracksuit/jogging bottoms are not essential but your child may wish to wear them during sports clubs and outdoor PE lessons.

Dinner Money

Dinner money is £2.20 per day (£11 per week) which needs to be paid to the school office every Monday morning in an envelope with the child's name marked clearly on the front.

Home to School Transport

Home to school transport is provided by Sunderland Local Authority, if you have any questions or issues surrounding transport please contact Paul Tomlin at Together for Children on 0191 561 2284.

Following any incidents in school where it is deemed unsafe for a child to return home on transport, those with parental responsibility will be contacted and required to collect their child in person.

Home/school Diary:

On entry to school each child will be provided with a home/school diary. This will be written in every day by staff to inform those with parental responsibility of their child's day. It is an expectation of North View Academy that the diary is read and signed every night and returned the next day. Parents are encouraged to communicate anything of significance via the diary with the class teacher/learning support assistant.

Reading books:

All children will be issued with a reading/library book every Thursday (two for early readers – one to read themselves which will be based on the phonics they are learning in class and another to share and enjoy with an adult). It is an expectation of the academy that children are listened to read at home three times a week and their reading record book is signed as such. Reading books are to be returned to school every Tuesday.

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Pupil illness/absence

Children should be in school whenever possible. Parent/Carers should keep their children at home if they are unfit to attend. This is not only in the individual child's best interest, but also protects our more vulnerable children from suffering from additional ill-health. School will contact parents/carers on the telephone numbers provided. However, if contact cannot be made with the first/second contact, the person named as the emergency contact will be called. It is essential therefore, as previously mentioned, that all contact details are always up-to-date. If the child has an accident in school or becomes unwell, a member of the Senior Leadership Team will make a decision, and if necessary, seek medical assistance. Great efforts are made to inform Parent/Carers at all stages.

Please ensure that school is informed if a child has contracted an infectious disease or there is a change in medical circumstances, including the administration of medication and any pending investigation regarding your child's health.

The school is equipped to deal with minor injuries via a number of appropriately trained first aiders. When pupils are fit and well, 100% attendance is expected, however circumstances around their mental health and well-being will be taken into consideration.

If pupils are absent through sickness or any other important reason, school should be informed via a telephone call to the school or admin team at the beginning of the school day from the person with parental responsibility for the child.

There is strict legal guidance about holidays in term time, which must be adhered to. Taking holidays in term time is not encouraged. School will not be in a position to authorize this absence

Photography Permission

Photographs may be taken within the school from time to time, by completing the enclosed permissions form, you are hereby agreeing that we are allowed to take photographs when necessary, however if you oppose then please feel free to discuss this with a member of staff.

Educational Visits

North View Academy participate in recognised offsite activities within the County or neighbouring areas (e.g. local environment studies, swimming, join) sporting activities with other schools, church services etc) and hereby require permission for such events.

By signing and completing the enclosed permissions form you agree to understand the following:

- That you will be duly informed of the dates and nature of the activities which will be taking place, and will consequently have an opportunity to revoke this general consent if required.
- Such activities will not often extend beyond school hours, however if it is likely then adequate notice will be given so that the decision to revoke the consent can be made.
- All reasonable care will be taken of your child in respect of the activity/visit.
- Your child is under an obligation to follow all directions given and observe all rules and regulations governing the activity/visit and will be subject to all normal school disciplines during the activity/visit.
- Any medical condition or physical disability will be notified to the school
- All pupils will be covered by public liability insurance and I understand that these arrangements do not provide personal accident cover.

We also require any information regarding any medical conditions which may need to be considered when your child is participating in offsite visits.

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School ultimately have the right not to take particular pupils on visits/trips whose behaviour and attitude in school would not warrant a place on such, as the risks posed would be deemed unsuitable for the safety of themselves and/or others whilst out of school and in public places.

Physical intervention:

Physical intervention will always be used as a last resort. All Academy staff are trained in de-escalation and physical intervention techniques, which have been risk assessed and are subject to ongoing review. Whilst some physical injury potential can be reduced, there always remains some risk that injury may occur when two or more people engage and force is used to protect, release or restrain. It is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect of ensuring that the pupil and staff members remain safe at all times.

As outlined in our Behaviour and Discipline policy, the school has a statutory right to remove pupils from the ordinary classroom environment for a period of time deemed appropriate for the safety of other pupils (as well as the staff) and to maintain the continuation of lessons and to allow children to self-regulate in a safe space. Where children have missed work due to refusal or through demonstrating negative/violent behaviour, they will be expected to complete this work at a later date and may lose breaks/choice time as part of the sanction. During such times, it must be noted that support available to the rest of the children in the class may be reduced in the short term when pupils become dysregulated and access movement breaks, quiet space, calm room etc. It is also likely that children may witness unsafe behaviours from other children within their class/around school and we would like to assure you that such behaviours are always dealt with appropriately so the psychological and physical environment can remain safe.

Schools cannot and will never use force as a punishment. As outlined, it is used as a last resort in many cases where de-escalation and other strategies have no impact and is a preventative measure taken for the safety of all pupils and staff.

For more information on rewards, sanctions and physical intervention please refer to our behavior and discipline policy, which can be found on the school website.

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Internet Access

At North View we intend to use secure web based educational software packages such as Espresso and Education City as well as the Google Classroom platform, as part of pupils' curriculum enhancement and development. These websites/platforms allow pupils to work both at school and at home on activities set by their class teachers.

It may be required that some pupil data is needed to be able to access some of these sites for registration purposes and we therefore **request permission** to release this information, it would however be limited to your child's name, date of birth and class.

At North View Academy we take positive steps to deal with the possibility of any access to undesirable materials as our internet access is monitored closely, a filtering system is in place and school is alerted immediately of any inappropriate activity.

Further information including copies of our policies and procedures can be found on our website: www.northview.wiseacademies.co.uk

School Dogs

We have two well-trained school dogs on site every day. We worked diligently to find an appropriate breed of dog with the right temperament, which is hypoallergenic and doesn't shed, to support children including those who have allergies. We have Floyd (a Cockapoo) and Vivvy (a Cavapoo), who live with the head teacher at home. The introduction of our dogs has been positive and the children have responded extremely well to their presence in and around school. We have seen them support children with self-regulation, help promote the calm, caring ethos of the school and bring a lot of smiles to many faces!

It would be helpful to know whether we have any children who are allergic to dog hair or who have a particular phobia concerning dogs. Where children are allergic to dogs, we will ensure they are kept away from the child. Where children are afraid of the dogs, they will be kept at a safe distance and introduced slowly. No child will ever be made to go near the dogs against their will, neither will they be left unsupervised with the dogs. Children will be educated in the 'do's' and 'don'ts' of being around them.

A risk assessment is available on our website. I would be very grateful therefore if you could complete the relevant permission box indicating any relevant allergies or phobias, or if for any reason you would prefer your child not to have contact with the school dogs. .

Yours faithfully



Mr G Mellefont
Headteacher

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North View Academy
Pupil Registration Form

The information which is requested in this document may be stored on a computer and, if so, it is subject to the Data Protection Act 1998. The Act requires that all information is strictly confidential and may only be accessed by those with a legal right to see it, e.g. if there is a child protection enquiry. The information will not be given to anyone else without your written consent.

You have a right to examine, at any reasonable time, information about you or your child which is kept on a computer. You have a right to correct any information which you feel is wrong or misleading, please feel free to contact the Headteacher if you wish to do so.

Child's Details

Child's Full Name	
Address	
Post Code	
Mobile Number <i>(for text service)</i>	
Email Address <i>(for email service)</i>	
Date of Birth of Child	
Sex of child	Male / Female
Previous School	
Position of child in family	1 2 3 4 5
Please list names of everyone who lives at this address	

Details of Parents/Carers

Parents/Carers Name	
Date of Birth	
Relationship to Child	
Telephone Number	
Employment Details, if any <i>(place of employment, address, tel no)</i>	

Parents/Carers Name	
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Details of Other Children in Family

Name	Date of Birth	School

Other Addresses Your Child May Stay

When the child lives with someone other than his or her parent(s), the school needs details of those persons who have parental responsibility. This is always the natural mother and, where the parents were married at the time the child was born, the natural father also retains parental responsibility.

Name of others with Parental Responsibility	Relationship to Child	Address	Telephone Number

If parents are separated or divorced, has a court order been issued?	Yes / No
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Emergency Contacts

These are very important to us. If your child becomes ill during the day, we need to be able to contact you or someone acting for you who is able to collect your child. Please give two emergency contacts, perhaps a grandparent, if they live close by. If you have no relatives in the area, then ask a friend, neighbour or childminder if they would be willing to act as an emergency contact.

Very occasionally a child needs urgent medical treatment and then it is essential that we or the hospital are able to get in touch with you. It would also help if you indicate any medical conditions your child has which you feel the school should be aware of.

Name	Address	Telephone Number	Relationship to child

Additional Information

**please circle as applicable*

Name of Doctor	
Medical condition of child (including details of regular medication and dietary requirements)	
Has a statement of special education needs been issued in respect of your child?	Yes / No
Does your child wear glasses?	Yes / No
Does your child wear a hearing aid?	Yes / No
Type of meal required	School Meal / Packed Lunch Free Meal / Home
Travel information	School coach / Public Transport Bicycle / Walk / Car

Social Services

Does your child have any involvement with Children's Services or any part of the Social Services Team?	Yes / No
If yes, please give details of the Care Worker/or other team member including their name, position and telephone number:	

Ethnically Based Statistics

The collection of ethnically based data is becoming increasingly recognised as a means of identifying needs and thus ensuring fair and equal treatment for all. The information you are asked to give below is for educational purposes and will only be used to enhance the provision for all pupils at the school.

**please circle as applicable*

Ethnic Origin of Child		Language Normally Spoken in the Child's Home		Religion of Child
White - British	Black – British	English	Bengali	No Religion
Bangladeshi	African Aslan	Cantonese	Greek	Christian
Indian – Gujarti	Black – African	Gujarati	Hindi	Hindu
Indian – Punjabi	Black – Caribbean	Italian	Portuguese	Jewish
Other Indian	Other Black	Punjabi	Spanish	Muslim
Pakistani	Chinese	French	Turkish	Sikh
Vietnamese	Travellers	Urdu	German	Other (please specify)

Permissions

Please tick box and complete the below as appropriate:

	I AGREE	I DO NOT AGREE
I give permission for my child to have school supervised use of the internet		
I understand that if my child breaks the law the police may be informed and action will be taken		
I understand that North View Academy's behaviour policy includes the use of 'Team Teach'		
I understand that any damages that take place in the home to school transport are the responsibility of my child and not North View Academy. I also understand that if I receive two warning letters from SEN transport that my child will be banned from receiving transport and will have to make their own way to school		
I give permission for my details to be used in the school text messaging service (a working mobile number MUST be provided)		
I give permission for photographs of my child to be taken and used freely		
I give permission for photographs of my child to be taken and used ONLY for school purpose		
I agree to my child participating in recognised offsite activities in the neighbouring area (eg local environmental studies, swimming, joint sporting activities with other schools, etc)		
My child will be fine around the school dog.		
My child is allergic to dogs and I would prefer them not to be in contact with the school dog		
My child is allergic to dogs but I am happy for them to be in the same room but not touch the dog		
My child has a fear of dogs and I would prefer them not to meet the dog		
My child has a fear of dogs and I would like them to slowly be introduced to the dog in time to overcome their fear.		
My child suffers from the following medical conditions that may need to be taken into account when participating in offsite visits:		

Name of parent/carer: _____

Signature: _____

Date: _____

Privacy Notice for Parents/Carers

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Under data protection law, individuals have a right to be informed about how North View Academy use of any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils. We, North View Academy, St. Luke's Road, Sunderland, SR4 0HB are the 'data controller' for the purposes of data protection law.

Our data protection officer is Derek Colborn (see 'Contact us' below).

The personal data we hold Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information • Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

Why we use this data We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The Record Management Policy sets out how long we keep information about pupils and can be found on the school's website.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator Ofsted, Independent Schools Inspectorate
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, Local Authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

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Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

Parents/carers may have a right to access to their child's educational record. To request access, please contact Mr Derek Colborn, Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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GDPR PARENT DECLARATION

This notice is based on the Department for Education’s model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

I (the undersigned) acknowledge the processes and reasons for processing data at North View Academy

PARENT/CARERS’S NAME (PRINT).....

CHILD’S NAME.....

SIGNATURE..... DATE.....

Please sign and return this Privacy Notice to the school to confirm that you are aware of how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at within North View Academy.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Derek Colborn via email derek.colborn@wiseacademies.co.uk, telephone 0191 7070125 extension 2 or post to WISE Academies, Head Office, Borodin Avenue, Sunderland, SR5 4NX.