



**Southfields  
Academy**

## INFORMATION FOR PARENTS/CARERS OF NEW STUDENTS

Version 17.05.18



**Principal:** Ms Jacqueline Valin

**Headteacher:** Ms Wanda Golinska

Southfields Academy  
333 Merton Road  
Wandsworth  
London SW18 5JU

Switchboard (open 8am - 4pm): 020 8875 2600

Absence line (for all KS3 & KS4 absences): 020 8875 2634

Email: [info@southfieldsacademy.com](mailto:info@southfieldsacademy.com)



[www.southfieldsacademy.com](http://www.southfieldsacademy.com)



[instagram.com/southfieldsacademy](https://www.instagram.com/southfieldsacademy)



[twitter.com/southfieldsacad](https://twitter.com/southfieldsacad)



[facebook.com/southfieldsacademywandsworth](https://www.facebook.com/southfieldsacademywandsworth)

## Welcome to Southfields Academy

We look forward to welcoming your child to Southfields Academy. Please use this guide to complete the Admission Form. The guide will give details of the policies referred to in the form and will also give general information for you and your child about the Academy and the school day.

If you have any questions about completing the form, we will be happy to assist you during your child's interview.

### Term Dates 2018-19

Term	Start	End
<b>Autumn term 2018</b>	Wednesday 5 <sup>th</sup> September 2018 <i>Year 7 students only</i>	Friday 19 <sup>th</sup> October 2018
<i>Half term</i>	<i>Monday 22<sup>nd</sup> October 2018</i>	<i>Friday 26<sup>th</sup> October 2018</i>
	Monday 29 <sup>th</sup> October 2018	Friday 21 <sup>st</sup> December 2018
<b>Spring term 2019</b>	Monday 7 <sup>th</sup> January 2019	Friday 15 <sup>th</sup> February 2019
<i>Half term</i>	<i>Monday 18<sup>th</sup> February 2019</i>	<i>Friday 22<sup>nd</sup> February 2019</i>
	Monday 25 <sup>th</sup> February 2019	Friday 5 <sup>th</sup> April 2019
<b>Summer term 2019</b>	Tuesday 23 <sup>rd</sup> April 2019	Friday 24 <sup>th</sup> May 2019
<i>Half term</i>	<i>Monday 27<sup>th</sup> May 2019</i>	<i>Friday 31<sup>st</sup> May 2019</i>
	Monday 3 <sup>rd</sup> June 2019	Friday 19 <sup>th</sup> July 2019

### Times of the day

The Academy day begins with registration and Tutor Time at 8.20am and ends at approximately 3pm. There are five one hour lessons each day, plus a morning and afternoon Registration/Tutor Time with the form tutor. Students have two breaks during the day.

08.20 Registration/Tutor time

Period 1

Period 2

Break 1

Period 3

Period 4

Break 2

Period 5

***We are currently reviewing the timings for the school day and will publish these soon.***

Students in Years 7 to 11 are not allowed out of the Academy during the day.

## Attendance and Punctuality

- We expect all students to arrive at the Academy and to lessons on time and to aim for 100% attendance.
- The Academy operates an automatic communication system and we will contact parents/carers if their child is absent at registration.
- All students must attend Tutor Time at the start and end of the day.
- Please notify the Academy of your child's absence on **020 8875 2634**. On your child's return to the Academy, please provide them with a letter signed by a parent/carer or a note in their Academy diary.
- Please notify the Academy of any changes to your contact details.

## Uniform and Equipment

All students **must** attend the Academy in full uniform, which is available from the uniform shop (details at the end of this booklet). Uniform will be checked daily. If your child is unable to wear any part of the uniform for any reason, please let us know in advance by contacting the tutor or Head of Year. Students also need a signed note in their diary stating when they will be in correct uniform.

### Uniform & Presentation

- White collared shirt.
- Southfields Academy tie (Years 7 & 8 royal blue & gold, Years 9&10 black & gold, and Year 11 gold).
- Black Southfields Academy blazer.
- Plain black coat with **no logos/emblems or markings**.
- Black trousers, skirt or culottes.
- Black, dark blue or white plain socks.
- Plain black leather shoes.
- **Trainers are not allowed.**
- Plain dark blue or black scarf/wool hat/cap (outside only).
- Headscarves worn by students for religious reasons should be black.
- **Denim, leather jackets and hooded garments are not allowed in the Academy.**
- **One small** pair of earrings may be worn with one in each earlobe, and **one** ring may be worn. No anklets, nose studs, tongue studs or any other body piercing. No tattoos.
- Reasonable hair styles and natural hair colours only. No extreme styles or colours.
- No excessive make up is allowed in school. If wearing excessive make up, students will be asked to remove it.



### Equipment

We ask parents/carers to ensure that their child is properly equipped for each Academy day.

All students should have:

- A suitable bag or back pack.
- An Academy diary (which parents should check and sign weekly).
- Black pens, pencils, coloured pencils, a ruler, books, a scientific calculator and a P.E. kit.

## ParentPay

To make it easier to pay for meals for their child, school trips etc, parents are asked to sign up to ParentPay. We will be in touch separately to give you instructions, a log in and password for this.

## Raising Achievement

As an achievement focused Academy our goal is to enable all students to reach their full potential. To this end, we provide a wide range of opportunities to support your child:

- Each student is allocated a tutor who will monitor their progress. If you have any concerns please contact them in the first instance. Should you require an appointment to see them in person then please telephone the Academy to arrange this.
- We hold three Individual Education Action Planning days throughout the year; this is where your child will receive a one-to-one interview with their Tutor. Parents/Carers are encouraged to attend. Targets will be set to enable your child to reach their potential. Targets will be reviewed regularly throughout the year.
- Parents/carers will be informed on a regular basis about their child's progress. A full report will be issued once each year. There will be a parents'/carers' workshop within the first term in Year 7 and parents'/carers' evening later in the year.
- All students are provided with an Academy diary/planner. Students must record homework set and important dates in this. Tutors check the diaries on a regular basis and we ask you to read and sign them every week.
- There are sections in the diary for you to write notes to the tutor, who will respond as soon as possible.
- We offer a wide variety of after-academy activities. A current list will be published on the website in the Beyond the Classroom section. All students are requested to inform their parents/carers in advance if they are taking part in any of these activities.



Southfields Academy's team were MOSAIC Speak Out Challenge finalists for the third year running.

## Library

The Academy library is open for students to use from 7.30am – 3.30pm. We encourage students to make full use of the library where they will find a wide range of fiction and non-fiction books in the library to suit all levels of ability.

Students will take part in the Accelerated Reader scheme which is designed to promote engagement with reading and which is effective in supporting the development of vocabulary and creative writing.

## Reflections Rooms

Supervised reflection rooms for students are open every day at second break and after school – B156 for boys and B153 for girls. Mats are on a first come, first served basis. Please see Miss Clark for more details.

## ANTI-BULLYING POLICY STATEMENT FOR PARENTS AND STUDENTS

### What is bullying?

Bullying is when one person or group of people do or say something to harm or intimidate another person or group. It is deliberate, persistent, targeted, with intention to hurt, exclude, harass, threaten or frighten a person. This may be in person or online.

### We will not tolerate bullying behaviour which is:

- Physical - hitting, spitting, kicking, pushing, taking or damaging belongings.
- Verbal - name-calling, nasty teasing, mocking of accents or spreading rumours.
- Emotional - deliberately leaving someone out or ignoring them.
- Discrimination - bullying or jokes and negative language about an individual's characteristics.
- Cyber-bullying - bullying via electronic means i.e. computer, tablet, together with the misuse of photos, messages texting or email.

We all have a duty of care to protect each other and to maintain a safe, healthy, environment.

### Students:

- Talk to a teacher or someone who you trust. This might be someone in your family.
- Fill out a Bullying Incident Report Form (you can get one from your Tutor or from the library). Post it in the black post box outside A009 or hand it in to your Head of Year.

### Parents:

- Try to stay calm and bear in mind that the teacher may not know that your child has been bullied and may have heard a different version of what happened.
- Let the Academy know what happened, giving dates, places, and names of other students involved.
- Let the Academy know if things improve as well as if problems continue.
- If need be, arrange an appointment with your child's Form Tutor or Head of Year.

Parents/carers should note that the Academy will intervene if information is given of a student misusing technology to cause distress. In all cases the equipment used will be retained by the Academy to assist in its investigation.

For more information:

CEOP: <http://www.ceop.police.uk>

Childline: <http://www.childline.org.uk>

## CHARGING POLICY

*Policy: 6.302*

Any charges made by the Academy must meet the requirements of the Education Reform Act 1988. The Trustees endorse the guiding principles contained in the Act, in particular that no child should have access to the curriculum limited by charges.

### **AIMS**

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the Academy budget.

### **PRACTICE**

Charges will not be made for any activities that form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

Activities which are wholly or mainly within Academy hours should not normally be chargeable. However, instrumental music tuition and or loan of instruments may be compulsory charged unless it is part of a public examination or National Curriculum course.

In practical subjects parents may be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the finished product.

Voluntary contributions may be invited for trips that take place mainly within Academy hours. No child may be excluded because of an inability to pay but the Academy is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Trips that take place mainly out of Academy hours are chargeable.

Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

The Academy will normally meet the cost of the examination entries for subjects taught within the Academy. In cases where candidates have failed to meet the Academy's entry criteria but still wish to be entered, they may be asked to pay entry fees, returnable on the achievement of grades in those subjects. If students are entered into an examination and fail to attend (without valid reason / medical certificate) the Academy will be entitled to invoice the parents / carers for the full value of the examination entry fee.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity. Requests for help from parents on income support or family credits will be considered and assistance provided within the limits of the Academy's budget. Complete confidence will be observed in all such matters. Any insurance costs will be included in charges for trips or activities.

## **PARTNERSHIP AGREEMENT**

### **Ethos statement**

We believe that through individual commitment, self-discipline, integrity and respect for others, we inspire everyone to learn.

Southfields Academy believes that for a student to realise their full potential they must be supported by parents/carers/guardians *working together* with the Academy in an active and successful partnership. For this reason we ask you to sign your agreement on the admission form. This outlines the main ways that we, as an Academy, are going to ensure the success of your child. We ask you to support us in this aim and to take this document seriously.

We ask that you support the uniform policy of the Academy; smart and tidy appearance helps instil discipline and pride in appearance in students, and reduces the risk of distraction in lessons. A full uniform list is in this guide.

We ask that you support the Academy by ensuring that your child is properly equipped each day for learning. Students should carry a suitable bag. They should come to school equipped to work and should have a bag, at least 2 black pens, pencil, ruler, calculator, diary, a reading book and other relevant subject specific equipment including mathematics, sports and art & design equipment, as needed. Examples of suitable bags and equipment can be provided on request.

### **ACADEMY**

We, as an Academy, believe in treating all students with respect and agree to provide:

- An appropriate curriculum.
- Access to quality teaching based on high expectations of student achievement.
- Regular feedback and marking of work.
- Regular reporting of student progress.
- A safe environment with high expectations of behaviour.
- A culture of praise and rewards for high achieving students and those making excellent effort.

### **STUDENT**

As a student I agree to:

- Follow the rules of the Academy.
- Attend regularly and on time.
- Wear the correct uniform.
- Bring the correct equipment for all subjects.
- Treat all staff and students with respect.
- Be cooperative and helpful at all times.
- Complete classwork and homework to the best of my ability.
- Always put the upmost effort into all my endeavours at the Academy.
- Behave appropriately at all times.
- Act as an ambassador for Southfields Academy in the local community.

## **PARENT/CARER/GUARDIAN**

As a parent/carer/guardian I agree to:

- Support the policies of the Academy.
- Ensure excellent attendance and punctuality.
- Ensure that the correct Academy uniform is worn.
- Ensure that my child has the correct equipment for all subjects.
- Encourage and support my child's study.
- Check and sign the Academy diary on a weekly basis.
- Attend Parents' Evenings and other relevant parent/carer/guardian events and meetings (which are compulsory).
- In the event of my child misbehaving, I agree to a period of 'community service' as an appropriate sanction.
- Ensure that an up to date contact postal address, email address and telephone number are given.



## **ADMISSION FORM**

I declare that details on this form are a true and accurate statement and I understand any information provided will be held by the Academy subject to the conditions of the GDPR. I understand that Southfields Academy may contact me for marketing purposes.

I understand that any false or deliberately misleading information given on this form and/or supporting information may render the admission invalid, and could lead to the place being withdrawn.

## **SECONDARY SCHOOL HEALTH QUESTIONNAIRE**

I agree to my child having routine health checks by the staff of the school health service. Note: This does not include immunisations.

## COMPUTER AND INTERNET ACCEPTABLE USE POLICY

### GENERAL

Student use of school computers, networks, and internet services is a privilege not a right.

No student will be given access to the school's network until both they and their parent/carer have signed their agreement to this policy on the admissions form. This policy will be updated annually and published in the school handbook/diary or, as required, and further agreement will be assumed.

Students are required to comply with this policy.

Students who do not do so will have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. The policy is intended to provide general guidelines and examples of prohibited uses but does not attempt to state all required or prohibited activities by students. All school policies on standards and behaviour also apply.

1. I understand that the school's computers, its network and all other related devices are to be used for educational purposes only.
2. I understand that the school's servers have limited storage and that I may not store personal files at school such as photographs and other images, videos or music.
3. I understand that the One Drive provided for my use by the school is also bound by the restrictions applied to the school's network storage and that my use of One Drive may be monitored.
4. I understand that the email account provided for me by the school is also subject to the same restrictions as other school-based internet use, whether I am in or out of school and the account may be monitored.
5. I may not transfer any data from any external device to the school's network via a school computer without permission from a member of staff.
6. I understand that the school's computer and internet security procedures are for my safety and the security of the school community. Student internet use is filtered electronically and I will not attempt to bypass any such security measure.
7. If I identify a security breach or failing of the school's filtering system I will immediately inform a teacher.
8. I will memorise my username and password as I understand that my teachers will often want me to use a computer during a lesson.
9. I will keep my log in and password a secret and will not share it with anybody else. If I think somebody else knows it I will ask a teacher to contact IT support to get my password reset.
10. I will not allow anyone else to use a computer when I am logged into it.
11. I will not attempt to log into the school's network using anybody else's log in details, nor will I use a computer that is currently logged in by another student or a member of staff.
12. I will not access websites and materials which are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal. If I do so inadvertently I will immediately inform a teacher and tell them the website address (url). I will not share such materials in any other way.
13. If I see anything on a computer in the school that I am unhappy about or which could cause offence, I will immediately inform a teacher.
14. I will not attempt to install or run any program files, including games files, on the school's computers or network.
15. I will only email people I know, or who have been approved by a teacher.

16. The messages I send and information I upload to the internet will be polite and sensible and will never contain any offensive material or anything that could harm the reputation of the Academy, its staff or its students.
17. I will not open email attachments or attempt to download anything from the internet unless I have been given permission by a teacher or other authorised adult.
18. I may not share by email or in the public domain any images, videos or any other kind of file which could be used to identify me or any other member of the school's community.
19. I will never share by email or on line any photograph, video, file or any other kind of personal information which could be used to identify me, my family or friends unless given permission by a trusted adult.
20. Chat rooms, discussion sites, blogs and social media sites may not be accessed in school, except when they are required for a school project. If this is the case, I will be given express permission by a teacher to use specific sites.
21. I will never arrange to meet anybody I have met on line in a chat room or other medium unless I take a trusted adult with me.
22. I must not be involved in any form of online bullying or abuse.
23. I must not impersonate anybody else online.
24. I must not copy or download copyrighted materials without the owner's permission.
25. I must not plagiarise any materials on the internet. When internet sources are used for my schoolwork I must identify the author, publisher and web site of the source.
26. I must not attempt to cause any damage to the school's computers and network including but not limited to vandalism, hacking activities and creation/uploading of computer viruses.
27. I am aware that the Academy monitors use of the network and the internet and may check and remove any files held that break any of the rules.

## **OUTSIDE SCHOOL**

28. It is recognised that outside the protected school environment students may well have access to sites and tools which would be prohibited in school. These additional rules are designed to protect our school's community in the wider world.
29. If I need to email a member of staff I will only use their school email address and will only use my school email account.
30. I understand that I may not connect to, nor attempt to connect to, a member of the Academy Staff on any social media site or in any chat room, unless it is part of an authorised school project. Any such connections must be removed on completion of the project.
31. I may not post pictures or videos taken in school on any social media site or in any internet chat room or by any other means share such files in the public domain.

## **ACADEMY LIBRARY MEMBERSHIP FORM**

### **STUDENT**

- I promise that I accept the rules and general standards of behaviour expected by the Academy library.
- I will take care of the items I borrow.
- I will return the items I borrow on the date due.

### **PARENT/CARER/GUARDIAN**

- I accept responsibility for my child borrowing items from the library and returning them on the correct date.
- I am aware that there may be a charge for damaged or lost items.

## PHOTOGRAPHIC / IMAGE CONSENT

The Academy will not use the personal details or full name (first name and last name) of any individual in a photographic image, on a video, on our website, our social media or in any of our other printed material, without consent. Generally, images of individuals will not have an accompanying name in the text or a photo caption; if a name is used in the text we will not use a photograph of that individual with the article unless specific permission has been given. We will only use images of individuals which are appropriate to the article they illustrate to reduce the risk of such images being misused.

The Academy also complies with the General Data Protection Regulation.

The Academy produces a range of published materials and online information. From time to time the Academy takes **photographic images** (moving and still) of students to enhance and illustrate its media resources. We also use images or video to promote or advertise the Academy. The images/video will not be used for any other means.

The Academy will ensure that any minor can only be identified or contacted through the Academy. It is important to note that the Academy, in relation to any image, rarely names a child, and does so only where parental/guardian/carer consent has been given.

Your consent covers any use of the images by the Academy for a seven year period starting from the date you sign the admission form. At the end of that period, all images of your child will cease to be used in any new materials and the master image will be destroyed or archived.

The copyright of any material which is generated as a result of this photographic session shall be assigned to the Academy. This agreement is covered by the law of England and Wales.

### GDPR

From May 2018 the General Data Protection Regulation (GDPR) gives guidance to how <sup>(1)</sup>personal information is shared and stored by the Academy. Please refer to our Privacy Notice on the Academy website for further details.

<sup>(1)</sup>Personal information is information the Academy holds that identifies an individual that may be shared, stored and discussed with other Educational Professionals, Local Authority, Police and those organisations with a vital and legitimate interest.

## **BIOMETRIC CONSENT FORM**

The canteen at Southfields Academy benefits from a cashless catering system using biometric readers. Students and staff are able to add money to their dinner money account and pay for meals from that account; in order to do so they identify themselves using a biometric reader when adding money to their account and when paying for items at the tills.

Your child's finger print once taken is not stored on our system. A digital signature is created and this cannot be turned into an image of your child's finger print. This means that outside agencies would not be able to approach the school to obtain finger prints.

This system will also, in the future, be used to borrow books from the library and register students who arrive late to school. For some students requiring access to specialist areas of the school site, a biometric door control will be in place.

This system has several benefits, including faster throughput in the dining hall, reduced issues with lost, borrowed or stolen cards, faster registration of late students and better control of access areas of the school site.

In order to process your child's biometric data, we need your permission. Please see below frequently asked questions.

If you have further questions or concerns, please do not hesitate to get in touch.

### **Frequently Asked Questions**

#### ***Why do you need to take my child's finger image?***

By taking an image of your child's finger we can turn this information into a digital signature.

#### ***Can finger images be used by any other agency?***

No, the software used turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

#### ***What happens when my child leaves the school?***

When a student leaves school all data can be deleted very easily.

#### ***How does it work?***

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

## UNIFORM AND P.E. KIT PRICE LIST (2018)

All students **must** attend the Academy in full uniform.

The Academy shop is open Tuesdays throughout the year from 1.00pm until 3.00pm. Extra days and extended opening hours are available during the summer holidays and at the beginning of each academic year. Please see the website for specific dates.

Uniform items displaying the emblem may only be purchased from the Academy shop. Any other supplier offering such items displaying the Academy emblem is doing so illegally.

<b>ITEM</b>	<b>SIZE</b>	<b>PRICE</b> <i>(all prices include VAT)</i>
Boys Embroidered black blazers	26"-36"	£ 27.00
Boys Embroidered black blazers	38"-52"	£ 29.50
Girls Embroidered black blazers	26"-36"	£ 27.00
Girls Embroidered black blazers	38"-52"	£ 29.50
Embroidered (V neck) jumpers	28"-30"	£ 15.00
Embroidered (V neck) jumpers	32"-38"	£ 18.00
Embroidered (V neck) jumpers	40"-48"	£ 25.50
Ties (clip on)	48"	£ 5.50
P.E. Sweatshirts	9-12	£ 9.00
P.E. Sweatshirts	XS-XXL	£ 11.50
P.E. T-shirts	9-13	£ 5.00
P.E. T-shirts	S-XXL	£ 5.00
P.E. shorts	22"-30"	£ 9.50
P.E. shorts	32"-40"	£ 9.50
Swim shorts	24"-30"	£ 10.50
Swim shorts	30"-40"	£ 13.50
Swimming hats	one size	£ 5.00
Jogging Bottoms	9-12	£ 10.50
Jogging Bottoms	S-XXL	£ 13.00
Leggings	XS-S	£ 10.50
Leggings	M-XXL	£ 12.00

